



**Kirkby la Thorpe
Church of England Primary Academy**

Policy Title	First Aid in Schools Policy
Governance Function Area	Health and Safety
Date reviewed/amended	September 2022
Date for next review and frequency	September 2024 Biennially



**Kirkby la Thorpe
Church of England Primary Academy**

First Aid in Schools Policy

1. Purpose

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation (Health and Safety at Work Act 1974) employers are responsible for making sure that a school has a health and safety policy, which includes arrangements for first aid. This policy outlines the first-aid arrangements in place within our schools, including procedures that are in place.

2. Scope

This policy should be read in relation to:

- Health and Safety policy;
- Educational Visits policy;
- Safeguarding policy;
- Supporting Pupils with Medical Conditions policy and
- Critical Incident policy.

3. Policy

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. In addition, there is always a member of staff with paediatric first aid training on site at all times too.

On the Health and Safety notice board in the staffroom, the names of all first aiders and paediatric first aiders is displayed (Appendix 1).

Our First Aid Kits:

- comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and tweezers;
- are regularly checked (once a term);
- Midday supervisors based on the playground have a lunch time first aid kit;
- in the breakfast club room, the main first aid kit is stored, which is checked and restocked on a termly basis, recorded on the inside of the cupboard door;
- additional first aid kits for use on trips and school visits are also stored in this cupboard, and are checked at the same time interval;
- a further PE first aid kit is kept with the PE bag that is taken to sporting events and festivals, and is checked and restocked on a termly basis;
- are re-stocked as necessary;
- are easily accessible to adults; and
- are kept out of the reach of children.

Medical Emergencies at Kirkby la Thorpe CE Primary Academy

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment; this will be in line with the child's Health Care Plan.

The school will call an ambulance before contacting parents/carers if a child becomes seriously ill – this applies to all children and not only those with health care plans.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents/carers arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

Sickness

Where it is brought to our attention that has a pupil is displaying symptoms of an unknown illness, guidance is sought from the 'Guidance on infection control in schools and other childcare settings' poster in the school office and the use of the NHS website. Parents/carers are contacted, as per the guidance, to prevent the spread of infection.

In addition:

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded from school, but if live lice are seen in a child's hair, parents/carers will be contacted, so that treatment can be administered. Furthermore, the parents/carers of the children in the same class will also be notified to contain the outbreak.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it. Children or families are not excluded because of HIV status.

- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Caretaker and Emergency First Aiders.

Asthma

We have a number of children at Kirkby la Thorpe CE Primary Academy with asthma. A Health Care Plan must be completed for all children with asthma. Inhalers are kept with each respective child, in their classroom. Inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.

If it is suspected that a child is having an asthma attack, NHS advice is:

1. Sit upright (don't lie down) and try to take slow, steady breaths. Try to remain calm, as panicking will make things worse.
2. Take 1 puff of reliever inhaler (usually blue) every 30 to 60 seconds, up to a maximum of 10 puffs.
3. Call 999 for an ambulance if there is no inhaler, feel worse despite using an inhaler, doesn't feel better after taking 10 puffs or if there are concerns.
4. If the ambulance hasn't arrived within 15 minutes, repeat step 2. Never be frightened of calling for help in an emergency.

Provide the emergency services with a copy of the child's Health Care Plan.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK.

Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- in the event of a significant injury or head injury;
- if bleeding cannot be controlled;
- in the event of a period of unconsciousness;
- whenever a fracture or break is suspected;
- whenever the first aider is unsure of the severity of the injuries.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (cold paper towel/ice pack) for the child's own comfort. Parents/carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;

- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents/carers should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Disposing of blood

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female staff toilets.

Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile tweezers must be used.

Ice Packs

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the breakfast club room.

Guidance on the use of ice packs:

- ideally an ice pack should be applied within 5 -10 minutes of the injury occurring;
- the pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours; and
- emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- if the casualty is diabetic;
- over areas of skin that are in poor condition;
- over areas of skin with poor sensation to heat or cold;
- areas with known poor circulation; and/or
- in the presence of visible or known infection(s).

Accident books:

- Separate adult and staff accident books are kept in the school office. These are kept safely but accessible to first aiders.
- All serious accidents must be recorded in the office book, on the same day, with two copies being made. Pupils and staff should be given a copy to take home and another copy should be stored securely in the accident book folder.
- Accident books are reviewed termly by a member of the Health and Safety Group to identify any potential or actual hazards.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books MUST be written in pen, completed on the same day of the incident, and include:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury or illness and first-aid given; and
- what happened following the accident (eg. parents, contacted, taken to hospital etc).

The information in the accident books can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid need assessments; and
- be helpful for insurance and investigative purposes.

Ofsted requirement to notify parents and the Data Protection Act

Parents/carers must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. The first-aiders who treated the injury will be the person who contacts the parent/carer to inform them of what happened and recommended next steps. Depending upon the injury, this may be via a phone call as well as a copy of the accident form.

Staff must be aware of the Data Protection Act 2018 and not allow parents/carers to view personal information other than that relating to their child.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days.

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days.

Training

A central record of all training related to first aid is held by Headteacher and is reviewed annually to ensure that certificates are renewed within timescales.

All trained members of staff have a personal copy of the first aid training book and additional copies can be found with the first aid kits and on the Health and Safety notice board in the staffroom.

4. References

- Guidance on First Aid for Schools
- Guidance on infection control in schools and other childcare settings (poster)
- HSE

Appendix 1



Medicine at KLT



If a child requires medicine, please ask one of the following staff members to administer this.

They have received additional first aid training and are the designated staff for administering medicine, in line with our school policy.



Mrs Huckle



Mrs Pimlott