



POLICY STATEMENT

St John's Meads CE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents/carers/contractors/personnel and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

AIMS & OBJECTIVES

To ensure that First Aid provision complies with the safeguarding provision within the school. This policy should be read in conjunction with the Health and Safety Policy and the Child Protection Policy and Keeping Children Safe in Education statutory guidance and Crisis Management Policy.

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999. <http://www.hse.gov.uk/pubns/hsc13.pdf>
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accident through thorough risk assessments.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents. Any serious head injury should always be referred for Hospital treatment in accordance with Emergency Arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).
<https://eastscs.info-exchange.com/schoolincidents>

Health and Safety Team at East Sussex County Council paths@eastsussex.gov.uk 01273 481938

Definition of First Aiders and Requirements

- A qualified first aider is an adult who has successfully completed and holds a current and valid certificate.
 - 3 day (18 hours) First Aid at Work,
 - 2 day (12 hours) First Aid at Work Requalification,
 - 1 day (6 hours) Emergency first-aid at work certificate
 - 2 day (12 hours) Paediatric First Aid
- **A 3 Day First Aid at Work (or 2-day Requalification)** is an adult who has attended and successfully completed a 3 Day First Aid at Work Course. The qualification is valid for a 3-year period from the final training session. Should contain at least 18 Contact hours, which includes an ongoing summative practical and theoretical assessment at the various stages during the course.
- **The 2-day Requalification** requires at least 12 contact hours and as above. Employers must ensure that retraining is arranged before certificates expire.
- The role of the first aider is to administer first aid to children, staff, service users, clients, visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

An **emergency first aider in the workplace** is an adult who will take control in a situation when a first aider is not available and holds a current emergency first-aid at work certificate (1 day). Refresher training required every 3 years. The HSE requires at least **6** training contact hours for this course. Learners must **attend all sessions** to be eligible for assessment. For best practice, HSE recommendation is to complete an annual skills update.

Paediatric First Aider: The current legal requirements for paediatric first aid are set out in the safeguarding and welfare section of the EYFS. This provides:

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric

first aid certificate. Paediatric first aid training (see footnote 18) must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

FIRST AID TRAINING

The Health & Safety Coordinator is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

Key staff will be trained in the care plans for Diabetic pupils. Epilepsy, Seizures, Asthma, Epi- Pen (Adrenaline auto injectors).

First Aid training must only be delivered by organisations regulated by Ofqual.

- Level 3 First Aid at Work Certificate (3 days)
- Level 3 First Aid at Work Requalification (2 days)
- Level 3 Paediatric First Aider Qualification (2 days)
- Emergency First Aider in the Workplace (1 day)

The current named first aiders and details of their qualifications, and those staff who can administer medicines, are displayed in the School Office.

Appointed Persons: Senior Management Team

Any member of staff can call an ambulance, giving clear information. St John's Meads, Rowsley Road, Eastbourne, BN20 7XS. 730255. Nature of incident. Then go out to ensure clear access for ambulance, if necessary asking parents to move cars.

Once a call is made, ensure that an appointed person is at the main entrance of the school to meet the ambulance and take them to the incident. If possible transfer the call to a mobile phone at the incident to enable the ambulance service to talk directly to the First Aider dealing with the incident.

FIRST AID PROVISION

Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aiders.

First Aid kits are available at the following locations:-

The School Hall Kitchen
Reception Class
Y1/Y2 Activity Areas
Y3/Y4 Activity Areas
Y5/Y6 Activity Areas
Portable Lunchtime First Aid Kit including Ice and Injury Forms
Log Cabin – School Field

Portable First Aid Kits for general outing use are kept in the First Aid Room (if items are used, these must be replaced at the end of the outing). If more than one coach is used for transport, there must be one first aid kit per coach.

Portable First Aid Kits for sports sessions use are kept in the First Aid Room (if items are used, these must be replaced at the end of the sports session).

It is the responsibility of First Aid at Work – 3 day qualified first-aiders to check the contents every term and re-stock as necessary.

The First Aid Room, located at the administration end of the school is the designated area for first aid treatment, administration of first aid and for children who are unwell (sickness).

All staff must ensure that they have read the School's First Aid Policy – located in the School Office, policies folders and on Staff Only shared drive, School Policies and Documents. First Aid Rotas are located in the Staff Room.

INCIDENT REPORTING

- Injuries deemed to be minor (grazes) can be dealt with by any member of staff and recorded in the School Injury Record and an injury form must be completed and sent home with the child.
- More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded on the School Injury Record and on injury form which is sent home with the child.
- The School Injury Treatment Folder and injury forms are located in the First Aid Room.
- Lunchtime staff (MDSA) take the green first aid box outside at lunchtime and a page from the School Injury Treatment Folder and injury forms. These must be completed at the time of the accident; the completed injury page must be returned to the folder at the end of lunchtime session to avoid gaps in the record
- Parents/carers will be contacted if any injury requires more action than that detailed on the injury report form.
- The school office a member of staff will contact the parents if they have any concerns about the injury, or need to send a child home through illness.
- All injuries recorded on an Injury Record for Treatment form must be completed by the person administering First Aid. It is recommended that these records are kept for 3 years. These records are kept in the office cupboard and files.
- Where first aid is carried out in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on the intranet or Czone for schools.
- Injury Record Log should be viewed and signed at a minimum termly by Health & Safety Governor.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR).

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- All head injuries should be monitored closely and regularly. An injury report form **MUST** be completed clearly indicating the details and time of monitoring the child. The parent/carer must be called at the time of the head injury. If the parent/carer is not contactable, the child must be monitored until a successful call is made.
- Any serious head injury should always be referred for Hospital treatment in accordance with Emergency Arrangements.
- It is the school's policy to inform the parents/carers if there is a head injury however minor.
- All staff are encouraged to seek advice from one of the school's trained First Aiders.
- This policy extends to all injuries that have come about in school or on a trip.

EMERGENCY ARRANGEMENTS

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

- In the event that the parents cannot be contacted, 2 members of staff will accompany the child to hospital and remain with them until the parents can be contacted.
- In the absence of the office staff, Head of School or Headteacher, members of staff must always call an ambulance on the following occasions:-
 - In the event of a serious injury
 - In the event of any significant head injury
 - In the event of a period of unconsciousness
 - Whenever there is the possibility of a fracture or where this is suspected
- in a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call

HYGIENE/INFECTION CONTROL

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a plastic bag and disposed of carefully and safely.

- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly.
- Body fluid spillages on hard surfaces should be cleaned up then bleached.
- Exposed cuts and abrasions should always be covered.
- Ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements

SHARING OF INFORMATION – Medical Alert Posters/Health Care Plans

At the start of the academic year, the School Secretary will update the medical alert notices with copies issued to class teachers with information about pupils who are known to have medical needs, for example, Anaphylactic, Asthma, Allergies, Diabetic pupils. This will be reviewed at each change of circumstances. This will also be done after consultation with the appropriate persons i.e. parents, medical advisors regarding Health Care Plans. The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings. The templates for these forms can be found in the Medical Conditions Policy. The Medical Posters should be regularly updated with new information when this becomes available.

ADMINISTRATION OF MEDICINES

When a child joins the school the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary. Advice from the School Nursing Service encourages parents to ask for medication from their GP which can be taken around the school day. If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the School Nursing Service and Headteacher.
- Medication must be clearly labelled.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from the School Office in the green Medical Administration folder.
- Medicine will be administered by a designated person. First-aider/member of staff who has received Administration of Medication training and certification.
- Medication must be stored in the First Aid Room medicine cabinet out of the reach of children. (Or placed in red medicine container in the door shelf of left hand fridge in staff room if necessary) Administration of medicine will be logged into green medication log book with child's name, dosage and time of dose. This must be done at the time the medication is administered NOT retrospectively. If a child refuses their medicine, this must be logged and the parents notified. The medicine administration book must be completed by the member of staff responsible for administering the medicine each time medicine is given.
- Paracetamol, ibuprofen or other 'pain relief medication can only be administered by agreement with parent/carer and clear information must be given and recorded on Administration of Medicine Form.
- Information must include dose, time of dose and a designated person identified to administer the dose. This medication must be sent home at the end of the school day and if the parent/carer requests a dose for the next day the medication form MUST be updated with the time of the dose the child is to receive. This is important to avoid over-dosing.
- Administration of paracetamol/ ibuprofen medications must be given with a single dose measure which has been provided with the medication. The medication should be prescribed by a doctor if it is to be administered on a longer term basis. If this is the case, Health Care Plan form must be completed in addition to the general 'daily medication form'. Ensure that the parent carer has given the exact time and dosage on the medication form and that a new form is completed/updated for every day that this particular medication is to be administered to the child. If unsure, contact the parent/carer and do not administer the medication if an exact dose and time has been given.

Headteachers/ Health and Safety Coordinator and Line Managers will:

- implement and monitor this Policy and associated documentation within their area of responsibility
- ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such

as offices and libraries, with fewer than 50 employees, at least one First Aider qualified in Emergency First Aid at Work (one-day course) would suffice. Whereas if more than 50 persons are employed there, at least one First Aider qualified in First Aid at Work (three-day course) will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns

- ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- ensure First Aiders hold current First Aid training certificates
- ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc.
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- ensure that adequate communications are in place for contacting all First Aiders
- arrange for the annual honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three-day course) by way of a grant in recognition of their services (contact Personnel Support Unit, County Hall)
- ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- take the requirements of this Policy into account when placing orders for goods or services
- arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

Controllers of Premises (Caretaker/ Site Manager) must:

- ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms
- agree common first aid arrangements where a workplace is shared with other agencies or departments
- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

Appendix 1: Contact details for East Sussex County Council

Enquiries: Health & Safety Team Health & Safety Team **Telephone:** 01273 481938
Email: paths@eastsussex.gov.uk

Appendix 2: Approved Contents of First Aid Boxes

What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1