



Hasland Infant & Nursery School

First Aid Policy

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Changes made 10 th January 2023 – Version 1.1 Claire Fern – First Aid Co-ordinator Passtab – Accident recording system	

FIRST AID POLICY

This policy is based upon a summary of DfES guidance on First Aid provision in Schools (from DfES good practice guide "Guidance on First Aid for Schools" 1998)

PURPOSE

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

INTRODUCTION

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available, if necessary.

Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

RISKS

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

RESPONSIBILITIES

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. All staff, and those adults with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out on school trips, during PE and other times the school facilities are used e.g. Discos, Parents' Meetings etc. First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. As an aim we plan for all the staff to have completed first aid training.

Mrs. Claire Fern (First aid coordinator) is responsible for:

- Ensuring that first aid provisions are adequately stocked and that all supplies are in date.
- Checks taken of first aid provisions are completed and recorded
- Medication is administered in line with the 'Administration of Medicine' policy.
- Half termly checks of all long term medication held in school are completed and recorded.

Adequate First Aid cover will be provided in the school building and outside areas, throughout the school day.

Staff members on a school trip must have access to a telephone in order to summon help and portable first aid kits.

One member of staff in each area i.e. Foundation and Key Stage 1 has also undertaken the paediatric first aid training.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epi pens, if trained to do so.

It is the responsibility of the first aid coordinator, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff will ensure that they have read the school's First Aid Policy.

LOCATION OF FIRST AID EQUIPMENT

The First Aid Cabinet is situated in the area near the girl's toilets and in the school office, with portable first aid provision within every classroom, nursery and the school office. The fridge in the school office is used for storing medicines which need to be kept refrigerated. Class A drugs are locked in the safe in the school office. Each classroom has a first aid cabinet to store long term medication such as, epi pens and inhalers

REPORTING AND RECORDING OF ACCIDENTS

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

PROCEDURES

At Hasland Infant School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, will be entered into the 'Passtab' system as soon as possible after the accident takes place. Passtab is available on all school iPads held within each classroom and nursery as well as the school office computers. Records should be stored in line with the 'Records retention policy'.

Minor cuts will be cleaned using water or antiseptic wipes. There are ice packs situated in the freezer in Nursery and in the school office which will be used for serious bumps and swelling.

Bump notes will be sent home with the child to inform parents in the event of a bump to the head and parents will also be informed by telephone or text.

The First Aider present will deal with the accident, treat any injuries as required and enter the accident onto the system.

If the accident results in the need for medical attention, then an accident form will be completed as soon as possible. An investigation into the accident should be undertaken immediately or at least on the same day by the School Business Manager. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again, if appropriate. A summary of these accident forms and any resulting actions taken will be reported to Governors on a termly basis. The School Business Manager will ensure that accidents which are reportable to the Health & Safety Executive, are reported using the appropriate form.

No person must treat a pupil who is bleeding, without protective gloves.

- Protective gloves are stored in the first aid cupboard and in the school office.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced.
- Gloves should be worn when contact with blood or body fluid is likely.
- Spillages should be cleaned up with paper towels, double bagged and disposed of appropriately.
- Once spillages have been cleared, hands must be washed and dried after removal of protective gloves.

TRIPS

Travel first aid kits and a trained First Aider are present on all trips. Inhalers will be taken on trips and administered by a first aid trained person, when required.

PUPIL WITH SPECIFIC NEEDS

Some pupils in the school have special requirements. Their details are kept in their files and a note placed in the register.

ADMINISTRATION OF MEDICINES

There are two main sets of circumstances when parents require medication to be administered to children in school:

- cases of chronic illness or long-term complaints such as asthma or diabetes;
- cases where children are recovering from a short-term illness but are fit enough to come to school although require the completion of a course of medication, e.g. antibiotics

We can administer medicines after completion of Administration of Medication form by the parent/carer. These are available from the school office. The medicine must be in the container dispensed by the pharmacist and have clear dosage instructions. We ask parents to try to obtain medicines with dose frequencies which can be given out of school hours i.e. three times a day. The administration of medicines must be completed by a trained first aiders.

If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they complete the appropriate forms. Their child should, whenever possible, take responsibility for administering their inhaler but staff will assist if necessary.

All medication brought into school must be clearly marked with the child's name.

For all administration of medicines, the following procedures will be adopted:

1. Two staff will be involved in the process to ensure that the correct dose of the correct medicine is given to the correct child and once the medicine has been administered both will sign the Medicines Administration Record (MAR) sheet (NB for controlled drugs there must be 2 people in attendance)
2. Before the medicine is given each time, staff will ensure they have checked the following

Right Person	Is this the right person for this medicine?
Right Medicine	Is it the correct medicine? Do the label instructions match up with the instructions on the written consent? Is the name the same?
Right Dose	Dose the label state the same as the instructions? Remember to check not just the amount eg 5ml or 10ml but also the correct

	concentration eg 125mg/5ml
Right Time	Are you sure it is 12 midday that this medicine should be given? Where can you check?
Right Route	Are you sure that the way you are about to give the child this medication is the right way? You are not going to put ear drops in their eye?
Right Date	Ensure the medication has not expired. Always check on the label for instructions that may relate to this eg Do not use after 7 days. Always check the documentation that it has not already been given

CONTENTS OF SCHOOL FIRST AID KITS

120 assorted plasters
2 sterile eye pads
10 sterile eye rinse tubes
6 triangular bandages
4 safety pins
4 Medium wound dressings
2 Large wound dressings
6 pair of disposable gloves
1 packet of Antiseptic Cleansing wipes

CONTENTS OF TRAVEL FIRST AID KITS

10 assorted plasters
2 triangular bandages
2 safety pins
1 Large wound dressing
6 pair of disposable gloves
1 packet of Antiseptic Cleansing wipes
1 rubbish bag

RIDDOR – INCIDENTS TO BE REPORTED

Accidents resulting in death or major injury

Accidents which prevent normal duties for more than 3 days

Loss of consciousness due to asphyxia or absorption of harmful substances

Fractures / Dislocations

Amputation

Loss of sight – temporary or permanent

Chemicals or hot metal burn to eye

Penetrating eye injury

Electric Shock

Injury leading to hypothermia

Unconsciousness needing resuscitation

Hasland Infant School is committed to safeguarding and promoting the welfare of children.