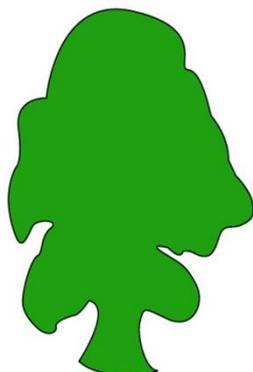


# First Aid Policy

## FOR ELMHURST SCHOOL



Adopted:	June 2016
Next Review Date:	June 2019
Responsible Committee:	Premises, Health & Safety Committee
Signed:	
Headteacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

Elmhurst School staff are able to take action to apply emergency first aid treatment in the event of an accident/incident involving a child or adult. At least one member of staff with current first aid training is on the premises, or on an outing/trip, at any one time. Our first aid qualification includes first aid training for infants and young children and is refreshed according to current legislation.

### 1. Purpose and Scope

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness.

First aid services are an important element of occupational health and safety, facilitating first initial treatment for:

- Injuries that may occur in school (including off-site visits, school trips etc.); and
- Acute personal sickness that may impact on staff members, pupils or others while on Elmhurst School premises.

### 2. Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include offices and vehicles.

### 3. Principles

The aims of first aid are to preserve life, prevent harm and promote recovery.

First Aid requirements are determined by

- Health and Safety (First Aid) Regulations (1981)
- First aid in schools (DfE, 2014)
- HSE - [www.hse.gov.uk](http://www.hse.gov.uk)
- RIDDOR - [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

#### Further Guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)

Elmhurst School is committed to the provision of high quality first aid.

#### 3.1 EYFS Key Themes and Commitments (EYFS Statutory Framework)

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	

#### 4. Outcomes

Any person on Elmhurst School premises (staff, pupil, governor, volunteers, parent, visitors) have reasonable access to first aid assistance should an injury or illness occur. Trained first aiders provide first aid assistance, where possible.

#### 5. Functions and Delegations

Position	Delegation/Task
Governors	<ul style="list-style-type: none"> <li>• Endorse First Aid Policy.</li> <li>• Compliance with First Aid Policy, including audit.</li> <li>• Promotion and maintenance of occupational health and safety.</li> </ul>
Senior Leadership Team	<ul style="list-style-type: none"> <li>• Compliance with First Aid Policy.</li> </ul> <p><b>Head Teacher</b></p> <ul style="list-style-type: none"> <li>• Ensure adequate resources are allocated for carrying out first aid in accordance with this First Aid Policy.</li> <li>• Determine number of staff to be trained First Aid Officers.</li> <li>• Review the performance of staff regarding occupational health and safety responsibilities and potential needs for first aid.</li> <li>• Ensure that appropriate first aid records are kept.</li> <li>• Appoint Senior First Aid roles and ensure the provision of regular and appropriate training.</li> </ul> <p><b>SENDSCO</b></p> <ul style="list-style-type: none"> <li>• Provide appropriate supervision to ensure that staff and other personnel comply with the First Aid Policy.</li> <li>• Develop risk assessments for first aid.</li> <li>• Ensure the provision, maintenance and proper use of first aid facilities, such as first aid kits and personal protective Equipment (PPE).</li> <li>• Ensure corrective action is implemented for all incidents and accidents involving first aid.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Compliance with First Aid Policy.</li> <li>• Participate in development of risk assessments for first aid.</li> <li>• Participate in induction and first aid training programs as instructed by the SLT.</li> </ul> <p><b>First Aider Roles</b></p> <ul style="list-style-type: none"> <li>• Ensure emergency procedures and equipment are in place for high risk activities.</li> <li>• Wear PPE as provided in compliance with first aid training.</li> <li>• Review and update first aid provisions in relation to changes in work activities. This should be done in consultation with the supervisor.</li> <li>• Administer first aid to sick and injured person(s) in accordance with the principles of this policy.</li> <li>• Control access to the first aid rest room (if applicable).</li> <li>• Ensuring first aid qualifications are current.</li> <li>• Maintenance of first aid kits.</li> <li>• Maintaining contact details near first aid kit, including emergency contacts and priority contact personnel.</li> </ul>

Parents	<ul style="list-style-type: none"> <li>• Complete a medical disclosure when registering the child at Elmhurst School.</li> <li>• Keep the school up-to-date with any medical appointments, advice or concerns.</li> <li>• Complete a medicine form, when appropriate, to allow staff to administer medication to their child.</li> <li>• Medicine will be in the original packaging named and dated. When prescribed medicines are to be administered they will be in the prescribed packaging, with the pharmacy label.</li> </ul>
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## 6. Risk Management

First aid risks are regularly assessed, identified and managed. Employees are educated in first aid awareness. Appropriately qualified staff are trained first aid personnel. Mechanisms are in place for monitoring compliance with first aid policies.

## 7. Policy Implementation

Elmhurst School ensures effective implementation of first aid through:

- staff having access to policies and procedures relating to first aid
- provision of tailored training to persons with specific tasks
- record of first aid activities, including first aid training provided and undertaken, information provided to clients and use of PPE
- mechanisms for monitoring compliance with first aid.

## 8. Policy Detail

Elmhurst School is committed to providing a safe and healthy environment for all staff, governors, pupils, visitors and parents.

### 8.1 Assessing First Aid Requirements

Workplace activities influence potential harmful consequences for staff, clients and others. The Head Teacher will determine the number of designated First Aid Officers, the type of First Aid kit required and the organisation's approach to first aid response.

Staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

### 8.2 First Aid Trained Staff

Trained First Aid staff include the following:

- senior First aiders who receive the extended First Aid at Work training
- all other first aiders have received the Schools First Aid training
- in addition to this, some EYFS staff have Paediatric First Aid training
- a person who holds a current first aid certificate issued after successful completion of an approved first aid course; or
- a person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- a registered nurse; or
- a medical practitioner.

A person with one or more of the above qualifications is appointed by the organisation to be a first aider. Elmhurst's two year old provision requires 50% of all staff to hold a first aid qualification and that one member of staff to have Epi-Pen training.

### 8.3 First Aid Facilities

First aid facilities are provided that are adequate for the immediate treatment of injuries and illnesses that may arise at Elmhurst School.

- Emergency procedures are clearly marked in the setting.

First aid kits supplied comprise items in accordance with First aid in schools (DfE, 2014). First aid kits are maintained by the Senior First Aider. Emergency telephone numbers are clearly marked on each first aid kit. Our first aid kit contains the following items:

- Triangular bandages (ideally at least one should be sterile) - x 4
- Sterile dressings:
  - a) Small (formerly Medium No 8) - x 3
  - b) Medium (formerly Large No 9) – HSE 1 x 3
  - c) Large (formerly Extra Large No 3) – HSE 2 x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2
- Container of 6 safety pins
- Guidance card as recommended by HSE x 1

In addition to the above first aid equipment, each box must be supplied with:

- 2 pairs of disposable plastic gloves (PVC or vinyl)
- 1 plastic disposable apron
- A children's forehead 'strip' thermometer

All first aid boxes must be easily accessible to adults and must be kept out of the reach of children.

- There must be a first aid box in each room of the Early Years setting.
- There must be a first aid box in each building, regularly used by pupils, on the Elmhurst School site.
- There must be a first aid bum bag for any education off site.

### 8.4 Personal Protection

First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.

Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- before and after contact with an ill or injured person
- after contact with blood or and/or other body fluids or contaminated items
- when protective gloves are removed.

When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent.

Elmhurst School provides personal protective equipment (PPE) to protect first aiders and ill or injured persons from risks of exposure to harm from sharp objects and blood or other body fluids. PPE includes:

- disposable PVC, latex, and/or heavy duty gloves
- sharp boxes

### 8.5 First Aid Records

An Incident Report form is completed by the trained First Aider and/or person providing first aid and includes:

- date and time
- name of person receiving first aid

- description of symptoms
- treatment provided
- name of person providing first aid
- referral arrangements (e.g. ambulance, hospital, medical service)
- name of person completing Incident Report form.

The original copy of the Incident Report form is retained securely on the Elmhurst School online reporting system – Behaviour Watch. In the event of computer failure a number of First Aid reporting books are available at the main school office.

- If a person is transferred to a medical facility, all reported information is to accompany them.
- All persons receiving and providing first aid have the right to request access to relevant Incident Report forms arising from first aid incident.
- Confidentiality is adhered to at all times and information shared only on a need to know basis.

## **9. First Aid response**

While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

### **9.1 Major Accidents to Pupils**

#### **Action:**

- An Ambulance is to be called immediately when an accident occurs; a member of SLT must be informed immediately.
- Immediate First Aid by adult present.
- First Aider to take over as soon as possible (pupils should not be moved after a serious fall).
- Senior First Aider to be called upon.
- Parents and carers to be informed immediately.
- Online recording system (BehaviourWatch) or Accident book to be completed by First Aider and observer.
- ANT report to be completed on the ANT system.
- At the time of admission to the setting, parent/carers must give written permission for emergency medical advice or treatment sought and this information must be placed on the individual child's personnel file.
- Parent/carers must sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed via this consent form.
- Reports must be signed by the person completing the report, a witness, the manager and the health and safety officer.

### **9.2 Minor Accidents to Pupils**

#### **Action:**

- Refer to First Aider.
- Enter on online recording system (Behaviour Watch) or Accident Book; notes on incident must be thorough especially when dealing with head bumps.
- Inform parents via text message.
- Parents must be notified by phone of all head bump injuries and a head bump note will also be sent home (this is available from the office).

### **9.3 Pupils' Illness**

#### **Action:**

- Class staff (LSAs/Teachers) are responsible for the immediate care of an ill pupil.
- The pupil should then be moved to the medical room.
- First Aider to be consulted and member of SLT to be advised of illness.
- Note to be made on the online recording system (Behaviour Watch) or accident book.

- Parents and carers to be informed and a decision made, in consultation with a member of the SLT, about staying at school or going home.
- Any child going home must be signed out.
- No child to be left unattended in the medical room at any time.

#### **9.4 Accidents or Injuries to Staff**

- First aid to be given by nearest adult.
- Refer to First Aider/Senior First Aider (the person should not be moved after a serious fall).
- Ambulance called if required.
- Accident record completed by First Aider.
- ANT report completed by Health & Safety Officer (Alan White).
- This must be done for any accident or injury however minor.

#### **9.5 Non-Accidental Injury or Child Abuse**

- Referral form, notes and/or body maps must be generated by class staff then referral to Designated Person on a form available in staff room.

#### **9.6 The Administration and Storage of Medication – for more detailed procedural information, please see separate policy:**

- Only prescribed medication with prescriptive advice and form will be administered.
- Parent/carers must give written permission to administer any medication.
- All regularly administered medications require the completion of a health care plan which must be counter-signed by the Headteacher.
- Children with long term medication or illness must have a care plan in place.
- Non prescriptive medicines may be administered with correct parental permission form signed.
- Asthma medication will require monitoring and with younger children controlled by class staff.
- All medication will be kept in a locked cupboard/office.
- County guidance in dealing with blood and body fluid spillage should be followed at all times.
- All staff members are in effect responsible for taking the appropriate action when accidents occur.

**This policy must be used on conjunction with our Safeguarding Policy and Procedure and any other relevant policies and procedures.**