



## **St. Mary's C. E. Primary School, Rawtenstall**

### **Policy for First Aid**

(Updated September 2019)

Neil Gurman

This policy applies to all governors, staff, pupils, parents and visitors to the school, including all contractors.

#### **School Mission Statement**

Based upon our belief of Jesus Christ as the Son of God and Saviour of the World, we will give all children a positive experience of Christianity and learning, whilst retaining a respect for other faiths.

We will promote the spiritual, moral, cultural, mental and physical development of all pupils, within a caring, loving, stimulating and nurturing environment, which is firmly based upon Christian values.

All children will receive a wealth of high quality educational experiences through the positive involvement of school, home and St. Mary's Church.

#### **INTRODUCTION**

St. Mary's C. E. Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid provision at the school is held by the Headteacher who is the responsible manager. Other responsibilities may be delegated to the School Admin Officers and other nominated staff. All first aid provision is arranged and managed in accordance with the Authority's guidance on First aid in schools.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## PURPOSE

The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals.

This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

## OBJECTIVES

- To provide safe and appropriate care
- To ensure that there are sufficient trained staff in school.
- To ensure that all staff know what to do if a child needs first aid treatment.
- To ensure appropriate training is given to adults in school and certificates are kept up to date.
- To ensure all staff know how to involve emergency services if required.

## QUALIFIED FIRST AID STAFF

At St. Mary's Primary School, all staff, where possible, are encouraged to attend first aid training; the costs of which will be paid by the school.

The qualified first aider is someone who has been trained and holds a First Aid at Work certificate, or equivalent qualification.

**The First Aiders at Work is Mr Neil Gurman who achieved the qualification in February 2017. Mrs Natalie Ashworth and Mrs Janet Kennedy achieved the qualification in July 2017.**

Two of our staff, who work with early years children, have undertaken additional training in **Paediatric First Aid**, these are:

- Anne Bedlow
- Lynette Haworth

Staff will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

The responsible manager, the Headteacher, will ensure that appropriate numbers of qualified first aiders and appointed persons have the appropriate level of training to meet their statutory obligations.

All staff should be aware of pupils with allergies/medical needs.

## APPOINTED PERSONS

At St. Mary's Primary School there are 3 appointed persons who are as follows:

- Helen Collinge (School Administrator)
- Janet Kennedy (Senior Midday Supervisor)
- Neil Gurman (Headteacher)

The responsibilities of the Appointed Persons have been given the responsibility to take charge of first aid arrangements including looking after equipment and facilities, **calling the emergency services when required** and taking charge when someone is injured or falls ill. There may also

be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections).

## **FIRST AID PROVISION**

First aid kits are located at the following places around the school:

- 1 first aid kit in the **KEY STAGE 1 CORRIDOR**
- 1 first aid kit in the **KEY STAGE 2 CORRIDOR**
- 1 first aid kit in the **SCHOOL OFFICE**
- 1 first aid kit in the **KITCHEN**
- 'Portable' first aid kits in the **SCHOOL OFFICE**.

It is the responsibility of the appointed person to check the contents of all first aid kits every half term and restock as necessary, or in the case of a school trip on its return. Kits should be checked on return to school (sign and date).

## **CATEGORIES OF INCIDENTS AND PROCEDURES**

Any pupil complaining of illness or who has been injured will be taken, or sent, to the School Office or the qualified First Aider(s) or a First Aider called for to inspect and, where appropriate, treat. Constant supervision will be maintained.

If the child is too ill to stay at school parents, or carers, should be contacted as soon as possible so that they can be collected

### **Minor Accidents and Injuries**

The adult in charge will initially look after the injured child. If necessary, the child will be taken the child to the School Office.

Cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. (Staff should check for allergies before administering)

The use of disposable plastic gloves is mandatory at all times.

**All accidents are recorded in the Accident Report Book by the first aider.**

**The accident book is kept in the school office.**

### **Minor Cuts, Sprains and Bruises**

In all cases of injury there should be at least one adult present:

- A first aider should administer first aid if appropriate.
- Class teacher is informed.
- Teacher observation is maintained.
- If in doubt parents should be contacted by phone, text or in person.
- Children are advised to show/tell parents. Pupils may be given a 'first aid' sticker.

### **Stings/Bites**

- If case is serious parents are to be contacted – no stings should be removed.

### **Faints and Shocks**

A first aider should administer first aid if appropriate, using the following procedures

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents – the pupil should go home

## **ACCIDENTS INVOLVING BUMPS TO THE HEAD**

The school, and governors, recognise the potential issues with head injuries as the effects may only become noticeable after a period of time.

Following an accident involving a pupil a 'bumped head' letter will be sent home; unless emergency treatment is required. Parents will be informed by text, or in person and parents are asked to confirm that they have been notified. Pupils may also be given a 'bumped head' sticker.

Bumped head letters are kept in the school admin office.

## **ACTIVITIES OFF THE SCHOOL SITE**

At least 1 portable first aid kit will be taken on any off-site visit (refer to Educational Visits Policy) along with any medication required by individual children (inhalers etc).

1 first aid kit should be taken on each coach during a school trip.

At least 1 first aid trained adult will accompany all off-site visits.

## **CHILDREN WITH ILLNESSES**

Staff will not administer medicines of any kind. If in any doubt speak to the headteacher (See managing medicines policy)

A list of children with illnesses that may require first aid treatment is distributed to all teachers and a copy is kept with the accident book.

Procedures for dealing with pupils with Asthma and the use of medicines in school can be found in the schools Managing Medicines in School Policy.

Health care plans are in plans for children with long term medical needs.

## **HYGIENE INFECTION CONTROL**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## **LETTERS HOME**

A letter should be sent home in the event of an injury being sustained and first aid being administered. In the case of a bump to the head, this is an **ESSENTIAL** requirement, and parents are asked to confirm that they have been notified.

## **More Serious Accidents and Injuries**

If considered safe to do so, the injured child is taken to the school office.

Parents are immediately informed, particularly if there is a suspicion of broken bones/head/spine/neck, the child is unconscious or has breathing problems, an allergic reaction or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

## **EMERGENCY ARRANGEMENTS**

Upon being summoned in the event of an accident, the first aider/appointed person 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/appointed person is to 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
- Whenever the first aider is unsure of the severity of the injuries

- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half-hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **RECORDS**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Whether a letter was sent home (see appendix A)
- Name of the qualified first aider/appointed person

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Health and Safety Team will be sought.

## **REVIEW**

This policy will be reviewed annually, or as necessary in the light of new advice and legislation.

Signature of Chair of Governors:	Date:
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Signature of Headteacher:	Date:
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Date of next review: <b>September 2022</b>
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