



First Aid Policy

History

Started	January 2016	Headteacher and Safeguarding governor
Approval	February 2016	Health and Safety/Premises Governors Committee

It is the policy of Girton Glebe Primary School to provide emergency first aid to staff, children and visitors on the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Responsibility for maintaining the procedure is delegated to the Head Teacher.

Procedures

Appointed Person

During the working school day, the school will identify a person to be the 'Appointed Person' who will take charge of any emergency situation, arrange for first aid and/or call an ambulance/inform parents. At Girton Glebe Primary School our Appointed Person is the Headteacher. In the absence of this person, the Assistant Headteacher will assume this role. The name of the 'Appointed Person' can be obtained via the notices placed in the school office and staff room.

Other responsibilities of the 'Appointed Person' include:

- Informing all staff who the first aiders are in school and their location
- Keeping records of first aid training undertaken by all first aiders and emergency aiders (with expiry dates) and organising refresher courses before qualifications expire
- Recording accidents (and near misses) on the on-line accident reporting system IRF96.

The Role of a First Aider (Certified with 3 days training)

The main duties of a 'first aider' are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school
- When necessary, ensure that an ambulance or other professional medical help is called
- Advise the parent or next of kin of the situation or delegate the role of informing the parent or next of kin to an appropriate staff member.

The qualified first aiders are the Office Manager and Headteacher. This information is displayed on notices placed throughout the school.

In addition to completing the three day 'First Aid at Work' training and passing the requisite assessment, first aiders will undertake annual resuscitation training and annual training for allergic reactions and asthma. First aid refresher training will be arranged every three years.

In order to meet the requirement of children's individual care plans appropriate numbers of first aid personnel will be included in any training organised in school to cover children's individual care to ensure emergency aid can be provided where necessary. Records of training will be kept and displayed in the staff room advising of the personnel who can be called to address particular illnesses/reactions.

The Role of an Emergency Aider (Certified with 1 days training)

Every three years, all teachers, teaching assistants and office personnel undertake the one day emergency aider training. In addition, this training is provided for new members of staff who may be regularly required to perform first aid, e.g. office personnel. An emergency first aider can assess an injury and decide, in loco parentis, if it warrants treatment or if it is sufficient for the injured person to rest and recuperate. Where treatment is applied, records of the treatment must be logged in the record book and a copy issued to parents/carers.

In addition, emergency aiders will undertake annual resuscitation training and annual training for allergic reactions and asthma.

First Aid Boxes

The school has first aid boxes which are green and marked with a white cross. These are placed in secure but obvious locations around the school site including:

- KS1 Entrance
- KS2 Entrance
- School Office
- Main corridor

Individual Pupil Medical Equipment

Epi-Pens and inhalers are stored in a cupboard in the staff room in boxes labelled with pupil names and photographs. These boxes contain medical protocols for individual children. As necessary, training will be provided to key support staff working with children with specific conditions to ensure the school's responsibilities identified through individual care plans can be met. If a pupil requires controlled medication (e.g. for ADHD, this will be kept in a locked cupboard). Whenever medical equipment is used, this must be logged and a copy issued to parents/carers.

Travelling First Aid Boxes

For visits, off-site activities and residential trips the EVC (Education Visits Co-ordinator) must assess the level of first aid provision and number of qualified staff required. Staff must have a mobile available for them to make emergency calls and will be aware of any care plans. Personal medication boxes must accompany the children attending the visit.

For each individual trip/visit, which takes place off site, the school will provide a mobile first aid box and this box will include as a minimum (equivalent or additional items are acceptable; additional items may be necessary for specialised activities):

- first aid guidance card
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads with attachments
- triangular bandages (preferably sterile)
- sterile covering for serious wounds
- medium sized sterile unmedicated wound dressing

- large sterile unmedicated wound dressing
- extra large sterile unmedicated wound dressing
- disposable gloves
- head bump stickers
- bottle of water

The travelling first aid box will be fit for purpose, maintained in good condition and stored in the school office.

First aid boxes are checked termly by the Office Manager to ensure they are fully stocked and that items have not past their expiry date. The school will undertake a termly check of children's personal first aid equipment, such as inhalers and epi pens, to ensure they have not past their expiry date and advise parents if the expiry date has past. However, it is the responsibility of the parents/carers to provide the school with 'in-date' personal first aid equipment.

Playground First Aid at lunchtime

A mid-day supervisor will be equipped with a first aid box which will be located on the KS2 playground.

Playground First Aid at playtime

When first aid is required at playtime children who are mobile will be escorted to the staff room by another child. If the injured child is not mobile then a first aider will be called to the playground from the staff room using an assistance needed card.

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single-use disposable gloves are provided and handwashing facilities are available. Staff must take care when handling blood and other body fluids. If they are in contact with blood or body fluid and believe there to be a risk to their health they must report this immediately to the Headteacher and via the County's online reporting system. Soiled dressings should be disposed of in plastic bags before adding to the general waste.

Illness Procedure

Pupils

When a child feels unwell or has been injured, the office staff, in liaison with the Headteacher/Assistant Headteacher where necessary, should contact the parents to make arrangements for them to be taken home. Contact numbers are available from the school office. Children should not be sent to receive first aid without an escort.

First Aiders must not leave a child unattended. Class teachers must be asked if a child should go home if unwell. Class teachers must be informed if a child is going off site due to an injury.

Staff and Other Adults

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) who are taken ill at school should liaise with the Headteacher (or, in his/her absence the Assistant Headteacher) to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted. Details of staff member's next of kin numbers are available from the School Office.

Accident / Minor Injury Procedure

Pupils

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the designated first aiders. Emergency first aiders have the responsibility to make a judgement at the time of the incident as to whether the minor injury requires medical attention before sending the child to the school office for first aid. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident. Where the child is treated /cleaned up and judged to require no further attention but is fit and happy enough to remain at school, a first aid advice slip will be completed informing the parent/carer of the treatment given. Where the injury is visual/substantial, the parents will be contacted by phone to warn them that their child has been in an accident and share with them the treatment given.

Where a child has received a bump to the head, the child will be treated by a trained first aider and given a sticker to wear on their top to alert other members of staff that a head injury has been sustained by that child. Parents/carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment sought. In all cases an advice slip will be sent home detailing the treatment given in school.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/carer is contacted and/or the emergency services

called. This may mean calling an ambulance (where the child would be accompanied to hospital by a familiar adult).

Staff & Other Adults

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence an ambulance will be called or the casualty will be taken to a doctors/Addenbrookes Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the appointed person has assessed the needs of the pupil/adult as needing URGENT hospital treatment the following should take place:

- First aid is administered, if appropriate
- An ambulance is called immediately
- The Headteacher/Assistant Headteacher is notified, even when off site
- Parents/carers/next of kin are called to meet at the hospital
- A member of staff accompanies the pupil/adult in the ambulance
- The incident is recorded in the accident reporting book and on the County online reporting system as soon as possible or within a school working day of the accident
- The school makes follow-up calls to the parents/carers
- The school investigates the incident to establish the need for changes to avoid a similar accident.

Where members of staff have been involved in administering first aid in a stressful situation, the school has a duty to care to ensure that the affected staff members receive appropriate support.

Care Plans / Food Allergies

Children with known medical needs will have their image displayed in the staff room to ensure swift treatment in any emergency situation. Their emergency medicine is to be stored in the staff room and will contain their medical protocol.

Children with dietary requirements or food allergies will have their image displayed in the Kitchen to ensure that they are easily identified and the trigger food avoided. Records will be kept in the school office.

Record Keeping

The carbon copy of the first aid advice slips will be retained the school accident book, with the top copy sent home to parents. An IRF96 folder will be maintained for adults and serious pupil incidents and will record the following:

- Date and time of incident

- Name of child/adult
- Name of person providing treatment
- Details of treatment
- Pre-printed advice on who to contact if medical attention required linked to incident

These will be kept for a minimum of three years.

The 'Appointed Person' will log the accident on the County's online accident record system IRF96 where the accident/incident meets certain criteria. The carbon copy in the accident book should be annotated to indicate this accident has been reported to the county. A copy of the online record should be printed off and placed on the pupil's / staff members file.

Record books should be reviewed termly by the 'Appointed Person' to identify any recurring accidents which should then be highlighted to the Governors. This would then be discussed at the termly Health and Safety/Premises Committee.

School Activities – Before and After Hours

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs, breakfast club and activities. For adult after school activities including staff meetings, parent evenings, adult learning workshops, parent information evenings, governor meetings and any other activity taking place outside the school's core hours a member of staff will be nominated as the 'appointed person'; access to a first aid box secured and a phone line provided. Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support, and access to a phone in case of emergencies.

Employee Responsibility

Each member of staff at Girton Glebe Primary is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of children should be paramount in their working day.

First Aid for Lone Workers

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she is advised to inform a member of their family of their intention to work alone at the school site and agree a timeframe for their return. They should ensure they have access to a mobile phone and a first aid box.

First Aid for Lettings

The school should include a paragraph in the letting agreement regarding first aid provision, including information about the location of the defibrillator at Girton Pavilion. However, it is the responsibility of the hirer to ensure they have adequate provision /

suitable qualified adults for first aid and an emergency phone. First aid boxes would be available for them to access.

Insurance

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee. Cambridgeshire County Council's insurance explicitly states that employees who assist with any medical procedure are acting within the scope of their employment and are indemnified.