



“TO BE THE BEST THAT WE CAN BE”



First Aid Policy

The Governors and Headteacher of Ightenhill Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

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.

Responsibility

The Headteacher will ensure that appropriate numbers of qualified first aiders are appointed and that they have the appropriate level of training to meet their statutory obligations.

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 qualified first aider is someone who has been trained and holds a First Aid At Work certificate gained from a 3-day HSE approved course.

First Aid At Work Officers (Holding First aid at work certificates)

Elizabeth Brown
Chris Byrne
Andrea Wilkinson
Donna Worthington

Paediatric First Aiders

Will Burrows
Jayne Orr
Claire Sutcliffe
Julia Thompson
Emma Jones
Julie Spencer
Mandy Tomlinson

First Aid Provision

It is advised that First Aid kits are located in the following areas:

- Corridor 1 – First aid station contains a large portable kit to be used in the playground or for outdoor play accidents
- Corridor 2 – First aid station contains a large portable kit to be used in the playground or for outdoor play accidents. Large storage capacity for stock to be held.
- KS1 Hall - 1 kit in the hall to be used at lunchtime
- Kitchen - 1 kit for the kitchen staff (the Kitchen staff are responsible for this)
- Corridor 3 – First aid station contains a large portable kit to be used in the playground or for outdoor play accidents
- Corridor 4 – First aid station contains a large portable kit to be used in the playground or for outdoor play accidents
- KS2 Hall - 1 kit in the hall to be used at lunchtime
- Office - 1 small kit kept in the office. Office / Archive room holds main stock for all first aid stations
- Small portable first aid kits to be taken on trips / visits are kept in the office – to be signed in and out for trips

It is the responsibility Adele Duckworth to check the contents of all first aid kits every half term and restock as necessary. Colleagues are asked to inform the office when stock is low.

First Aid Kits

The first aid kits in school will contain:

- Individually wrapped moist wipes
- Individually wrapped plasters –2 different sizes
- 2 sterile eye pads
- 3 triangular bandages

- Large bandages
- Small bandages
- Disposable gloves
- Disposable aprons
- Face masks
- Alcohol gel for staff only
- Alcohol free foaming hand wash for children

Next to station

- Accident reporting book
- Bumped head letters and stickers

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. Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Such dressings are to be placed in a yellow clinical waste bag. If one of these bags are used, the waste is taken to the Children's Centre to be disposed of correctly.

Covid-19

Alcohol gel, gloves, face masks and disposable aprons are provided at first aid stations to be worn when administering first aid. (See Covid risk assessments for further details.)

Minor Accidents

All minor accidents can be treated by an adult in school. A basic procedure is located at the first aid station for adults to follow if necessary. Following any treatment or care, the adult administering the care must complete and sign the accident reporting book. The adult who has administered first aid should inform the class teacher.

Emergency Procedures

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment with support from others where necessary.

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.

We must 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
- Whenever the first aider is unsure of the severity of the injuries

- If a child has a seizure for the first time lasting more than 3 minutes (for any seizure contact parents to take child to hospital)
- If a child with a known condition has a seizure lasting 2 minutes longer than normal

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

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

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 hour.

In the interim, we will ensure that the qualified first aider or member of staff will stay with the child until 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, a 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
- Name of adult who administered treatment

In the case of serious accidents where a child requires medical advice or intervention or has attended hospital as a result of their injuries, a further form is completed (HS1). This is stored in the School Business Managers office and is/may be reportable to RIDOR. These records are to be kept until the children involved are 21 years and 3 months old.

Letters Home

If a child bumps his/her head the child is given a sticker to wear – making staff aware to monitor symptoms. A letter is also given to the child to take home - it is ESSENTIAL to inform parents. Teachers/office staff will contact parents by telephone, text or face to face at the end of the day depending on the severity of the injury.

In the case of a bump to the head, it is ESSENTIAL to inform parents.

- For a minor bump the child will receive a 'bumped head' sticker with a date and time, a letter will be given to the child to take home and the parent will be informed at the end of the day
- For more serious bumps the child's parents will be contacted straight away by the teacher. They will also receive a 'bumped head' sticker with a date and time, a letter will be given to the child to take home.

In the case of other (non head) injuries:

- For minor injuries parents will be spoken to by the teacher at the end of the day.
- For more serious injuries parents will be contacted by teachers/office staff.

A letter will also be sent home if a child has required the use of the emergency inhaler. (See Asthma Policy) and parents will be contacted.

Policy written: September 2022

Policy to be reviewed: September 2024