



Moat Farm Junior School Trust

Policy and Guidelines for administering First Aid

2018-2019

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid.

STAFFING:

The schools qualified first aid trained staff are as follows and have designated responsibility for administering First-Aid in school:

Julie Deakin

Jemma Deakin

Mrs E Shaw

Mr L Climpson

Miss J Sanders

Miss H James

Mrs H Burrows

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school / pupils with asthma - irrespective of the type of illness or injury sustained. On **NO ACCOUNT** must these pupils be left / sent to self-administer their own treatment.

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

FIRST- AID:

In the event of an injury or illness the designated member of First-Aid staff should be sent for immediately or where appropriate the child sent or taken to the reception or the class where staff are located. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the first aid team should seek urgent authorisation from the Head / Deputy Head Teacher (injury type permitting) and the relevant action taken.

If we feel the injury is significant enough to call parents, a member of the first aid team or SLT will call 111 for medical advice. We must not give parents personal advice only what is recommended by 111.

Incidents during the day should be treated as follows:

- **DURING LESSON TIMES:** children may be sent the reception or the class where first aiders are located for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **BREAK:** children may be brought to the first aid room for treatment.

- **LUNCHTIMES:** treatment The Lunch Time Manager Mrs Barnett will call on First Aiders as needed and may contact other first aiders or the Headteacher for support. Children will be treated by outside by Miss H James, Mrs J Deakin, Miss J Deakin, or Miss Sanders or may be brought to the first aid room for treatment if the injury is serious.

- Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in her absence, by a member of the SLT.

In the event of minor injury, once treated, the pupil must return to class with their completed first aid slip that can be given to parents and carers at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation and contact the Parents.

Record Keeping:

All pupils treated for a minor injury or illness will receive a first aid slip, a duplicate of which is kept in the first aid record book in reception. This must be completed fully for all pupils who have received treatment. Pupils must be told to take it home. If the incident is more serious an '012 incident form' (available from L Braznell) must be completed and copies returned to L Braznell. These are kept on file and reported to Governors and where the details of the accident or injury trigger RIDDOR reportable regulations; L Braznell will report it to the HSE.

EPIPENS:

There are a number of pupils in school requiring 'Epipens'. The list of these pupils is in reception along with a box for each individual fully labelled with their name and photo that contains their Epipen. This information is also available in inclusion files in each classroom, on the medical board in the staffroom and medical section of the child's record in SIMS. All staff have received Epipen training from STS Medics.

The administering of Epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first. Please ensure you are familiar with the use of epipens and/or symptoms of anaphylactic shock. Pupils must take their epipens on all off site visits and outdoor activities. This includes when on the playing field, in Forest School or on the top playground (except for dinnertimes).

ASTHMA:

There are a number of pupils in school with Asthma. A full asthma register is kept with Mrs Biggs in the finance office and this information is available in the medical section of the pupils record on SIMS. All pupils with asthma have a full asthma care plan and parental consent for the use of the schools emergency inhalers. If you have

any concerns over a pupil who may be having an asthma attack please see support from a trained first aider immediately. Pupils must take their inhalers on all offsite visits, outdoor activities and PE lessons.

Allergens:

All parents were written to and asked to complete an allergen form for their child to inform us if they are allergic to any of the DFE updated allergen list (14 specific allergens) this information is recorded in the dietary section of the pupil record on SIMS. The Inclusion Manager (SENCo), Mrs Anderson, and Mrs Barnett the lunchtime manager have copies of this information.

Diabetes:

Pupils with diabetes have care plans in school and staff involved in their care have received appropriate training.

PUPILS WITH SPECIFIC NEED:

Details of Pupils with specific need i.e. diabetes are available from Mrs Moulder, where full care plans are available upon request. This information is recorded in the medical section of the pupil record in SIMS and is available on the notice board in the staff room.

Medicines in school:

Only medicines prescribed by a GP or purchased over the counter such as paracetamol and Calpol can be administered in school, this can only occur if the parent or guardian brings the medicine into the school reception and completed a care plan with one of the first aiders. All other medicines are not allowed on the school premises.

Pupil accidents involving their head:

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians together with the copy page from the First Aid book. The child will also be given a head bump wristband / sticker to wear for the day to inform all staff of the incident. All forms and wristbands / stickers are kept in reception.

Transport to hospital:

- The head teacher will determine what is a reasonable and sensible action to take

in each case.

- Where the injury is an emergency an ambulance will be called following which the parent will be called. If the ambulance arrives before the parent a member of the school staff will accompany the child to hospital.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Staff and Visitors:

All staff and visitors who become unwell or have an accident whilst at school must seek the advice and / or treatment of one of the first aid team. All accidents must be reported in the accident book, located in reception, serious accidents must also be recorded on an '012 incident form' and where required by RIDDOR accidents reported to the HSE.

Accident Reporting:

The school will report to its Governing Body:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

The school has a defibrillator this is located in the school reception, the following people have received training in its use: L Braznell, L Stone, E Shaw, R Norton, K Groves, J Armstrong.

