



# FIRST AID POLICY

The Downs Primary School and Nursery  
Part of the Passmores Co-operative Learning Community

April 2022



## **Statement of First Aid organisation**

The school's arrangements for carrying out the policy include eight 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.



## Arrangement for First Aid

### Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'

The Appointed Person: Currently the Appointed person is a member of office staff will regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

Each year group have a first aid bum- bag. These are stored in the classroom/ staffroom, where they are visible and easy to access out of reach of the children. The school has a medical room containing first aid equipment. It is the responsibility of the adults to notify the appointed person if stock runs low.

Responsibility to regularly check first aid bum-bag located in the classroom lies with staff working in the classes. If first aid bum-bag need replenishing the office staff should be immediately notified and extra supplies should be requested.

### First aid at playtime and at lunchtime

At playtime and lunchtimes midday assistants and teaching assistants can provide first aid on the playground as needed. Where possible the accident is treated on the playground. If the accident is more serious or requires further attention the child is brought in by a member of staff to the main office during playtime and go to the school library during lunchtime, where further treatment can be applied.

Supplies to replenish the first aid cupboard are ordered by Miss Barden. These are held in the locked cupboard in the disabled toilet in the new building. It is the responsibility of all staff using the first aid bum-bags outside to update and replenish the first aid bum-bags and to take them outside **every day**. If stocks are running low inform Miss Barden by email.

### Cuts

All open cuts should be covered after they have been treated with a medical wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. **ANYONE TREATING AN OPEN CUT MUST WEAR GLOVES**. All blood waste should be placed in a bag which is tied and then disposed of in the yellow disposal bin in the disabled toilet in the new building. Minor cuts should be cleaned.

### Head injuries

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with a cold compress. The child's teacher should be informed and told to keep a close eye on the progress of the child. If deemed to be potentially more serious, the child's parent should be notified. Please seek advice from a member of staff with a full first aid certificate if necessary. Children with a bumped head should be given an injury slip to take home.

### Bruises and bumps

Not all bruises need to be treated with an ice pack, seek advice from a fully trained first aider if you are unsure.

### Recording of accidents

Children in Nursery have minor accidents recorded in a class book, instructions and examples are in the book for consistency. Anything more serious is recorded in the same way as it is for accidents from Year Reception to Year 6. All staff record any accidents from these years in the same way, as follows: All accidents that are treated in any way, no matter how minor, are **recorded on MyConcern under the heading of accident**. They will then get filed under the following headings.



Accident – cut, Accident - head injury, Accident - trip or slip

The person treating the accident MUST be the person recording the accident on MyConcern. Please choose the appropriate heading. A slip MUST also be sent home, these slips are in every class in the first aid area.

If an accident does not involve any treatment, it does not need to be recorded *e.g. a child falls over and has no marks, a paper towel is used to wipe the graze and the child is not distressed.*

Any major incident that leaves a visible mark on the child the parent should be called and informed. This phone call can be made by a member of the office staff.

For major accidents, a RIDDOR form must be completed as soon as possible after the accident. These are available from the Office Manager – Miss Barden. The Headteacher will be advised of all reports made.

### **Administering medicine in school:**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with specific medical conditions (e.g. allergy that requires EpiPen/epilepsy) have to have a care plan raised by the SENCO, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the class, in the yellow medical bags, if not refrigerated and are clearly labelled with the child's name.

**All medicines in school are administered following the agreement of a care plan.**

### **Asthma**

Children with Asthma do not require a care plan but parents are directed to complete a medical form. It is the parents/carers responsibility to provide the school with up-to date asthma pumps for their children. The appointed person checks the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps are stored in the class yellow medical bag and clearly labelled with the child's name. Asthma sufferers should not share inhalers. It is the class adults responsibility to ensure asthma pumps are taken on all out of school activities.

Only **Blue** (reliever) Asthma Pumps should be kept in schools.

### **Generic emergency salbutamol asthma inhalers:**

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency.

These inhalers can be used for pupils who are on the school's Medical register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the main school office. The inhalers are clearly labelled.

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine books in each class or form in the main school office. For further information on administering medicine see next section, also see

Pupils with Medical conditions in School policy.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.



## **Other Medicines**

Short term prescriptions: Must be prescribed by a doctor and have the prescription label that clearly states that the medicine needs to be taken at least four times a day or at a time specified. Medications such as the short-term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'parental agreement for school to administer medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The class adults will make sure the medicine is administered. The copy of the 'parental agreement for school to administer medicine' form must be kept. Staff should encourage parents to administer all other medicine at home.

Medications that needs to be kept in the fridge can be stored in the main school office.

## **Calling the emergency services:**

**Dial 999, ask for ambulance and be ready with the following information:**

1. Your telephone number: 01279 445538
2. Give your location as follows: The Downs Primary School and Nursery, The Hides, Harlow
3. State that the postcode is: CM20 3RB
4. Give exact location of the setting: The Downs Primary School and Nursery is situated in Broadfields (not The Hides), is next door to Harlow College and is accessed through Broadfields via the turning opposite the Garden Tiger Public House on Maddox Road and this postcode will get you here: CM20 3PY.
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
8. Stay on phone until the ambulance arrives.

**It is important to speak clearly and slowly and be ready to repeat information if asked**

## **Auto injectors (Epipens) and Inhalers**

Please see the Supporting Pupils with Medical Conditions Policy.

## **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. An email should be sent home to all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, to give advice and guidance to parents/carers on how best to treat headlice.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned and two adults should be present. The child should always be asked if it was ok to look.

## **Training**

Most support staff and all midday supervisors have had emergency playground first aid training. Five members of early years staff have pediatric training, and two members of staff have a full first aid certificate. There are notices around the school naming these staff. Staff are booked onto training as needed.

## The Downs Primary School and Nursery – First Aid



**All staff in charge of students (including volunteer staff) must always use their best endeavors, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards their children.**



**Appendix A: Number of First Aid Personnel**

**Appendix B: First Aid Boxes**

**Appendix A**

Number of First Aid Personnel

While there are no statutory requirements on exact numbers of first aiders, the Health and Safety Executive (HSE) recommends:

- in low-risk workplaces – 1 first aider to every 50 to 100 employees.
- in medium risk workplaces - 1 first aider for every 50 employees.

The HSE's 2013 version of First Aid at Work guidance contains a helpful chart at Appendix 3. It can be accessed via the link in the Handsam system—by going to the First Aid category and to 'CLICK here for guidance in this category'.

The Downs Primary School and Nursery will make a judgement on the actual number of first aiders required based on local circumstances, having considered likely risks to staff, students and visitors (and having regard to any advice from the Trust). The Downs Primary School and Nursery will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

The number of first aiders will be no lower than the HSE recommended ratios, but based on pupils and employees rather than employees only eg 1 to every 50/100 pupils and employees. (Each academy will need to consider what its own circumstances and needs are.)



## Appendix B

### First Aid bum-bags

The first aid bum-bags will be located as agreed by the HSM (Responsible Person) in liaison with the Headteacher. All staff should know where the first aid bum-bags are kept.

The bum-bags must contain a 'sufficient quantity' of first aid material and nothing else.

The guidance for the contents of first aid bum-bags published by the HSE in 2013 is as follows:

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid (for example HSE's leaflet Basic advice on first aid at work 5); individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- individually wrapped triangular bandages, preferably sterile
- large sterile un-medicated dressing; individually wrapped moist cleansing wipes
- pairs of disposable gloves (see HSE's leaflet Latex and you 6).