

# First Aid Policy



Christ the King Catholic Primary School



**Christ the King  
Primary School**

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## **Policy Aims**

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.

## **Strategy**

### a) Identification & Awareness

- Parents must inform the school of their child's medical condition and any medical condition of their child that may be a cause for concern. The procedures for known medical needs are addressed in the Medical Policy.
- Children with known medical needs are placed on the whole school medical list along with information on their condition, individual medical plans and where appropriate, medication and dosage details. School personnel must be suitably trained in identifying pupils where a known medical condition may be developing.
- School personnel must report any concerns they have on the medical welfare of any pupil.

### b) Training

- All nominated personnel undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is kept centrally.

### c) Administration of Medicines

- Procedures are in place for the administration of medicines for pupils.
- Before the school administers any medication, the parent/carer must complete the necessary paper work. No medication is administered without the appropriate paperwork in place.
- Records are kept of the administration of medicines.

### d) House Keeping

- All medicines are securely stored in a central location. Individual medical plans are stored together with the medication.
- First aid supplies are kept in the medical room

### e) Emergencies

- All staff are able to administer basic first aid including minor scrapes, bumps (excluding head injuries) and bruises
- A first aider is required to attend to all other accidents and/or emergencies
- There are staff who are trained in paediatric first aid who can administer first aid to children. There are staff who are trained in adult first aid who are trained to deliver first aid to adults.
- In addition, there are staff who are trained to use the defibrillator that is stored on site.
- Toilet accidents, vomiting and children feeling unwell (eg cough, stomach aches) do not require first aid and can be dealt with by any member of staff
- Routine medical conditions can be dealt with by any trained member of staff
- Parents are to be informed of accidents especially head injuries. Parents will be contacted by telephone by either the First Aider dealing with the incident, or where this is not possible, a member of the school admin team. Where the parent is not contactable, the other emergency contacts will be tried in order.
- The first aider dealing with an incident/accident will determine what first aid needs to be administered in line with training.
- The first aider dealing with the injury will determine whether an ambulance needs to be called in consultation with a member of the leadership team

- Where a parent/carer cannot be contacted and the first aider determines an ambulance is necessary, a member of staff will accompany the child in the ambulance to the hospital.
- Procedures for ensuring incidents/accidents are recorded is in place. Records are kept for all accidents.
- Serious incidents and accidents are recorded on IRIS and/or RIDDOR in line with Health and Safety procedures in consultation with the Islington Health and Safety team.

### **Intimate care**

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

### **MONITORING**

The first aid policy will be monitored by the Deputy Headteacher and Governing Body. It will be updated (if necessary) every year.

### **CONCLUSION:**

It is the responsibility of all members of the Christ the King School community to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

THERE ARE 3 ATTACHEMENTS TO THIS DOCUMENT:

APPENDIX 1- Responsibilities

APPENDIX 2- First aid materials, equipment and first aid facilities

APPENDIX 3- Reporting accidents to parents/carers procedures

# APPENDIX 1:



## RESPONSIBILITIES

### **The Governing Body:**

- The governing body accepts its corporate responsibility as an employer, under the Health and safety at Work etc Act 1974 (HSWA), for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.
- They will also ensure that their insurance arrangements provide cover for claims arising from actions of staff acting within the scope of their employment. All reasonable steps will be taken to fulfil these responsibilities.

### **The Executive Headteacher:**

The Executive Headteacher has primary responsibility for Health and Safety matters (in this instance First-aid) within the school. In the Executive Headteacher's absence the Deputy, or whomever the Head nominates, will assume this responsibility.

The Executive Head teacher is responsible for:

- Setting up arrangements to cover all First-aid legal requirements;
- Monitoring the effectiveness of the arrangements;
- Producing a written statement to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time.
- Resolving First-aid problems;
- Noting all the guidance produced by the Health and Safety Adviser from the LEA on First-aid issues and bringing them to the attention of relevant staff;
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access;
- Ensuring that elected personnel are in possession of qualified First-aid status and that they have an option to renew their certificate after each three-year period;
- Maintaining a list of qualified First-aid representatives on site;
- Being readily available to First-aid representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- Receiving reports from First-aid representatives and responding to them within a reasonable time;
- Ensuring that a regular risk assessment\* is undertaken by the Head, Health and Safety Committee to determine any additional provision; \*(The Management of Health and Safety at Work Regulations 1992)
- Ensure that arrangements are made for every employee to be given a copy of this First-aid policy;
- Ensure that parents are aware of the school's First-aid policy;
- Ensuring that First-aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits;

### **Teachers and other school staff:**

- Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.
- There is no legal duty which requires school staff to administer medication; this is a voluntary role(DfES 1996). There are guidelines to help those staff who volunteer and are appointed by the Executive Head teacher.
- Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- The school will ensure adequate and appropriate training and guidance for staff who volunteer to be first-aiders/appointed persons.
- The school will ensure that there is sufficient trained staff to meet the needs of the school community.
- Teachers are responsible for ensuring any injuries, accidents and blue slips handed to them by a first aider are appropriately communicated to parents/carers.

### **Designated First-aiders:**

- Appointed First-aid representatives must complete a training course approved by the Health and Safety Executive (HSE);
- First-aiders will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, First-aiders will ensure that an ambulance or other professional medical help is called;
- At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:
  - Protective gloves are worn at all times when dealing with incidents;
  - Bodily fluids are cleaned up with appropriate treatments and disposed of immediately;
  - Waste products from treatments are disposed of in a designated disposal unit specified for such
  - waste products;
  - Hands are washed before and after dealing with each incident;
- Each minor incident is recorded in the Incident book (blue slip), which must include:
  - The date, time and place of the event;
  - The name (and class) of the injured or ill person;
  - Details of the injury/illness and what first aid was given;
  - What happened to the person immediately afterwards (for example went home, went back to class, went to hospital);
  - Name and signature of the first aider or person dealing with the incident;

Blue slips are either handed to the class teacher with a full explanation of the incident/accident/injury so teachers can effectively communicate with parents/carers. If an injury requires a parent to be called, first aiders are responsible for reporting this to parent/carer or ensuring that office staff have all relevant information to pass onto parents/carers.

If a child goes home alone, the first aider/class teacher must ensure that a text informing the parent that their child has a blue slip must be sent. Any serious incident/accident will be reported to the Executive Headteacher/Deputy Headteacher immediately and be recorded on IRIS/RIDDOR as advised by the Islington Health and Safety team

**Parents/Guardians:**

- Must be informed by the school immediately when a serious injury or accident occurs;
- Are responsible for informing the school of any infectious/contagious illnesses and diseases their child may have;
- The school has the right in accordance with the HSE rulings and the Department of Health guidelines to refuse a child to attend school whilst they are being treated for the above, particularly if they are contagious and may affect the wellbeing of the children and staff.

# APPENDIX 2:



## FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES:

It is the Governing Body and Head teacher's responsibility to provide proper materials, equipment and facilities at all times.

The Education (School Premises) Regulations 1996 require that the school has a suitable room that can be used for medical treatment when required and for the care of pupils during school hours. This must contain a wash hand basin and be reasonably near to a WC.

- The Deputy Headteacher will ensure that this facility is well maintained and kept in a hygienic condition.
- The Pastoral Care Team will ensure that all first-aid equipment is clearly labelled and easily accessible.
- All first-aid containers must be marked with a white cross on a green background.
- First-aid materials will be ordered, stocked and monitored by the School Business Manager
- A travelling first-aid container will be taken on all school outings;

### **SUPPORTING PUPILS WITH MEDICAL NEEDS:**

Please see the Children with Medical Conditions Policy

### **School Action:**

The school, where reasonably possible, will undertake to ensure that no food (other than school dinners/packed lunches) will be given to children. This means that no food (sweets/treats) will be given as a reward by staff. No food will be given to children for birthdays/parties.

Regular training will be provided for staff regarding epi-pens. Training will be provided for the treatment of diabetes as and when required.

In all cases where there is a special medical condition, parents must complete a medical form and medical plan. The medical plan contains information about the child's medical condition and action that should be taken in the event of an emergency.

# APPENDIX 3:



## REPORTING ACCIDENTS TO PARENTS/CARERS

### BLUE SLIP PROCEDURES

- The blue slip is a legal record of an accident.
- All parts of the blue slip must be completed including time, date, name of child and location.
- The area of the injury must be ticked.
- The part on the slip that states 'details of treatment and additional comments' is to describe the injury and treatment. An appropriate comment would be 'graze to left knee, first aid administered, plaster applied' or 'bump to right cheekbone, red mark, cold compress applied'
- We do not use the blue slip to describe how the accident happened eg 'hit by another child, pushed, fell off climbing frame' or to describe the demeanour of the child eg 'he was not crying' as the blue slip is a record of the injury.
- The context of the accident is given verbally by the adult who attended to the class teacher so they are aware and this can be passed onto the parent.
- Blue slips are written out and given to the teacher to pass to the parent.
- Blue slips are never given directly to a child- unless the child goes home themselves (teacher to give a courtesy phone call home to alert parents/carers)
- More serious injuries are always followed up by a phone call home by the first aider who attended or the class teacher.

#### Other points:

- Any member of staff can write a blue slip.
- Volunteers, students, parents/carers cannot write blue slips
- All staff are required to administer basic first aid- eg, tending to a graze, putting on a plaster, helping a child who feels sick.
- A first aider is only required when a child has bumped their head or there is a significant injury.