

First Aid Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	May 2018
Date agreed by Governing Body	June 2018
Date of next review	June 2021
Lead Member of Staff	Jon Brown, Resources Manager

First aid is an essential part of the school's provision for health and safety. It should therefore be read in conjunction with the school's health and safety and medicines policies.

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1. Introduction

- 1.1 The purposes of the first aid provision are:
- In cases where a person/pupil will need help from a medical practitioner, to give treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
 - To treat minor injuries incurred in school, which would otherwise receive no treatment or which do not need treatment by a medical practitioner.
- 1.2 It is the policy of the school that there are sufficient First Aiders qualified in First Aid at Work, to meet the needs of the school, taking into account:
- Proximity to external medical services
 - Risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops
 - Previous incidents that required first aid treatment
 - The number of employees and pupils
- 1.3 Depending on the incident, where first aid is carried out in connection with a school-related incident, a report may need to be completed and also reported on the School's H&S Provider's on-line incident reporting system.
- 1.4 The school will have clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials.
- 1.5 The school has a medical room, situated in Pupil attendance and welfare office, which is equipped with a bed and first aid materials

2. Definition of Terms

- 2.1 A **first aider** is either;
- an adult who has successfully completed and holds a first aid **at work** certificate. This will need re-certification every 3 years.
 - an adult who has successfully completed and holds a paediatric first aid certificate. This will need re-certification every 3 years.
 - An adult who has successfully completed and holds an emergency first aid at work certificate. This will need re-certification every 3 years.
- 2.2 The role of the first aider is to administer first aid to staff, pupils and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.
- 2.4 The Early Years Foundation Stage Statutory Framework states that, "at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a paediatric first aid certificate." This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.

3. Responsibilities

3.1 Governors will ensure that:

- 3.1.1 arrangements are in place for implementing this policy
- 3.1.2 systems are in place for the periodic monitoring of the implementation of this policy
- 3.1.3 in the event of a civil claim the following documents may be subject to disclosure:
 - records of training
 - records of first aid treatment
 - incident/accident records.

3.2 The Headteacher will:

- 3.2.1 implement and monitor this policy and associated documentation within their area of responsibility
- 3.2.2 ensure that sufficient persons are nominated to provide first aid,
- 3.2.3 ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- 3.2.4 ensure First Aiders receive adequate training, delivered by suitable organisations, to enable them to carry out their duties
- 3.2.5 ensure First Aiders hold current First Aid training certificates
- 3.2.6 provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries
- 3.2.7 bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- 3.2.8 ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- 3.2.9 provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- 3.2.10 arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

3.3 First Aiders will:

- 3.3.1 take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services
 - wait for ambulance
 - direct paramedics to scene of incident
- 3.3.2 in a serious emergency, clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call
- 3.3.3 be responsible for checking the contents of first aid boxes and ensuring there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix 1). Supplies will be purchased through the normal procurement channels. (Staff in the Attendance and Welfare team will lead on checking contents of first aid boxes)

- 3.3.4 ensure that all used first aid material/soiled dressings etc. are disposed of appropriately.
- 3.3.5 ensure that secure records are kept of all first aid administered.

4. Training

- 4.1 First Aid training must only be delivered by organisations regulated by Ofqual.
- 4.2 Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

Appendix 1: PROTOCOL IN THE EVENT OF A MEDICAL EMERGENCY

Medical Room – Person 1

Take the following to any medical emergency:

- Medical kit
- Radio
- Mobile phone

Medical Room – Person 2

- Call home to parent/carer
- Print Data Collection Sheet (if name of pupil known at that time) while Person 1 collects items above
- Check for medical conditions

Ambulance

If an ambulance is called, ensure the ambulance service is advised which school entrance should be used to access the school, being either Eldon Road (primary or secondary end) or Cobbold Avenue.

If access to sports field or sports hall required, advise ambulance to use Cobbold Avenue and site team to be called to ensure gate is opened and patrolled.

Staff Escort A&E

If someone from school needs to travel to hospital/A&E with pupil, ensure they have a) mobile phone and b) funds to return to school.

Check they have data collection sheet.

Reception

Reception to be notified of situation and if an ambulance is called.

Guidance

Someone from Guidance to be available to meet parent in reception when they arrive, if parent is able to get to school, and escort them.

Appendix 2: Approved Contents of First Aid Boxes

What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

Important points:

- where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used and must be used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted
- the use of antiseptics is not necessary for first aid treatment of wounds
- under no circumstances must medication or tablets be kept in first aid boxes/kits.

Appendix 3 – Pre-School

Accidents and First Aid

At Cavendish Pre-school we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Location of accident files: Pre-school Kitchen

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or accident. They must record it on an Accident Form and report it to the Pre-school Manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- The pre-school manager reviews the accident forms termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the pre-school or a particular time of the day when most accidents happen. Any patterns will be investigated by the pre-school manager and all necessary steps to reduce risks are put in place
- The pre-school manager will report serious accidents to the Head of Primary for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- The pre-school manager will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation	Contact
Ofsted	0300 123 1231
Local authority children's social care team	01323 7474373
Local authority environmental health department	01273 471600
Health and Safety Executive	www.hse.gov.uk
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Transporting children to hospital procedure

The Pre-School Manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: Pre-School Kitchen and Medical Room

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly and replaces items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed person(s) responsible for first aid is the Pre-School Lead

All of the staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from the pre-school, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The pre-school provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid. Any clothes, gloves or tissue must be carefully disposed of immediately after use in a tied bag.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Cavendish Pre-school we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.