



Woodside Primary Academy

First Aid Policy

WOODSIDE PRIMARY ACADEMY FIRST AID POLICY

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

Reach2 and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'

Duties of an Appointed Person

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment eg restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

Main Duties of a First Aider

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

First Aid Equipment and Facilities

- The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Information on First Aid arrangements

Pupil accidents involving their head

The School recognises 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, all bumps to the head will be reported to parents with a follow-up green slip

Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded in the treatment book kept in the main school office.
- Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, an Accident Form is completed
- In the event of a medical emergency and the School is unable to contact parents/carers then the Head teacher acts in 'Locum Parentis'.

Transport to hospital or home

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. 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.

Children with Medical Needs

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school The prescribed dosage should be indicated by parents.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc) are kept in the school office in a labelled box with the child's name and class.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time in the Incident Book
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A First Aid kit must be taken on all off site visits.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine the medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the Group Leader at the necessary time.

Policy agreed on 10 September 2015