

Carrdus School

First Aid Policy

Rationale

In accordance with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992 and 1999, the School Governors & staff take responsibility, through a Duty of Care, for the health, safety & well-being of pupils, staff & visitors. The school has drawn up this policy with reference to DfE Guidance on First Aid. The school will provide appropriate first aid cover at all times when the school is in operation.

Objectives

- To provide prompt, appropriate first aid attention:
 - During normal school operation (e.g. sports injuries, accidents in school)
 - From inherent & serious medical conditions (e.g. asthma, allergies etc.)
 - During off-site visits during school hours.
- To ensure staff and volunteers hold up to date training that is renewed every three years, is approved by the Health & Safety Executive (HSE) and which includes use of defibrillators and epipens:
 - Level 3 Award in Emergency First Aid at Work or
 - Level 3 Award in Paediatric First Aid
- To ensure there is at least one qualified first aider on school site when any children are present.
- To ensure there is at least one first aider with Paediatric First Aid training on site when any EYFS children are present.
- To ensure an adequate ratio of qualified first aiders are within the school and provide update/refresher training as required.
- To provide sufficient, accessible and appropriate first aid resources.
- To inform staff and parents of the school's first aid arrangements.
- To keep records of accidents and follow requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Success criteria

- To safeguard all personnel in school including visitors, from death or injury in the event of an incident or health problem.
- To minimise the potential threat to health and wellbeing and facilitate a rapid recovery.
- To ensure that Safety Incident Report outcomes are implemented and effective.

Procedures

- The School Secretary will:
 - Monitor the number of trained first aiders, including paediatric, and alert them to the need for refresher courses and organise their training sessions with the Sports Facilities and Recreation Manager, SFRM, (Tudor Hall).
 - With the Head, regularly risk assess the numbers and types of first aid training to ensure there are sufficient numbers of appropriately trained first aiders.
 - Monitor, refill if required, and sign for the contents of all first aid kits termly and after an emergency.
 - Update first aid notices after every training event.
 - Include on the notices the names of all trained staff, their classrooms/rooms and the location of school defibrillators and first aid boxes.

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- Provide Head with an e-copy of updated first aid notice to attach as an appendix to this policy after every training event.
 - Display these notices in the staff room and key areas in school
- The Head will:
 - Ensure that all staff are aware of the first aid arrangements in school during induction training and during regular policy update training.

First Aid Qualifications

Staff undertake either Level 3 Award in Emergency First Aid at Work or Level 3 Award in Paediatric First Aid training. All staff will undertake refresher courses to ensure that their training remains up to date and at least every 3 years.

The School Secretary will:

- Keep a log of certificates under each category in the Training File
- Send out renewal notices to staff

First aid materials, equipment and facilities

First Aid kits are provided in various locations around the school, including:

- School Office
- Kitchen
- Dining Hall
- Science Room
- Art Room
- One for trips
- Sports Hall
- Swimming Pool (seasonally when in use)
- Classrooms

A defibrillator is located in the:

- School office

Staff taking pupils off-site from school must take with them a first aid kit from the School Office. The P.E. staff have their own kit. The school follows the HSE recommendations for stocking first aid containers.

School Visits

- A copy of the appropriate year group list of pupils with medical needs is supplied by the School Secretary to the trip leader, for all school visits, for the purposes of risk assessment.
- During school visits a qualified first aider accompanies the trip and is responsible for first aid provision.
- A first aider with a Level 3 Award in Paediatric First Aid training must accompany any visit off site that involves children from the EYFS (Nursery and Reception).
- The trip leader is responsible for ensuring that they have pupils' long term and emergency medication with them (asthma inhaler, epi pen, insulin for diabetics etc) and that a first aid kit and emergency parental contact details are taken on the visit.
- Pupils with potentially life threatening long term medical needs, e.g. serious allergies or other medical conditions, will have a suitably trained member of staff (able to administer the individual's emergency medication if required) accompany them on school visits. If no staff member is available the child's parent may attend (at the discretion of the Head).
- Staff must follow the school Medical Needs Policy and procedures for any medication administered.

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Emergencies in term time

- In the event of a first aid emergency a trained first aider will take charge.
- All staff are always expected to use their best endeavours, particularly in an emergency, to secure the welfare of pupils.
- The injured person should not be moved unless it is entirely safe to do so. If able to be moved, the injured person must be brought to the school office, which is vacated and used as a treatment room. Window shutters must be closed and blind pulled down to preserve privacy of injured person.
- Admissions Office undertakes school office function.
- Procedures for calling an ambulance or other professional help must be followed:
 - One member of staff to call emergency services, giving description of situation and school's postcode and telephone number. The member of staff may need to stay on line to emergency service
 - Second adult to wait at main gate of school, or an appropriate place if off site, for ambulance to arrive
 - Third adult to take ambulance crew to injured person.
 - Injured person not to be left alone at any point.
 - No non-prescription medication to be given unless instructed by emergency service
 - First aid procedures to be carried out and injured person to be positioned accordingly
- Procedures for contacting the parent/guardian/named contact as soon as possible will be followed:
 - On site this is either the Head, Deputy, School Secretary or Senior Management Team member (SMT)
 - Off-site – contact school first and if no reply contact parent/guardian/named contact directly.

Emergencies out of Term Time

- In the event that there is no first aider present a first aid box is kept in the School Office, Sports Hall, Kitchen, Dining Hall and Swimming Pool (when in seasonal use) and classrooms.
- The Tudor Hall Bursary will act as the 'appointed person' and point of communication in an emergency.

Reporting

- Following any pupil visiting school office and reporting to be unwell:
 - Details are written in the Record of All Pupils Visits to Office Reporting To Be Unwell.
- Following a non-serious first aid emergency:
 - Details are recorded in School Accident Report Duplicate Book in the school office.
 - Duplicate copy given to parent/carer when child collected.
- Following a serious first aid emergency:
 - A First Aid Emergency Report (FAER) is completed by school office. See Appendix 1: FAER. A copy goes to the Head and the Bursar and a copy is placed in the Health File.
- Following a serious first aid emergency, serious near miss, significant incident or learning event:
 - A Safety Incident Report (SIR) form is completed by Head – available from Bursar. A copy goes to the Bursar at Tudor Hall.
- Serious accidents resulting in death or major injury (including as a result of physical violence) or accidents which prevent the injured person from doing their normal work for more than seven days will be reported to the Health and Safety Executive (HSE) (in line with RIDDOR) to OfSTED and to Northants Safeguarding Children Board (NSCB) by the Bursar.
- The Bursar will keep a record of any reportable injury, disease or dangerous occurrence, in line with RIDDOR.

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- Statutorily, accident records must be kept for:
 - Adults, date of incident plus seven years
 - Child, date of incident plus twenty-five years.

Ill or infectious children

If a child has been ill or infectious at home we will advise parents to keep their child at home in line with national guidelines. If a child is sick once, we ask parents not to bring their child back until at least 24 hours following sickness. If a child is sick more than once, we ask parents not to bring their child back until at least 48 hours following the most recent sickness.

If a child becomes ill or is suspected of being infectious whilst in school they are accompanied to the school office. We will contact parents immediately and ask them to collect the child as soon as possible. The child will remain in the school, supervised either in school office or main hall depending on particular case, until they are collected.

Cleaning up body fluids

We follow the HSE's guidance on cleaning up spilt body fluids. See Appendix 3: Body Fluid Spillage Procedures for details.

Monitoring

- All FAER and SIR forms are considered by Head and/or Bursar and reported to governors.
- All SIR forms are audited by the school's risk management consultant twice a term. Any action required to prevent further incidents will be implemented.
- FAERs and SIRs can assist the school in identifying accident trends and areas for improvement in the control of health & safety risks. They can also assist in assessing first aid needs and be helpful for insurance and investigative purposes.

Evaluation

The Bursar will evaluate the first aid provision with the Head and School Office.

Review

This policy will be reviewed every three years by the Head and Bursar or at more frequent intervals if there are relevant legislative changes and/or the evaluation of the policy highlights the need for a review.

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Appendix 1: First Aid Emergency Report

Details of pupil

School:

Pupil's name:

Date of birth:

Details of incident

Date:

Time:

What happened e.g. allergic reaction minor or severe; seizure, hypoglycaemic attack (low blood glucose level) faint or collapse:

Details of treatment given:

Additional information and comments:

Ambulance sent for: YES/NO

Name of person completing form:

Date form completed:

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Appendix 2: Trained First Aiders September 2023

FIRST AIDERS

NAME	CLASSROOM
Sam Bagshaw	Head
Laura Mills*	Deputy Head
Georgina Poole* (mat leave)	Nursery
Beth Byrne*	Reception
Catherine Sulley*	Year 1
Hannah Burt*	Year 3
Harriet Boland*	Year 4
Jane Hirons	Year 5
Ian Widdows*	Year 6
Nicole Thurgur	Art
Becky Webb* (Nursery) Karen Pearson* Nicky Bushrod* Rosie Claremont Ellie Fox*	TAs
Henrietta Woolf* Nicola Evans*	Office
Chrissie Lane Fox	SENCO
Caroline Ledger* Gerard Duncan* Annabelle Bailey	PE
Darren O'Neill*	Chef
Kevin Ruff Ashley Ebbage*	Grounds & Building

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* Paediatric First Aid

FIRST AID BOXES ARE KEPT IN THE KITCHEN, DINING ROOM, SPORTS HALL, ART ROOM, MAIN SCHOOL OFFICE & SWIMMING POOL (when in use).
DEFIBILLATOR IS IN MAIN SCHOOL OFFICE

Revised Sept 2023

Appendix 3: Body Fluid Spillage Procedures

Introduction

- Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Clean Up Procedure

- Get some disposable gloves from the nearest First Aid kit.
- Any soiled wipes, tissues, plasters, dressings etc must ideally be double bagged and disposed of in outside bin.
- Place absorbent towels over the affected area and allow the spill to absorb.
- Wipe up the spill using these and then place in a bin liner.
- Put more absorbent towels over the affected area and then contact the cleaners for further help.
- Any article of clothing that has got contaminated with the spill should be put in a plastic bag and tied up for the parents to take home.
- Gloves being used need to be taken off inside out so that the soiled item is contained within and then double bagged.
- Wash hands.
- The area then needs to be cordoned off until cleaned with appropriate cleaning fluid.
- All reusable cleaning up equipment then needs to be appropriately cleaned and disinfected according to the manufacturer's instructions.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action to Take:

- If skin is broken encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to the Head/Deputy.
- If necessary, take further advice from NHS Direct.