



Euxton CE Primary School



## First Aid Policy

*'In our Christian family we all SHINE in the light of Jesus'*

### **First Aid Provision**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The administration and organisation of first aid provision is taken very seriously at Euxton C.E. Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

### **First aid in school**

At Euxton C.E. Primary School, we ensure that there is at least one emergency first-aid trained adult in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences. All members of staff receive regular training in Emergency Aid, with several staff members trained in Paediatric First Aid.

In Reception there is always at least one staff member with Paediatric first-aid training. The school has nominated first aiders for playtimes and lunchtimes.

When children are taking part in off-site visits, a first-aider accompanies all groups. Visit leaders identify this member of staff when planning visits.

For Foundation Stage visits, a paediatric first- aider accompanies the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

### **Training**

The school keeps a register of who is first-aid trained and when their training is valid till. The headteacher is responsible for organising first-aid training. All teachers and TA's are first aid trained and as are the majority of support staff. At least three members of staff are paediatric first aid trained.

### **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

## Appointed Persons

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the assistant headteacher or senior teachers will carry out this role.

## First Aid Facilities

First aid boxes are located:

1. Main Office
2. KS2 playground entrance
3. Out of school club room
4. Smaller first aid kits are located in every classroom, next to the first aid sign:



The boxes contain supplies recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found with each first aid container. A member of staff is designated to refill the boxes on a weekly basis. If after an incident more supplies are needed for a box the staff member will inform the designated person.

## Accident and Injury Reporting

All first-aid incidents are recorded in the Accident/Incident Log book. Whenever any first aid has been administered to a child, a form is completed. The parents/carers are informed via an accident slip, a copy of the slip is kept in school. If the first aider deems it appropriate, they call parents/carers and invite them to confirm that they have received the information. If the child has a head injury, a yellow dot sticker indicates this so that all staff are aware for monitoring any change in behaviour. If the first aider deems it appropriate, they call parents/carers and invite them to come into school to decide whether the child needs further medical attention or whether the child needs to go home.

Where a child has a serious injury or injury to the head, the first aider should inform the headteacher, assistant headteacher or senior teacher who will decide whether parents/carers should be contacted immediately. All serious injuries should be reported to the headteacher, assistant headteacher or senior teacher.

Reporting an accident/incident that falls under RIDDOR to the HSE:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty on the responsible person, such as managers, headteachers or the person in control of the premises, to report certain categories of work related injuries, dangerous occurrences and work-related diseases. A full list of the types of reportable incidents/accidents is available on the HSE's website.

RIDDOR only applies to injuries, diseases and dangerous occurrences that have arisen out of, or in connection with, a work activity. For those 'not at work', for example, visitors, pupils and users of a service, an accident or incident is only reportable if it has occurred as a direct result of a 'work activity' or 'in connection with a work activity' AND 'the person is taken straight from the scene to hospital for treatment' (this also includes walk-in centres that provide an 'A&E service' for non life-threatening injuries similar to that in hospitals).

## Calling the emergency services

In the case of major accidents, it is the decision of the headteacher/assistant headteacher/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must (children's details can be found on the child's contact card which is located in the office and is also located on SIMS):

1. State what has happened
2. The child's name
3. Child's date of birth
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office or can be found on the SIMs system.

### **Head Injuries**

Children frequently sustain minor head injuries but it is nonetheless important that procedures are in place for reporting any head injury, and that there is clear understanding of what symptoms and signs should be looked for in children who have banged their head whilst at school.

If after a head injury a child remains unconscious or fits, an ambulance should be called immediately and the parents contacted. If a child suffers from any of the following symptoms medical advice must be sought and, if advised, the child should be taken to see either their GP or to A&E by the parents or by school staff:

- **Drowsiness that is unexpected.**
- **Vomiting more than once.**
- **Any signs of blood or watery fluid coming from the nose or ears.**
- **Any complaint of headache.**
- **Any complaint of 'seeing double' or 'blurred eye-sight'.**

In ALL head bump cases the following procedures will take place:

- **Appropriate first aid treatment given.**
- **Record of the incident will be recorded in the Accident / Incident Log Book by the person who dealt with the accident. An Accident Report Slip is completed and sent home. The person who dealt with the accident will sign the slip, inform the office and the teacher of the class for that day / afternoon.**
- **Children will be given a fluorescent yellow sticker to indicate a bumped head for adult awareness.**
- **The child will be monitored by the class teacher or covering person and if any signs change, a further telephone call must be made to a parent.**

For minor injuries apply an ice pack (covered) for no longer than 20 minutes and observe. NB. It is of no benefit to keep an ice pack on for longer.

SEVERE INJURIES AND CHANGES IN CONSCIOUS STATE REQUIRES IMMEDIATE HOSPITAL TREATMENT.

MOVING A CASULTY WITH A SUSPECTED HEAD, NECK OR BACK INJURY SHOULD BE KEPT TO AN ABSOLUTE MINIMUM AND UNDER DIRECTION OF A FIRST AIDER.

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