

Holy Family Catholic Primary School

FIRST AID POLICY

Author/Person Responsible	Will Harding
Date of Ratification	January 2022
Review Group	Finance and Premises Committee
Ratification Group	FGB
Review Frequency	Annual
Review Date	November 2022
Previous Review Amendments/Notes	n/a
Related Policies	Health & Safety Intimate Care Managing Medical Needs Safeguarding and Child Protection
Chair of Governors Signature	<i>Tracey Turri</i>

First Aid Policy First Aid Policy Statement

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing body to approve, implement and review the policy;
2. Place individual duties on all employees;
3. To report, record and where appropriate investigate all accidents;
4. Records all occasions when first aid is administered to employees, pupils and visitors;
5. Provide equipment and materials to carry out first aid treatment;
6. Make arrangements to provide training to employees, maintain a record of that training and review annually;
7. Establish a procedure for managing accidents in school which require First Aid treatment;
8. Provide information to employees on the arrangements for First Aid;
9. Undertake a risk assessment of the first aid requirements of the school.

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the appointed person is Teresa Cross. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

Each class in the school has their own First Aid Box. These need to be stored where they are visible and easy to access. The school has a wall mounted First Aid stations installed in the staff room. It is the appointed person's responsibility to ensure that this is regularly checked and that the stations are fully stocked.

Each class have their own trip first aid pack. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground:

School meal supervisory assistants (SMSAs) all carry first aid packs. It is every supervising adult's responsibility to provide First Aid in case of a minor accident. All SMSAs are trained in First Aid as is at least one adult in every class. Should an adult not have First Aid training, they then can request help/second opinion from a qualified First Aider.

In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded on CPOMS. Severe cuts should be recorded on CPOMS and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed by telephone or message on Class Dojo. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded on CPOMS. Children with a bumped head should be given a head injury letter and an 'I bumped my head' sticker to take home.

First Aid and Medicine files

These files are kept in each classroom, in the playground and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of three years as required by law.

For Major accidents/incidents a further form must be completed within 24 hours of the accident/incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering medicine in school:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/Inclusion folder/First Aid-Medicine Record files and on file in the office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are in the pupil's classroom clearly labelled with their care plan which has been signed by the parent/guardian.

All medicines in school are administered following the agreement of a care plan.

Asthma

In order for children's Asthma pumps to be kept in school a care plan form must be filled out. The office will inform the classroom staff about the child's needs regarding the asthma pump and its usage.

It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name.

Asthma sufferers should not share inhalers.

Generic emergency salbutamol asthma inhalers:

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the Admin Office. The emergency inhaler asthma bag contains:

- One salbutamol inhaler (clearly labelled), inside its original packaging with instructions on how to use and clean the inhaler.
- One plastic spacer to be used with younger children (Reception)
- List of names of children with Asthma

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. (Kept in the First Aid folders in each classroom).

For further information on administering medicine see next section, also Managing Medical Needs in School policy. Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers. When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine, currently Mrs Cross.

Other Medicines

Short term prescriptions:

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent/guardian fill out the 'Request to Administer Medication' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the relevant teaching staff. The copy of the 'Request to Administer Medication' form must be kept on file. Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Medications that need to be kept in the fridge cannot be stored in school and therefore cannot be administered.

Calling the Emergency services.

In case of a major accident, it is the decision of the trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child or children have head lice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected head lice incidence is. If we have concerns over head lice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat head lice.

Chicken pox and other diseases and rashes

If a child is suspected of having chicken pox etc. we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it is okay to look.