

# **Stanford Infant School**

*'Exploring and Learning Together,  
Inspiring Each Other'*



# **Stanford Infant School First Aid Policy**

## Introduction

The Governors and Head Teacher of Stanford Infant School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the Local Authority's procedure for reporting accidents and recognise our statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Local Authority's guidance on First Aid in school.

This Policy should also be read in conjunction with our Administration of Medicines Policy.

## Key Principles

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

- Places a duty on the Governing Body to approve, implement and review the policy.
- Places individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when First Aid is administered to pupils, staff and visitors.
- Provide equipment and materials to carry out First Aid treatment.
- Make arrangements to provide and maintain training for staff, including maintaining a record of that training that is reviewed annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to staff on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the school.

## Arrangements 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, Christine Edwards, will regularly check that materials and equipment are available. She will order new materials when supplies are running low.

The School's Office Manager is responsible for maintaining the record of staff First Aid training; alerting members of staff to when their certification is due to run out and booking their refresher training, as well as ensuring that the school has sufficient trained First Aiders. As an Infant School, we have Full First Aid at Work First Aiders, as well as Paediatric First Aiders.

There is a First Aid Bag on each floor of the school and in the Medical Room. The downstairs and upstairs First Aid Bags are also taken outside at playtimes to the First Aid Stations. When not being used at playtimes, they have a designated place in the Reception and Year 1 Activity Areas, where they are visible and easy to access.

The First Aiders in these activity areas are responsible for ensuring that these bags are fully stocked. The Appointed Person will check the bags weekly and ensure that the spray water bottles are filled with cooled boiled water.

Each class has its own 'red' Medical Bag for the storage of individual children's medication, such as inhalers and auto-injector pens. It is the responsibility of the adults of that class to manage and maintain these. Further information about the use and storage of the 'red' Medical Bags is to be found in our Administration of Medicines Policy.

There is a designated First Aider for each playtime and lunchtime on both the top and bottom playgrounds. They are indicated on the Playground Rotas which are up in the staffroom, Activity Areas and Playground, for reference.

Any major accident or injury needs to be reported to the Appointed Person, Christine Edwards. If an ambulance is called the Head/Deputy Head Teacher (or in their absence, a member of SLT) need to be notified immediately.

## Treatment

### Cuts and Grazes

Any adults can treat cuts or grazes; however, a fully trained First Aider must be informed to give advice, and usually treats the injury. All cuts and grazes should be cleaned with cooled boiled water. Any open cuts should be covered after they have been cleaned. ANYONE TREATING CUTS OR BROKEN SKIN SHOULD WEAR GLOVES.

### Head Injuries

Any bump to the head, no matter how minor, should be treated as serious and treated with a cold compress or ice pack. Red 'Bumped Head' letter will be completed by the attending First Aider and given to the adult in the child's classroom at the end of playtime, or following treatment if during learning time, to ensure that they keep a close eye on the child.

As with all injuries, bumped head injuries will be recorded in the First Aid Book, please see Record Keeping section for further details. Classroom adults will ensure that children take home their Bumped Head letter; if a child is attending an after school club, the class teacher will inform parents/carers by phone.

If the child's head injury is severe i.e. has a serious cut on the head, a large bump/swelling or there are signs of concussion parents to be informed immediately and course of action agreed i.e.

stay in school and be monitored closely, collected and taken home to be monitored or to seek further medical attention. Children who have concussion after a head injury will need to be taken directly to hospital.

All parents/carers collecting a child from school due to a head injury will be given a 'Guidance on Managing Head Injuries' leaflet for clear advice.

### **Broken Bones**

If a broken bone is suspected, a First Aider must attend before the child is moved. Once the injury has been assessed the First Aider will treat appropriately e.g. apply a sling and make the child as comfortable as possible. A member of the School Office team will contact the parents/carers to inform them of the injury and agree next steps e.g. collect and seek further medical treatment or call Emergency Services.

### **Allergic Reactions**

All staff are trained annually in recognising the signs of serious allergic or anaphylaxis reactions and in the administration of auto-injector pen medication. In the case of a less serious allergic reaction, a First Aider will examine the child and follow the child's Individual Health Care Plan instructions.

Please refer to our Administration of Medicines Policy for further detail.

### **Chicken Pox and other Contagious Diseases or Rashes**

If a child is suspected of having Chicken Pox or any other rash, etc. a First Aider, often the Appointed Person, will look at the child's arms or legs. We will only look at the chest or back if we have further concerns. We will ensure that there are always two adults present when looking at rashes, etc. and the child will always be asked if it is ok for the adult to look.

If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we will inform parents/carers and request that the child is taken home to seek medical advice and be treated, where appropriate, before returning to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected or confirmed to have the same disease/rash a letter may be sent home to all parents/carers in that class. This is to inform them so that they are vigilant to early signs and symptoms so that treatment can be given as soon as possible, to avoid further spread of the disease or infection.

It is the Head Teacher's duty, if there is an outbreak of a notifiable infectious disease, to report it to Public Health England.

## **Staff/Other Adults in School**

The school has a responsibility to provide First Aid to all members of our school community, including staff. In the case of an accident or incident members of staff/other adults should seek First Aid from any of the qualified Full First Aiders (at Work). All First Aid treatment to staff/other adults should be recorded in the Adult First Aid Book, which is kept in the Medical Room.

In the case of accidents or injuries which results in the member of staff/other adult being taken to hospital or being absent from work for 3 or more days, the Appointed Person needs to be notified. The Appointed Person and the Head/Deputy Head Teacher will review the accident/incident and ensure that an HS2 form is completed and sent to the Local Authority's Health and Safety Team.

## **Calling the Emergency Services**

In the case of a major accident or injury it is the decision of the First Aider, treating the individual, often with the support of the Appointed Person, to call the Emergency Services.

The Head or Deputy Head Teacher should be informed if and when such a decision has been made, even if the accident happens on an Educational Visit off-site.

If the casualty is a child, their parents/carers should be contacted immediately and given all the necessary information. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available on SIMS and from the School Office.

## **Record Keeping**

All First Aid incidents and treatment will be recorded in one of the First Aid Books which are located in the First Aid Bags and the Medical Room. These records will detail the time, a brief description of the injury, treatment given, and be initialled by the First Aider who dealt with it.

In the case of accidents or injuries which results in the child being taken to hospital or being kept off school, the Appointed Person needs to be notified. The Appointed Person and the Head/Deputy Head Teacher will review the accident/incident and ensure that an HS2 form is completed and sent to the Local Authority's Health and Safety Team.

## **Notifying Parents/Carers**

The school has two letters to notify parents/carers of injuries, these are:

- 'red' Bumped Head letter
- 'yellow' Injury to the Face letter

Blank copies of these letters are kept in each First Aid Bag and it is the responsibility of the First Aiders to ensure that these are replenished regularly. Copies can also be obtained from the School

Office or from the Appointed Person. Parents/Carers will be alerted to all other significant injuries, unless contacted immediately, by the class teacher or member of staff seeing the class out at the end of the day. If the parent/carer does not pick up, the class teacher or member of staff responsible for the class at the end of the day, will inform them via a phone call.

## Arrangements for Medicine in School

Please refer to our Administration of Medicines Policy, which should be read in conjunction with this policy.

## First Aid and Intimate Care

Staff who administer First Aid should ensure, wherever possible, that another adult or other children are present. The child's dignity must always be considered and where contact of a more intimate nature is required e.g. assisting with toileting or the removal of wet/soiled clothing, another member of staff should be in the vicinity and should be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for; agreements between the school, those with parental responsibility and the child concerned, should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed. Please refer to our Intimate Care Policy for further guidance.

## Off-Site Educational Visits

First Aiders will attend all off-site educational visits. There are three full First Aid Bags kept in the Medical Room ready for off-site visits and it is the responsibility of the First Aider attending the visit to check the contents of the Bag(s) prior to leaving the school. The attending First Aider will also be responsible for any medication e.g. inhalers or auto-injector pens for children going on the visit. It is the class teacher's responsibility to liaise with the First Aider about any medication that may be required by individual children on the visit. All children with medication in school have a Health Care Plan that is stored with their medication in a zip-lock wallet. Any First Aid given on an off-site visit will be recorded by the First Aider in the book provided in the First Aid Bag and then transferred into the First Aid Book in the Medical Room on return to school.

### **ANNUAL REVIEW PERIOD**

**Agreed by the Governing Body:** November 2017

**Shared with Staff:** November 2017

**Review date:** November 2018