



The St James and Emmanuel Academy Trust



First Aid Policy and Guidance

West Didsbury CE Primary School

First Aid Policy and Guidelines

First Aid can save lives and prevent minor injuries becoming major ones. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Nominated First Aiders	Nominated Persons	Health and Safety Governor
Kieran Roberts Jessica Rouge Sophie Tarmey Jane Dunn	Matt Whitehead Hannah Large Julia Heatley	Paul Good

Location of First Aid Kits	Offsite Kits
School Kitchen On main corridor opposite school office In classrooms	Office Storeroom

Aims

- To provide effective first aid support for all pupils, staff and visitors.
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the first aid systems in place.
- To support awareness of health and safety issues within school and on off-site activities, in order to reduce the risk of illness or injury.

The Governing Body will:

- Ensure adequate first aid provision as outlined in the Health & Safety [First Aid] Regulations 1981, having regard to 'Guidance on First Aid for Schools' (DfEE)
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of first aid procedures in school.
- Review this policy and any associated risk assessments and practices annually.

The Headteacher will:

- Ensure that parents are aware of the school's First Aid Policy.
- Implement suitable induction procedures to ensure that all new staff are made aware of first aid procedures in school.

All school staff will:

- Familiarise themselves with the first aid procedures (including this policy) in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students as given by the Senior Leadership Team.
- Ensure that appropriate risks are identified and assessed for curriculum activities and children and support staff are aware of safe practice.
- Ensure that the children in their care have an awareness of the procedures in operation as appropriate to their age and development.
- Send a child who feels generally 'unwell' to the school office and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Send a child who has minor injuries to the school office if they are able to walk where a First Aider will see them. All children must be accompanied.
- Have regard to own personal safety.
- Have regard to Child Protection policy and procedures and safeguarding arrangements.

On School Visits staff will:

- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This will be the responsibility of the school office.
- Ensure that arrangements are in place to maintain the first aid support outlined in this policy whilst away from the school site.
- Have regard to own personal safety.
- Have regard to Child Protection policy and procedures and safeguarding arrangements.

In the event of a minor injury:

Staff in possession of a valid Emergency First Aid in Schools Certificate may treat minor injuries e.g. grazed knees, bruised shin. This must be recorded in the accident book. More major injuries should be reported to the Health and Safety team via the School Office.

A Nominated Person and Nominated First Aider **MUST* be called for in the event of:**

- Any **potential** head or facial injury.
- Any deep cut, or one which continues bleeding for more than a few seconds
- Any **potential** joint injury e.g. ankle, elbow etc. Any potential fracture or dislocation.
- Any injury caused by the deliberate actions of another pupil.
- Any vomiting or possible poisoning.
- **Severe breathing difficulties.**
- Any accident which may warrant the involvement of the emergency services or one which they are not confident to manage.

Medication

- Any medication will be kept in labelled box in the appropriate classroom.
- Administration of any medication should be recorded on the forms provided.
- If any child needs medication, a consent form must be completed by parents and kept on record.

***Early Years Foundation Stage**

The active nature of 'learning through play' which forms a large part of the work of the EYFS, coupled with young children's developing special awareness and balance, can lead to frequent minor collisions, trips or falls which may include bumps to the head. The decision whether to involve a Nominated Person and Nominated First Aider will be made by a member of the teaching staff holding a valid 2-day Early Years first aid qualification.

IN THE EVENT OF AN EMERGENCY

- **Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.**
- **Send for help to the school office as soon as possible, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.**
- **Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency First Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.**

Nominated Persons will:

- Take charge when someone is injured or becomes ill.
- Support the First Aiders in calling for an ambulance or contacting relatives as appropriate.
- Direct the emergency services and manage the area surrounding the incident.
- Liaise with the Senior Leadership Team with regard to pupils who are not feeling well.
- Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell. In the event that an injury has caused a problem, the child must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of staff and pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. This is to be updated for new starters as appropriate throughout the year.
- Have a file of up to date medical consent forms for every child in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Have a file of up to date emergency contact details for all staff, pupils, students on placement and regular visitors.
- Monitor the implementation of the First Aid Policy.

- Have regard to Child Protection policy and procedures and safeguarding arrangements.
- Support the Nominated First Aider in the completion of the relevant paperwork.

Nominated First Aiders will:

- Ensure that their first aid qualification is always up to date.
- Work flexibly as part of the First Aid team to ensure that first aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.
- Always attend a casualty when requested to do so, having regard for other children in their care.
- Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing gloves where any loss of blood or body fluid is evident and seeking help from other First Aiders or Emergency Services as necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that parents/guardians are made aware of all head injuries promptly via a nominated person.
- Through a nominated person insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.
- Where possible, ensure that a child who is sent to hospital by ambulance is accompanied by an adult relative. If this is not possible due to time restraints or a difficulty in contacting relatives ensure that the child is accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted. (The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.) Arrangements should be made for the child to be met at hospital by a relative.
- Support the work of the Senior Leadership Team / Governing Body in reviewing policy, risk assessments and practice in response to changing circumstances and guidance.
- Have regard to Child Protection policy and procedures and safeguarding arrangements.

Recording:

- With the support of the Nominated Person, keep a record of each child attended to, the nature of the injury and any treatment given, on the slips in the Accident Book. In the case of an accident/injury involving an adult, a form can be obtained from the School Office.
- Ensure that the parent copy of the First Aid slip is given to the child (or placed in their book bag for younger children) to take home.
- Liaise with a nominated person immediately to ensure that parents are informed in the appropriate way, dependent on the severity or nature of the illness/injury.

Hygiene:

- When treating a casualty protective gloves should be worn.
- Following treatment, using gloves ensure that everything is cleared away and that all dressings etc. are put in a sanitary waste bin.
- Any bloodstains on the ground must be washed away thoroughly. The site manager should be informed for any further cleaning
- No contaminated or used items should be left lying around.

Maintenance of First Aid Kits:

Mrs Large and Mrs Robinson will monitor and maintain stocks and condition of first aid equipment and consumables. Please report any damage, loss or low stock to them.

Headteacher:

Matt Whitehead

Chair of Governors:

Paul Blackburn

Date: March 2018

To be reviewed: March 2020