



## **FIRST AID POLICY**

**UPDATED BY THE SCHOOL : DECEMBER 2023**

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This policy reflects the vision and aims of Hadfield Infant School.

*To be read in conjunction with 'The Administration of Medicines and Associated Complex Health Procedures for Children Advice and Guidance for Children's Services in Derbyshire.'*

## **Aims**

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

## **Roles and responsibilities**

All staff including EYFS have had Paediatric First Aid training. All certificates are held on site.

### **Appointed person(s) and first aiders**

The school's appointed person is Aileen Wilson who is responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that there is adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident.
- Keeping their contact details up to date.

Duties of first aiders within and outside of school (Staff trained as Paediatric First Aiders)

- To take charge of the situation, arranging the request for help from a doctor or requesting an ambulance if the incident is sufficiently serious – to follow 999 Emergency Medical flow chart (Appendix 1)
- To render emergency first aid
- To be responsible for the contents of the first aid box, ensuring that they are replenished as required.
- To ensure that a record is made of each incident by recording information in the First Aid Accident Book on the child's individual sheet and completing 'Notification of Injury' form.

- To ensure that indemnity forms for the administering or an injection of adrenaline (Epipen) are completed and retained.
- First aiders can administer an inhaler in line with the first aid policy. Parents will need to complete a form of consent that an inhaler can be administered when required. This will need to be recorded and parents informed
- To ensure that all seizures are recorded in the Accident Book on the child's individual record and records are maintained.
- To ensure that all serious incidents are reported to the schools Health and Safety Co-ordinator (Headteacher) in order that the relevant paperwork can be completed and where necessary forwarded to Derbyshire County Council Health and Safety Department and HSE.
- To maintain notices of first aid arrangements in school
- To inform new employees of the arrangements for first aid.

### **The governing body**

The governing body has ultimate responsibility for health and safety matters in the school but delegates operational matters and day to day tasks to the Headteacher and staff members.

### **The headteacher**

The headteacher is responsible for the implementation of this policy, including.

- Ensuring that an appropriate number of appointed persons are always present in the school.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures and where medication is located [inhalers within classroom of each child is in a central location]
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

### **Staff**

School staff – all staff who are paediatric first aid trained will be responsible for administering first aid as set out above (Duties of first aiders within and outside of school).

### **First aid procedures**

*All accidents and injuries (including staff injuries) must be recorded in the First Aid Accident Book (children situated in classrooms and staff situated in the staffroom). Head injuries and other injuries, which may require further attention should always be reported to parents by telephone as soon as is practicable and, on the form, provided. Injuries requiring further medical attention (e.g., stitches or injuries resulting in time off work for employees) should also be reported to the Health and Safety section at Matlock County Hall and on some occasions the HSE.*

**In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Headteacher or Senior Leadership Team will contact parents immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This should be recorded in the yellow accident folder.
- An accident form will be sent home with a child for all injuries except for minor grazes.
- There will be at least 1 person who always has a current paediatric first aid (PFA) certificate on the premises.

**Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone

A portable first aid including, at minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressings
- 2 triangular bandages – individually wrapped and preferably sterile.
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings.

- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt ended scissors.

For children attending forest school the following will be taken in conjunction with the main first aid bag

- Eye wash
- Cool packs
- Inhalers
- Emergency inhalers

Risk assessments will be completed by Miss Sutton in consultation with the Headteacher prior to any educational visit that necessitates taking pupils off school premises. There will always be at least 1 first aider on school trips and visits.

## **First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive bandages (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

No medication is kept in first aid kits

First aid kits are stored in:

1. Classrooms.
2. Kitchen,
3. Breakfast club/afterschool club.
4. Disabled toilet.

## **Administering medication**

Staff **cannot** administer any medication to children, unless stated in a health care plan and where relevant training has been given. All medication will be kept in the meeting room and two emergency inhalers (one in the emergency green bag located in the office and the other is kept in lockable cupboard in the disabled toilets). Any exception to the administering of medication would be in the event of giving child medication to aid with travel sickness on a return journey to school.

If pupils are taken ill in school, a member of staff must inform the parents by telephone. Parents are asked to keep children off school for at least 48 hours following bouts of sickness of diarrhoea.

Inhalers can be administered to children where consent has been given by parents through the 'administer of medication form'. Parents state how often the child may need their inhaler, the amount and whether they can administer this independently with adult supervision or through a first aider. Parents also consent to school using the emergency inhalers kept on site and within first aid bags whilst off site in circumstances where an inhaler may go out of date or has run out.

If pupils are taken ill in school, a member of staff must inform the parents by telephone. Parents are asked to keep children off school for at least 48 hours following bouts of sickness of diarrhoea.

Staff are informed of pupils with medical needs. A list of known allergies etc, is regularly updated and a copy is given to staff. A comprehensive list is kept in the locked cupboard in the disabled toilet. Any 'emergency' medication for named pupils such as inhalers will be kept in a secure location in their classroom. All adults will be made aware of where this is located so that emergency medication can be given as and when required as detailed in the relevant Health Care Plan. These are updated by a Paediatric First Aider and in some cases the school Nurse, a copy is given to all staff members. Copies are also available in the First Aid Room, Staffroom and Sunshine room. Any child returning to school following an injury i.e., broken/fractured wrist will require a risk assessment, this is carried out by the Headteacher. A copy of the risk assessment will be given to parents and staff members.

If a child bites an adult, they must immediately seek medical attention for a tetanus injection.

### **Record-keeping and reporting**

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and payments) Regulations 1979, and then securely disposed of.

### **Reporting to the HSE**

The schools appointed first aider will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7)

The school's appointed first aider in conjunction with the Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (eg by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These include:

Death

Specified Injuries which are:

- Fractures, other than to fingers, thumbs, and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crash injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's surface area: or
  - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Work related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the appointed first aider and headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the incident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpel tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
  - Hand-arm vibration syndrome
  - Occupational asthma e.g., from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts or lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

**Pupil and other people who are not at work (e.g visitors): reportable injuries, disease or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity.
- An injury that arose from, or was in connection with, a work activity and where the person is taken directly from the scene of the accident to hospital for treatment.

An accident arises out of or relates to a work activity if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc): and/or
- The condition of the premises (e.g. poorly maintained, or slippery floors)

**Legislation and guidance**

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools. Guidance from the Health and Safety Executive (HSE) on incident reporting in schools and the following legislation;

- Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical therapy needs of pupils.

**Monitoring arrangements**

This policy will be reviewed by the appointed first aider, senior leadership and Headteacher annually.

At every review, the policy will be approved by the full governing body.



## APENDIX 1

### 999 Emergency Medical Flow Chart

Hadfield Infant School

Mersey Bank Road

Hadfield

Glossop

Derbyshire

SK13 1PN

Telephone number – 01457 853958

Child needs assessment by Paediatric First Aider



Details needed - Name of the child, date of birth of the child, details of the medical condition and full name and address [including the post code] of the school.



Head Teacher, Senior Member of the Manage Team or if available the Paediatric First Aider to telephone for an ambulance. Using the cordless telephone in case medical advice is given on the telephone e.g. To administer CPR.



Head Teacher or Senior Member of the Manage Team to contact parents.

A member of Staff is required to stand at each gate entrance to the school  
[Hadfield Road and Mersey Bank] to direct the ambulance.



Head Teacher or Senior Member of the Management Team meets the paramedic at school entrance and takes them straight to the child.



If parents have not arrived at the school a member of staff needs to accompany the child in the ambulance

**Appendix 2**Hadfield Infant SchoolNotification of Injury**To be completed by person who witnessed the accident or first to be informed of accident**

Name of Child		Class
Date of Accident	Time and Place of Accident	
Details of Accident		
Signed .....		
Print Name .....		

Appendix 3

**HADFIELD INFANT SCHOOL****FORM OF INDEMNITY**

In consideration of staff at Hadfield Infant School agreeing to administer an injection of adrenalin to..... (name of child), in the event of the said .....(name of child), suffering from an anaphylactic reaction whilst at Hadfield Infant School, we.....the parent (s) / guardian (s) of the said .....(name of child), hereby indemnify the Derbyshire County Council, its servants or employees against all proceedings, costs, liabilities and damages incurred as a result of any injury or damage caused to the said.....(name of child), by the administration of an injection of adrenalin provided always that this indemnity shall not include injury resulting from or caused by or materially attributable to the negligence of the Derbyshire County Council, its servants or employees or the failure of the Derbyshire County Council to perform their common law or statutory duties and liabilities.

We, ..... the parents (s) / guardian (s) of the said .....(name of child), undertake to ensure that ..... adrenalin injection kept at Hadfield Infant School remains in date and indemnify Authority representatives from any responsibility in this regard.

**Dated this** ..... **day of** .....

**Signed** ..... **Parent (s) / Guardian (s)**

**Hadfield Infant School**

**PARENTAL CONSENT ADMINISTRATION OF PRESCRIBED MEDICINES IN SCHOOL**

(if mentioned in health care plan)

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD REQUESTING DRUGS BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF OR WHERE A CHILD IS BRINGING MEDICINE INTO SCHOOL WHICH THEY WILL SELF-ADMINISTER.

If you need help to complete this form, please contact the school.

Please complete in block letters.

Name of child:..... Date of Birth: ..... Class:.....

Address .....

.....

Doctor .....

**PRESCRIBED MEDICINES**

The Doctor has prescribed the following for my child:

1. Name of medicine
2. Any special storage instructions
3. Amount to be administered
4. When is it to be administered
5. How (by mouth, in ear etc)

My child can (please tick)

administer his/her own medication

requires supervision to administer his/her own medicine

requires assistance in administering his/her medicine

I request that a named member of the school staff who has received all necessary training give the treatment in accordance with the above information. I understand that it may be necessary for this treatment to be carried out during educational visits and other school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at .....Tel No.....

Signed ..... Parent/Guardian Date .....

**N.B. If your child is an asthma sufferer please complete details below**

Please provide us with an in date inhaler that we can keep in school in a secure place inside your child's classroom.

Expiry date of Inhaler .....

I acknowledge that it is my responsibility to ensure that the medicine mentioned above is always in date

Emergency Inhaler

I give permission for my son/daughter to have Ventolin from the emergency school inhaler if necessary.

Signed.....Parent/Carer

Date.....