



First Aid Policy

Suffah Primary School

Autumn 2 2020

Review Date: Autumn 2 2022

“If anyone saved a life, it would be as if he saved the life of all mankind.” (Quran 5:32)

First Aid Policy Statement

The Governors and Head teachers of Suffah Primary 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 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 Authority’s guidance on First Aid in school.

Statement of First Aid organisation.

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.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records into Schoolpod, all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

Undertake a risk assessment of the first aid requirements of the school

Materials, equipment and facilities

The school will provide materials, equipment and facilities required to deliver the First Aid services at Suffah Primary School.

First Aid and Medicines Appointed Person: The Appointed Person is **Sr Amina Abderrahman**. She will regularly check (She may delegate the regular checking of the First Aid supplies to someone else but ultimately is responsible for the smooth provision of this facility) that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

Each classroom in Nursery and Reception, have their own First Aid Box/Bag. These need to be stored where they are visible and easy to access. It is the appointed person’s responsibility to ensure that these are regularly checked and that the stations are fully stocked.

Each classroom in Primary has their own First Aid bag. It is the responsibility of the adults of that class to notify the appointed person if stocks in the bag are running low. This bag must be taken out for all break, lunch, PE, Mile Run, clubs and trips.

Responsibility to regularly check First Aid boxes/bags located in the classrooms lies with the class teacher. If First Aid boxes/bags need replenishing the Appointed Person (office) should be immediately notified and extra supplies should be requested.

First Aid and Medicine files

These records are kept centrally in Schoolpod and in pupils paper files. The records are kept for a period of 3 years as required by law. All accidents/injuries that require any treatment must be recorded into Schoolpod.

Administering medicine in school

Only prescribed medicine will be administered by the staff at school. 'Off the shelf' medication will not be administered by the staff. For long term illnesses, a Medical Care Plan must be completed, and all the staff informed of the pupil's needs. The Designated First Aid and Medicine person will administer the medication and in her absence any member of the SMT will do so.

Parents can obtain the '**Medical Form 2: Request for Administration of Medicine**' from the office on the first day of requesting the medicine to be administered at school. The Appointed Person will inform adults in the named child's class room regarding the administration of the medicine in question. The copy of the '**Medical Form 2: Request for Administration of Medicine**' must be kept in the Medication file, also one copy needs to be kept with the medication. Medication may be administered in school if it is required to be taken four (4) times a day. The School will 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.

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 Break / Lunch Break clipboard which is updated weekly. Any new staff who join the School mid-year will also be informed as part of their induction.

Medication for primary school pupils are stored in the First Aid room next to the Staff Room, in the locked white cabinet, clearly marked with the green cross. Medication for nursery and Reception pupils are stored in the EY's staff kitchen, in a locked white cabinet, clearly marked with a green cross. Each pupil's medication is in a clearly labelled container / bag with their care plan.

Medications that need to be kept in the fridge can only be stored in the small fridge in the staff room.

All medicines in school are administered following the completion of '**Medical Form 2: Request for Administration of Medicine**'.

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. In addition to recording the accident/incident into Schoolpod, after a severe cut, a major accident letter/form should be given to the parents/carers. The adult treating the patient is responsible for recording the incident in Schoolpod. The class teacher, office admin and the Head teacher should be notified by including their names into the 'CC to inform others'.

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. The pupil should be given a 'I bumped my head' wrist band. Parents and Guardians must be informed by telephone immediately if the head bump is causing the child distress or significant pain. The adults in the pupil's classroom should be informed and keep a close eye on the child. If necessary, further medical help must be sought without delay. All bumped head accidents should be recorded in the usual way and a 'Bumped head letter' should be given to the adults in the pupil's class to give to the parent.

Asthma

It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children inside a plastic box with the child's name clearly marked on it. The Asthma pumps are kept in the class First Aid bags. Adults in the classroom are to check the expiry date on the pumps regularly and inform the Designated First Aider to inform parents, should the pumps expire or run out. Asthma sufferers should not share inhalers.

Only Blue (reliever) Asthma Pumps should be kept in schools.

For further information on administering medicine see next section, also see Pupils with Medical conditions 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 **Sr Amina Abderrahman**.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incident is.

Chicken pox and other diseases, 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 was ok to look at his / her chest / back.

Incidents during the day should be treated as follows:

- **DURING LESSON TIMES:** The teacher should use his / her professional judgement in assessing the situation if he /she is First Aid trained. If the assessment is that the pupil needs additional care / treatment, then the pupil should be sent to the office.
- **BREAK:** Pupils should be treated at the scene and may be brought to the school office for further treatment after break.
- **LUNCHTIMES:** Pupils should be treated at the scene and may be brought to the school office for further treatment after break.
- If any child needs to be sent home, sent to a doctor or hospital, owing to injury in school, the Headteacher or, in his / her absence, the SMT should be informed as soon as possible.

EPIPENS

There are a few students in school requiring 'EpiPens'. The administering of EpiPens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent. Please ensure you are familiar with the use of EpiPens and/or symptoms of anaphylactic shock.

PUPILS WITH SPECIFIC NEEDS

Details of Pupils with specific need i.e. diabetic/severe allergies/EpiPens etc, may be found on the allergy list shared with each adult in the school. The updated list is kept on the shared folder. The allergy list is also displayed in the staff room where it is not visible to other children or adults. The same list is also displayed in the front of each dinner register. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

TREATMENT

Suffah Primary School has a ready supply of minor first aid equipment. These may be found in the Medical Room and inside each classroom.

The administering of items such as antiseptic creams etc, are not permitted in case of allergic reaction. Cuts and grazes should be treated with gauze and clean water and plasters applied where applicable. Vomit bags are also available in the Medical Room for pupils who feel sick.

All staff must wear disposable gloves when dealing with spillages of blood and bodily fluids.

CLASS MEDICAL LIST

The Medical List and a list of pupils with specific dietary requirements and other medical conditions such as asthma are on every staff meeting minutes in shared drive.

The child must be aware that they need to report to their class teacher, Headteacher, Midday Supervisors or First Aider should they be feeling ill.

Midday Supervisors are informed about children who have food allergy or require medication.

PUPILS WITH SPECIFIC DIETARY REQUIREMENTS

Pupils must be fully risk-assessed when food-tasting activities take part at school. For school dinners, pupil with allergies are given a lanyard with the allergy writing on it which is very visible. The dinner ladies have a list of the pupils with allergies. The midday supervisor has a list of pupils with allergies. There is a 3 layered safety procedure in place so children allergic to any food are not given that food.

OFF-SITE ACTIVITIES

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPen's etc. A person who has been trained in first aid will accompany all off-site visits.

TRANSPORT TO HOSPITAL OR HOME

The Headteacher will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency an ambulance will be called following which the parent will be called.

Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over responsibility for the child.

CALLING THE EMERGENCY SERVICES

In case of a major accident, it is the decision of the fully 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 / Deputy Head / SMT should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. The HT/SMT will inform the Governors and keep them updated of the progress.

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.