**Elm Tree Community Primary School**

**School Policy for the Provision of First Aid**

|  |  |  |
| --- | --- | --- |
| **Approved by:** | D. Lamb & Governing Body |  |
| **Last reviewed on:** | September 2023 | |
| **Next review due by:** | September 2024 | |

**Statement of First Aid**

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 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

**Roles and responsibilities**

**Headteacher**

* Ensure appropriate number of trained personnel are in school at all times
* Ensure all staff are aware of policies and procedures
* Ensure appropriate risk assessments are completed
* Reporting specified incidents to the HSE when necessary.

Specified injuries are:

* Fractures other than fingers, thumbs and toes
* Amputations
* Any injury likely to result in permanent loss of sight or a reduction in sight
* A crush injury to the head or torso
* Serious burns including scalding
* Any loss of consciousness caused by a head injury or asphyxia
* Any other injury that leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for 24 hours.
* Injured which lead to someone being taken to hospital

**All staff are responsible for:**

* Ensuring they follow first aid procedures
* Ensuring they know who all appointed people are
* Completing incident reports, they attend to where a first aider is not called
* Informing the Headteacher or manager of any specific health conditions or first aid needs

**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 **Keeley Wainwright and Kate Davies**. They will regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

Each Class in EYFS, lower school and upper school, have their own First Aid Box. These need to be stored where they are visible and easy to access.

Each class have their own trip ruck sack containing a 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.

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

* Regular and large bandages
* Triangular bandage
* Adhesive tape
* Antiseptic wipes
* Disposable gloves
* Plasters of assorted sizes
* Cold compress

No medication will be stored in the first aid kits. No creams and no eye drops (only approved eye wash).

**Reception Area**

There is an Automated External Defibrillator (AED) located on a wall mounted bracket in the Reception area. This is to be used in the event of a life-threatening Cardiac Arrest.

It is the First Aid Lead's role to:

* Check the Battery monthly and replace before the expiry date, if indicator shows low or if the defibrillator has been used in an emergency.
* Replace Electrode Pads according to expiry dates.
* Ensure that the AED, Face Masks and cables are kept in a good, clean and ready condition.

**Staff Room**

There is a fully stocked First Aid Box in the staff room. The First Aid Box in the staff room is regularly checked by the Appointed Person. There is also a wall mounted first aid station installed in the science room to be used for all purposes.

**Playground**

It is every supervising adult’s responsibility to provide FA in case of a minor accident. Should an adult not have FA 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 in the accident file. Severe cuts should be recorded in the accident file 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. All recordings should be made on CPOMS.

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. 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 in the accident file and on CPOMS. Children with a bumped had should be given a head injury letter to take home and we require this to be signed and returned to school the following day.

**First Aid and Medicine files**

All first aid to be recorded on CPOMS and the medicine file is stored at Reception. 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 3 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 recorded on CPOMS and the admission paperwork.

Elm Tree Community Primary School has a **separate policy for administering medication in school.**

**Asthma**

Children with Asthma do not require a care plan. In order for children’s Asthma pumps to be kept in school an ‘Medicine Form’ must be completed by parents/carers. The ‘Medicine Form’ is obtainable from the office or hand delivered and collected by transport staff. Inhalers will be stored safely in the class and class staff are informed about the child’s needs regarding the asthma pump and its usage. It is the parent’s/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 when out of school should be carried by the class staff and the person who it has been prescribed for informed. It must be clearly labelled with the child’s name. Asthma sufferers should not share inhalers. Only **Blue** (reliever) Asthma Pumps should be kept in schools.

If an inhaler is used, the medication record sheet should be signed and countersigned by the staff member who administered the medication and a member of staff as witness.

**Offsite Procedures**

When taking pupils off site, staff will ensure they have the following:

* A mobile phone
* A portable first aid kit
* Information about the specific needs of children (form 3B)
* Access to parental contact (form 3B)
* Any medication required by children. Taken in the orange medical case, with relevant forms.

Risk assessment will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

**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 incidence is. If we have concerns over headlice staff are to speak to the pastoral team who will make direct contact with the family and give advice and guidance to parents/carers on how best to treat headlice.

**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.

**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 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.