



## **Paganel Primary School** **First Aid Policy**

It is the responsibility of Paganel Primary School to provide adequate and appropriate first aid provision to pupils, staff, parents and visitors. Appropriate procedures are put in place in order to meet this requirement and an annual policy review will develop the changing demands of first aid throughout the school.

### **Aims**

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises and off the premises, e.g. off site visits, school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

### **Objectives**

- To appoint the appropriate number of suitably trained people as appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the schools First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### **First Aid Coordinator**

To ensure that the standard of provision is well maintained and managed throughout the school, the First Aid coordinator is responsible for:

- Ensuring all classrooms and work areas have suitable First Aid provision.
- Maintaining and managing First Aid equipment and stock.
- Updating and managing records and medical information.
- Providing appropriate training provision for all staff.
- Supporting the administering of First Aid throughout the school.

## **Arrangements for First Aid**

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are;

- KS2 medical room.
- KS1 & Foundation medical room.

In addition to this, all classrooms are equipped with a 'Red Hand' which can be sent to the main office or management offices to ensure that additional support can be reached if necessary. All classrooms are also fitted with an internal phone.

## **Off Site Visits**

All staff must bring a travel First Aid kit with them during off site visits. At least one member of staff with First Aid training must also be on hand during off site visits.

## **Information on First Aid arrangements**

The Headteacher will inform all staff of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition the First Aid Coordinator will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.

All members of staff will be made aware of the school's first aid policy.

## **Head Injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

If the injury is minor, all head injuries should be monitored closely and a head injury report form ('head bump letter') is completed and given to the parents, if there are any concerns the parents will be contacted.

Any serious head injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

## **Emergency Arrangements**

Where the injury is an emergency, an ambulance will be called, following which the parents will be contacted. Where

hospital treatment is required but it is not an emergency, then one of the first-aiders will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a first-aider will accompany the child to hospital and remain with them until the parents can be contacted.

An ambulance is called for the following reasons:-

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a serious fracture or where this is suspected for other medical conditions where pupils have a care plan and their condition has not responded to the first step treatment

## **Hygiene/Infection Control**

Ensure hands are clean before and after giving First Aid.

Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids, any waste will be disposed of in sanitary bins.

Any body fluids on the floor or other surfaces are dealt with by the site supervisor, who disinfects any affected surfaces.

Exposed cuts and abrasions are always covered unless there is an allergy to dressing.

## **Incident Reporting**

All reported incidents, injuries, head injuries, ailments and treatment are recorded in one of the Accident Books. Accident books are held in both the KS2 and KS1/Foundation Medical Rooms. It is recommended that these records are kept for 7 years.

Parents are informed of any injury sustained at school using a 'White Incident' form, this is filled in by the person who treated the injury and sent home with the child. Head injuries are treated the same but using the 'Head Bump Incident' form.

Children should also be given a green 'bumped head sticker' so that all staff are able to monitor them.

A First-aider or the person that dealt with the injury will contact the parents if he/she has any concerns about the injury, or needs to send a child home through illness.

**Children are reminded and encouraged on a daily basis to report any incident, regardless of how minor to a member of staff. This is to ensure ALL incidents can be investigated and dealt with as appropriate.**

## **Qualified First Aiders**

The majority of staff are First Aid trained including ALL lunchtime supervisors, ALL Management Team, ALL afterschool club providers and at least one member of staff per Phase Group.

## **Administration of Medicines**

Please Administration of Medicine Policy.

**Policy effective from:** September 2018