



Paganel Primary First Aid Policy 2020-2021

Paganel Primary School First Aid Policy.

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 school's 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.

Medical Lead.

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

- Ensuring all EYFS classes and EYFS outdoor play areas have suitable First Aid provision.
- Ensure Year 1 – Year 6 have access to medical rooms.
- 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.
- EYFS outdoor play areas.
- Children's kitchen area – also a burns kit is available.

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 (yellow rucksack within KS2 first aid room) with them during off site visits. It is the responsibility of the First Aider on the trip to make sure the First Aid Kit checked prior to the trip and anything that is used is replaced upon their return to school. At least one member of staff with First Aid training should be on the trip.

Information on First Aid arrangements.

The Headteacher will inform all staff of the following:

- The arrangements for recording and reporting accidents. I.e. the first aid recording books within the medical rooms and the first aid recording sheets within the trip first aid kits.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition, the Medical Lead will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid rooms/equipment.

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 serious because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. All head injuries should be monitored closely and a head injury report form ('head bump letter') is completed along with a green sticker placed on the child's clothing and given to the parents, if there are any concerns the parents will be contacted after consultation with the Medical Lead or a member of SLT. Any serious head injury should always be referred to the Medical Lead and SLT for them to recommend the appropriate treatment and make a needed Hospital referral for treatment (please follow the section for Emergency Arrangements).

Emergency Arrangements.

Where the injury is an emergency the Medical Lead and a member of SLT should be made aware of the incident immediately, 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.
- In the event of a child going into anaphylaxis shock
- In the event of an asthma attack

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 (if on site), 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. 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, 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. Class teacher should be informed of all incidents. With regards to serious incidents the medical lead will write a full report on the incident and will be kept securely within SharePoint on BGFL. All serious incidents must be reported to the medical lead and SLT.

Qualified First Aiders.

Paediatric First Aiders are:

- Claire McGettrick (Medical Lead) (expires 11/6/2022)
- Selina Lagah (Teacher) (expires 11/6/2022)
- Becky Lovell (TA) (expires 11/6/2022)
- Julia Sanders (TA) (expires 11/6/2022)
- Sue Parkins (TA) (expires 11/6/2022)
- Karen Nevey (TA) (expires 11/6/2022)
- Daniel Jones (Teacher) (expires 20/7/2023)
- Janice Bushall (TA) (expires 20/7/2023)
- Jackie Newman (TA) (expires 20/7/2023)
- Dawn Doherty (TA) (expires 20/7/2023)
- Lee Clayton (TA) (expires 20/7/2023)
- Becky Bridgewater (TA) (expires 20/7/2023)
- Jane Hunt (TA) (expires 20/7/2023)
- Emma Brazier (TA) (expires 20/7/2023)
- Lisa Greco (Dinner Supervisor) (expires 20/7/2023)
- Ashna Kader (Dinner Supervisor) (expires 20/7/2023)
- Liz Evans (Dinner Supervisor) (expires 20/7/2023)
- Sam Harper (Dinner Supervisor) (expires 20/7/2023)

Basic First Aiders are:

- Emily Ward (Teacher)
- Sam Osman (Pastoral Manager)
- Ms Philips
- Mrs Hutt
- Mrs Ball
- Mrs Shuter

First Aid at Work First Aiders are:

- Jenny Clapham (Business Manager)
- Paul Grinham (Site Manager)
- Claire McGettrick (Medical Lead)

Mental Health First Aiders:

- Claire McGettrick (Medical Lead) (expires 30/1/2023)
- Sam Osman (Pastoral Manager) (expires 30/1/2023)
- Bethan Gingell (Head Teacher) (expires

Administration of Medicines.

Please see Administration of Medicine Policy.