



# First Aid and Medical Policy

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<b>Chairs Signature</b>	<b>Hannah Massey</b>

## First Aid/Medical Policy

### Introduction

The aim of first aid is:-

- to preserve life,
- prevent condition worsening,
- promote recovery/seek expert assistance.

At school, the main duties of a first aider are to give immediate help to casualties: -

- those with common injuries
- those arising from specific hazards

### Fully Trained First Aiders in school

Fully Trained First Aiders in School as of September 2023 are:

Mrs E. Lewis

Mrs. H. Benham

Miss. B. Bailey

Mrs. C. James

Mrs. D. Walker

Miss. N. Skidmore

Mr. S. Pye

Mrs. A. Holman

Mrs. S. Uppal

The above named first aiders have completed a training course approved by the Health and Safety Executive (HSE) and have an up to date certificate.

The head teacher, Mrs D. Walker and in her absence Miss. N. Skidmore will determine what is a reasonable and sensible action to take in each serious first aid case. Serious first aid cases will include suspected breaks or sprains, burns, cut to head or serious knock and stings (due to possible allergic reaction). In their absence, the First Aid Leads, Mrs E. Lewis and Mrs H. Benham will determine what is a reasonable and sensible action to take in each serious first aid case.

### Paediatric Trained First Aider in school

There are 26 Fully trained Paediatric First Aiders who work across school as of September 2023.

## **Adults trained in Emergency Response (Epipen, Asthma, Epilepsy treatment)**

All school staff have been trained in Emergency Response and have completed training approved by the Sandwell School Nursing Team and have an up to date competency assessment record. A staff member trained by the Sandwell School Nursing Team will always be called upon for Emergency Response treatment.

## **Basic Paediatric First Aiders in School**

All staff in school have received basic first aid training through Educare.

First aid should be given by a trained first aider or designated persons where possible. All children at Moat Farm Infant and Nursery School will be given first aid treatment if and when necessary, unless otherwise notified by parents/guardians. In more serious injuries e.g. suspected break of a bone, a second first aider from SLT will be called upon. SLT trained first aiders are Mrs. D. Walker and Miss. N. Skidmore. In their absence the First Aid Leads, Mrs E. Lewis and Mrs H. Benham will be called upon. First aiders should stay with the casualty until he/she is handed over to professional medical persons e.g. Paramedics, Doctor, Nurse.

Where reasonably practicable the first aider giving treatment will contact parents. Where this is not possible the office staff will contact parents but must be given all the information available.

Where reasonably practicable, a trained first aider should accompany every off-site activity/trip. Where this is not possible the Risk Assessment for the trip should reflect this.

## **First Aid Stations**

Within school first aid stations are located as follows:-

- All classrooms have their own travel First Aid bags. In EYFS each classroom has their own First Aid cupboards.
- A First Aid travel bag is located in the school office and nursery kitchen alongside foil blankets
- A First Aid box is located in the dining hall for kitchen staff
- Forest School - a suitable first aid kit is available.
- A defibrillator is located by the school entrance on the wall outside Rainbow Class

- Ice packs are located in the freezer in the EYFS office, Nursery kitchen, outside the hall corridor, dining hall and in the staff room

All first aid stations will be marked with a white cross on a green background.

### **Accident Books**

Every classroom will have an Accident book. The person offering treatment will be responsible for completing the Accident Book. The keeping of the Accident Book is a statutory requirement and it must be completed as fully as possible.

A member of staff will share the completed record with parents either at home time or if the child is collected early from the school office. Parents will be expected to countersign the accident book.

### **First Aid Treatment Notification**

As well as the Accident Book each classroom will have First Aid Treatment Notification slips. This must be completed at the same time as the Accident Book and handed to the parent. Children who have had a bumped head will also be wearing a bumped head sticker.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Some incidents are reportable under the above regulations. Please refer to the Business Manager for guidance.

### **First Aid Kits - Contents (sufficient time will be given to Mrs E. Lewis and Mrs H. Benham in order to replenish First Aid Kits)**

First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on the packets. It is therefore, essential that first aid equipment be checked frequently, to make sure there are sufficient quantities and all items are useable.

There is no standard list of items to be put in a first aid box, however, the Health and Safety Executive recommend that when there is no special risk identified, a minimum provision of first aid items would be: -

- a leaflet giving general advice on first aid;
- twenty individual wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- individually wrapped moist cleansing wipes;
- four individually wrapped triangular bandages (preferably sterile);
- conforming bandage
- six medium sized (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- face shield
- one pair of disposable gloves.

Equivalent or additional items are acceptable; you should not keep tablets and medicines in the first aid box. First aid provision should contain only those items, which a first aider has been trained to use.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal has been broken. At least 900ml should be provided.

### **Travelling First Aid Kits**

Before undertaking any off site activity the Head Teacher should assess what level of first aid provision is needed. The Health and Safety Executive recommend that where there is no risk identified, a minimum stock of first aid items for travelling first aid containers is:-

- a leaflet giving general advice on first aid ;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing (approximately 18cm x 18cm);
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

### **Supplementary Equipment**

The following items should be provided near the first aid materials:

- disposable aprons and/or suitable protective equipment;
- blunt ended scissors (minimum length 12.70 cm);
- adhesive tape;
- Individually wrapped moist cleansing wipes.

Resuscitation aids should also be available for those first aiders who request them.

**First Aiders have a responsibility to report shortages to Mrs E. Lewis and Mrs H. Benham as and when they come across them.**

### **Treatment Procedures**

- All first aiders are to carry out treatment in accordance with their relevant training. In more serious injuries e.g. suspected break of a bone, a second first aider from SLT will be called upon. SLT trained first aiders are Mrs. D. Walker and Miss. N. Skidmore. In their absence, the First Aid Leads, Mrs E. Lewis and Mrs H. Benham will be called upon.
- All first aiders must take precautions to avoid infection and must follow basic hygiene procedures.
- All first aid waste should be disposed of in one of the medical waste bins. There is one in each of the Disabled Toilets in the main School and EYFS.
- Parents of any child who has sustained any injury must be given sight of the Accident Book and be given a First Aid Treatment Notification Slip.
- Where reasonably practicable the first aider giving treatment will contact parents. Where this is not possible the office staff will contact parents but must be given all the information available.
- Any child who feels or becomes ill whilst at school will be contacted so that the child can be taken home. The school office will be informed of any child who has been sent home.

### **Splinters**

- If a child has a protruding splinter then the first aider will take this out where possible. If a splinter is under the skin it will not be removed but a plaster placed on it and parents informed at the end of the school day.

### **Emergency medication**

- In some cases the first aider may feel it is necessary to administer paracetamol (Calpol) or antihistamine (Loratadine) to treat an injury/ suspected allergy. School keep emergency medication for children in the Head Teachers office. If the first aider feels this is necessary then verbal consent will be obtained from the parent via phone call. School will not administer this medication without parental consent first.

### **Serious Incident**

- In serious cases or significant incidents the child's parent/guardian will be telephoned, please inform either the Head Teacher or Deputy Head if a parent has been contacted.
- Either the first aider or a member of staff known by the child will accompany them to hospital and wait with them if their parent has not arrived in school or cannot be contacted before the child is taken to hospital. At all times parents will be kept informed of any accident, treatment on site or where a child has been taken for treatment.
- If a child has been advised or sent to hospital for treatment then the SLT member or in their absence First Aid Leads who dealt with the incident will ask the office staff to make a follow up call with the parents on the afternoon (if the incident happened in the morning) or the next day (if the incident happened in the afternoon) to check on how the child is.
- As soon as possible, an accident form, (see SLT/Head teacher offices) should be obtained and completed. The procedure for notifying the Local Authority should be followed (see Business Manager or School Office)
- Staff at school will also be treated by first aiders on site, in the first instance, and be recorded by completing an accident form located in the SLT/ Head teacher offices. This should be kept on file for a minimum of three years. If staff have medical conditions, (including allergies) or require specific medication, please ensure first aiders are informed. All information will be treated as confidential and would only be used in an emergency situation. Emergency contact information for staff can be located electronically by Mrs. D. Walker and Miss. N. Skidmore.
- The first aider will also treat any parent or visitor on the school site - these will also be recorded on the HSE Accident Form located in the SLT/ Head teacher offices.

## **Additional Information**

- **Pupil Medical Information/Medical File -**  
Information/Care Plans about individual pupils will be kept with the class teacher.  
Details will also be kept on the school system. Please inform all relevant personnel of updated information.  
This information will be monitored by Miss N. Skidmore
- **Medical Referrals -** Any member of staff who is concerned about a pupil's health or welfare please report immediately to Miss N. Skidmore
- **School Nurse -** Mrs. George (Safeguarding Lead) and Miss Skidmore (Medical Lead) is in regular contact with the school nurse if staff wish to raise any concerns. The school nurse will also organise meetings/workshops on specific issues/conditions for parents and for staff.

## **Further Information**

Further information is available in the H.S.E. Document, **First Aid at Work - Your Questions Answered**