

WEXHAM COURT PRIMARY SCHOOL

First Aid Policy

2021 - 2024



Date Approved:	Summer 2021
Date for Review:	Summer 2024
Responsibility:	Full Governing Body
Approved By:	Full Governing Body

WEXHAM COURT PRIMARY SCHOOL

FIRST AID POLICY

Introduction

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Wexham Court Primary School this is Slough Borough Council. Day-to-day responsibility for implementing the policy is generally delegated to the Head Teacher.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Local Authority is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations will be dealt with by first aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with the administration of medication. Please refer to the school's separate policies for such arrangements.

1. Objectives and targets

1.1 The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained, and available, to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and that first aid areas are fit for purpose.

2. Action plan

2.1 All staff will be informed of first aid arrangements and made aware of this policy.

2.2 In discharging its duty of care the governing board delegates to the Head Teacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:

1. Consideration of the size of the school and its layout and location.
 2. Specific hazards or risks on the site.
 3. Specific needs.
 4. Accident statistics.
 5. Selection of first aiders, and number required.
 6. Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
 - Reassessment of first aid provision.
 - Providing information as required.
 - Considering insurance cover.

3. Responsibilities of the site manager

3.1 The site manager has the following responsibilities:

- Ensuring that access to the school site for emergency vehicles is maintained at all times
- Hirers and those involved in extended school activities must be made aware of:
 - Their health and safety responsibilities and duties.
 - Any specific health and safety issues (e.g., hazards on the premises).
 - First aid arrangements in the school.

3.2 On a day-to-day basis, the first aid officer has the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE) as directed by the School.
- Ensure all first aider's qualifications are up to date.
- Be aware of the details of all first aiders and the location of all first aid boxes (a copy is placed in the medical room).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called and share this information with the Senior Leadership Team.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 1) for any incident.
- Report to the Head Teacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous

occurrences regulations 2013 (RIDDOR). A 'Health and Safety Incident Report' form will also need to be completed and shared with the Health and Safety Officer.

- Where use of force to restrain a pupil has been used and first aid is required a 'Use of Force: Incident Record' will also need to be completed, please see Pupil Restraint Policy.
- On a weekly basis, the Learning Support Assistant for each class, will check the following and arrange for stocks to be replenished where necessary:
 1. The number of first aid containers the school has and their contents.
 2. That there are sufficient first aid containers.
 3. Travelling first-aid containers.
 4. First aid accommodation.
 5. Checking that the class medical book is filled in.

4. Contents of first aid containers

4.1 Following HSE recommendations, where no special risk is present, the following items will be in the first aid containers at Wexham Court Primary School:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable and the kits will be BS 8599 compliant.

4.2 First aid kits must be taken on all off-site activities. Where possible a first aider will accompany off-site visits.

5. Procedure for sick pupils

5.1 Students who feel unwell should be sent to a trained first aider to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the first aider. If a member of the leadership team is not available, the first aider will make an informed decision. Unwell students must be signed out when leaving school for medical reasons.

5.2 Students who have ongoing medical needs must be brought to the attention of the Senior Team. Teaching staff must also be made aware of such students and will be given a medical folder to keep in a safe place. Details must also be shared with supervisory staff (Learning support assistants and lunchtime controllers) and extended school staff. All children with medical needs who have medication in school must have

an Individual Health Care Plan to be kept in the medical folder in the First Aid room. Any medication kept in classroom must be in an Orange Medpac bag clearly labelled with the child's name. New staff will be asked to make themselves aware of children in their care with medical needs during their Health and Safety Induction.

- 5.3 A register of students with EpiPens is kept in the first aid box in the medical room, the senior leadership team's office, and the staff room and school canteen. EpiPens will be kept in the child's classroom in orange Medpac bag, checked monthly and checks recorded. PE staff and staff supervising visits off-site should be particularly mindful of students who require EpiPens and must take the EpiPens with them. Upper Primary student Epi pens should be taken onto the school field.
- 5.4 Wexham Court Primary School holds salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed to the use of an emergency inhaler and by children who have either been diagnosed with asthma and a prescribed inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (e.g. if it is broken or empty).

6. Accident procedures

- 6.1 Outside of class time, students should be dealt with in the first instance by a member of staff on duty. At lunchtime the First aider on duty will be in an agreed place with the high vis vest which is green. However, if the injury requires first aid treatment, the student should be sent to the first aid station to be dealt with by the first aider.
- 6.2 During lesson times, if members of staff in the class are unable to deal with the injury, then the student should be sent to the medical room, if necessary accompanied by another student. If the student is unresponsive, unable to move, in too much pain or other more serious issues, the member of staff must call the office for a fully trained first aider to come asap.
- 6.3 All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the medical room. All head bumps/injuries must be recorded/reported.
- 6.4 Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on the notification form (see Appendix 3). The main carer will then receive a telephone call to notify them of the incident.

6.5 If the medical assistant believes that the injured person requires emergency medical treatment, or services, they will consult with the duty member of the leadership team (or other nominated person) and:

- Arrange for the emergency services (999) to be called if necessary.
- Where appropriate, mobile phone to be used at the scene to aid emergency assistance and instruction from emergency service operator
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

6.6 The calling of an ambulance must not be delayed as a result of looking for a senior leader or other. If concerned in any way call 999. For advice call 111.

7. Recording

7.1 At break time, duty staff will report any incidents or medial issues to the class teacher after break. Minor injuries are then to be recorded by the class teacher or LSA in the class 'Minor Medical Needs' Book, which is situated in each classroom next to the medical box.

7.2 Any minor medical needs during class time such as plasters need to be recorded in the class 'Minor Medical Needs' Book.

7.3 Minor injuries at lunchtime will be recoded in the Medical book. One for Upper Primary. One for Lower Primary and One for Reception. This information must be shared with class teachers.

7.4 The welfare lead will monitor books for patterns and trends to discuss and the first aid meetings.

8. Defibrillator

8.1 Wexham Court Primary School possesses an automatic external defibrillator (AED) for emergency use and appropriate staff are trained to operate this equipment.

9. Training of First Aiders

9.1 The number of first aiders that the School is required to have is at least one paediatric trained first aider in Early Years, and one First Aid At Work trained first aider for the school. At Wexham Court Primary School the number will be at least:

- Nursery – 1 paediatric trained first aider

- Reception – 1 paediatric trained first aider
- First Aid Officer
- Health and Safety Officer
- Sports Coach
- 1 other staff member
- All support staff and lunchtime controllers will have First Aid, Level 1 training
Although we will aim to train more staff than this.

10. Monitoring and evaluation

- 10.1 In order to monitor and evaluate this policy, all medical books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. The first aid team are also required to discuss and record their response to first aid matters once a term.
- 10.2 The first aid officer must also observe first aid being applied for consistency of treatment, and carry out spot checks on first aid kits and share information with the Health and Safety Officer.

11. Reviewing

- 11.1 The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

APPENDIX 1

Information of accident/illness of a child at school

Name	
Date	
Nature of accident/illness	
Circumstances of accident/illness	
Steps taken by school	
Any further comments	
Signed	

This is a true version signed by

Mr J. Reekie, Chair of Governors

Signed:

Date:

Miss N Mehat Headteacher

Signed:

Date:

Review date: July 2021