

# Broad Square Primary School



## First Aid Policy

Created by: Mrs A Taylor

Date Created: September 2020

Updated on:	Changes made / notes:
September 2020	Using advice from DFE. Document "Guidance on first aid for schools"
Reviewed March 2023	Changes of staff and training. Removed COVID Guidance. Added mental health first aid

## **Aims**

The aim of this policy is to set out guidelines for all staff in Broad Square Primary School in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees and with new staff/volunteers during their induction to ensure they are familiar with the Broad Square Primary School first aid procedures.

The Governors and Head Teacher are committed to the Local Authority's procedure for reporting accidents and recognize their statutory duty to comply with the 'Reporting of injuries, diseases and dangerous occurrences regulations' 1995.

## **What is first aid?**

The DFE states that 'First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.' They also state that 'First aid provision must be available at all times whilst people are on school premises and also off the premises whilst on school visits.' Broad Square Primary School adheres to this at all times.

## **The purpose of this policy is:**

To provide effective First aid cover for pupils, staff and visitors.

To ensure that the whole school community are aware of the systems in place for First aid.

To provide awareness of Health & Safety issues within school and on school trips, to prevent potential dangers/accidents from occurring.

## **First aid and medication**

Broad Square Primary School will ensure that at least one member of staff with current first aid training is on the premises at any one time. Our lead first aider is Miss Swan and she is currently supported by all qualified first aiders. Miss Swan is based in the main school office at the school reception.

The school currently has 13 Paediatric First Aiders trained by Fast Response PFA, September 2022. In addition to this, school has 8 staff trained by Fast Response Training, January 2022, 8 staff trained by Fast Response Training PFA March 2023 in 'administering of medication in schools.' All of these staff have valid certificates. Signs displaying the names and locations of all first aiders are on display around the school.

### **Broad Square Primary School's First Aid Kits will:**

Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;

Include;

- A leaflet giving general advice on First aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- Safety pins
- 6 medium-sized sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

These First aid containers will be marked with a white cross on a green background. These will be regularly checked by classroom staff and will be replenished as needed by Miss Swan. Classroom staff will need to notify Miss Swan of any missing contents in their First aid containers.

The school lunchtime first aiders are responsible for identifying when the lunch time first aid containers need replenishing, and must report this to Miss Swan.

### **First aiders will:**

- Ensure their qualification is up to date and inform a senior manager/Miss Swan when it is due to be renewed in a timely manner, in order that further training can be arranged.
- Support first aid cover throughout their working hours.
- Ensure that all accidents are recorded in a timely manner in their accident book.
- Ensure that all children they administer first aid to receive a letter for home if required/ensure the class teacher is aware of any first aid that has been administered, in order that they can recall this to Parents/Carers. In addition to this in some instances a telephone call may be made home for a more serious injury.
- Help fellow first aiders in an incident and provide support during the aftermath of an incident.

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability, in the safest way possible. This may include wearing gloves where blood loss or bodily fluid is evident.
- Ensure that all first aid containers are re-stocked as necessary, are easily accessible to adults; and are kept out of the reach of children.
- Ensure that everything is cleared away including gloves and dirty dressings. They must be put into a suitable bag and disposed of appropriately. Any blood stains on the ground must be washed away thoroughly. This can be organised via the school office.

### **The Governing Body will:**

- Ensure that they develop policies to cover Broad Square Primary School's individual first aid needs, and this will be based on suitable and sufficient risk assessments carried out.
- Monitor and respond to all matters relating to the health & safety of all persons on the school premises.
- Ensure that all new staff are made aware of First aid procedures in Broad Square Primary School.
- Review this policy regularly.

### **The Head Teacher, Mrs. Foden is:**

Responsible for putting the Governing Body's policy into practice and for developing Broad Square Primary School's first aid procedures. The Head Teacher will also make sure that Parents/Carers are aware of the school's health & safety policy and arrangements for First aid.

### **Teachers and other school staff at Broad Square Primary School:**

The DFE states 'Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the school, in the same way that a parent might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

### **Accident records:**

There are several accident books on the school premises, one in each class.. These are kept safely but accessible to first aiders.

All serious accidents will be dealt with by Mrs. Swan and must be recorded in the office book, on the same day.

The school nursery retains their own records for their own children, all accidents are recorded and shared with Parents/Carers on the same day.

Accident books are reviewed half termly by Miss Swan to identify any potential or actual hazards.

Accident books **MUST**;

- Be written in pen,
- Be completed on the same day of the incident;
- Include the date, time and place of the incident;
- Include the name of the injured or ill person;
- Include details of the injury or illness and first-aid given;
- Include what happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident records can:

Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;

Be used for reference in future first-aid need assessments;

Be helpful for insurance and investigative purposes.

All completed accident books/records should be given to Miss Swan, who will store them for reference in future. DFE guidance states that schools should keep these records accessible in either written or electronic form, and these will be kept for a minimum of six years.

Parents/Carers must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

### **Medical Emergencies at Broad Square Primary School**

School maintains a medical register for all pupils who have identified medical conditions. It is the Parents/Carers responsibility to inform school if their child has a diagnosed medical condition. Some of these children may need an individual health care plan, and this will be written in conjunction with Parents/Carers, school and a medical practitioner. All individual health care plans will be shared with members of staff who have contact with these pupils who have medical conditions. The individual health care plan will inform staff about the best course of action if a child becomes seriously ill and needs emergency treatment.

In an emergency for any member of the school community, Broad Square Primary School will call an ambulance if needed. This will be done before contacting Parents/Carers if a child becomes seriously ill and this applies to all children and not only those with health care plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the Parents/Carers arrive.

## **First aid accommodation**

Broad Square Primary School has followed the Education Regulations 1996 guidance and our school has a medical treatment room when required for the care of pupils, staff and visitors during school hours. The medical room is situated in the school foyer downstairs. The medical room contains a wash basin, is next to a WC, contains a lockable cupboard for medications, a refrigerator if needed for medications and a first aid container. In addition to this, the room contains posters and literature supporting how to administer First aid.

## **Treatment of injuries**

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement in how to treat the person.

The First Aider should call an ambulance/inform senior management team on the following occasions:

- In the event of a significant injury or head injury;
- If bleeding cannot be controlled;
- In the event of a period of unconsciousness;
- Whenever a fracture or break is suspected;
- Whenever the first aider is unsure of the severity of the injuries.

## **Treatment of head injuries to children**

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress for the child's own comfort.

Parents/Carers will be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing Parents/Carers of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to inform the class teacher in order that they can inform Parents/Carers. Duplicate accident report slip will be given to Parents/Carers so the school can be sure the parent receives the information.

**Under no circumstances, should ICE PACKS be applied to head bumps.** It will reduce swelling but it can actually do more harm if there is a hairline fracture this could result in the child needing additional emergency hospital treatment.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

## **Treatment of suspected breaks/fractures**

The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.

Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

Once you've done this, call 999 or 111 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

## **Disposing of blood**

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female staff toilets.

## **Splinters**

Splinters can be removed only with consent of the parent/carer if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile single-use tweezers are stored in the main first aid box located in the school office. We will contact Parents/Carers to discuss a way forward if we are in any doubt or the child is distressed.

## **Ice Packs**

Ice packs are for use in the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the main office fridge/medical room fridge and nursery fridge.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 - 10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours if needed for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

Precautions when using ice;

### **DO NOT USE ICE**

If the casualty is diabetic;

Over areas of skin that are in poor condition;  
Over areas of skin with poor sensation to cold;  
Areas with known poor circulation;  
In the presence of visible or known infection(s).

## **Asthma**

At Broad Square Primary School, we have many children with Asthma. All inhalers are labelled and kept in the child's classroom. In the event of an asthma attack, the inhaler must be taken by the child, following the signed medication forms completed by the Parents/Carers/medical practitioners.

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children identified as having asthma on our medical register should have parental consent for the use of the emergency inhaler clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). The emergency inhaler kit can be found in the main office. In the event of the child going on a visit, outdoor PE session or emergency evacuation from the building, the child's inhaler must be taken.

**ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK**

## **Epi-Pens**

All Epi-Pens are clearly labelled and kept safely in the child's allocated classroom (with easy access). All staff are fully informed of children in their care with needs and an IHC plan is agreed and signed by school, home and a medical practitioner. In severe cases, as a precaution, another epi-pen is labelled and kept in the medical room, within easy access in case of an emergency.



Anyone can administer an Epi-Pen in an emergency (in our setting we ensure that at least one member of staff in the child's classroom is first aid trained if the adult/child is unable to do it themselves. Should a member of staff, who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered (phone 999).

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

### **Hypoglycaemia/diabetes**

Any child with diabetes in our setting will have an individual health care plan and should have their own diabetes nurse allocated to them from Alder Hey hospital. Older children, when trained and confident, will test their own blood sugar levels using the device given by Alder Hey. Trained staff will oversee this procedure and logs are kept.

The NHS website (2017) states 'Hypoglycaemia' is classed as a blood sugar reading of less than 4 mmol/l.

If staff test blood sugars they should be familiar with the device, sharps bins are provided for disposal of lancet.

Signs of Hypoglycaemia include; dizziness, tiredness, shaking, appearing pale, palpitations, blurred vision. If untreated this can lead to confusion, weakness, unusual behaviour, child becoming unresponsive, seizure.

Timely Treatment is needed: Have a sugary drink/ snack (fruit juice/ biscuit) as long as child is responsive. Staff would then re-check blood sugar 10-15 minutes, if still 4mmol/l or lower give another snack then re-check.

Children with Diabetes should also have a Hypoglycaemia kit containing Dextrose tablets/ gel and Glucagon (injection) to be used in an emergency situation, if the child became unconscious.

We currently have 5 members of staff trained in diabetes and if we gain further children with this condition, their classroom staff will be trained.

Further details on this can be found in the schools 'Administering Medications Policy'.

### **Mental Health First Aiders**

School currently has three qualified / trained Mental Health First Aiders. These staff are trained to support and sign post members of the school community to the relevant agencies to support them. The trained staff members ensure their training is up to date and relevant.

School works hard to manage health and wellbeing proactively, trying to minimise the impact of mental ill health on the school community, and promote and maintain healthy mindsets, allowing children and adults to work and learn.

If you are concerned about your own poor mental health or that of a member of the school community, it is essential to act quickly and seek support. Please contact Mrs. Taylor, Miss Jones or Mr. Singleton.

## **Training**

A central record of all training related to first aid is held by the Designated First Aider, Alex Swan and has been shared with the senior management team. This is reviewed regularly to ensure that certificates are renewed within timescales. Staff are trained and encouraged to update their skills and knowledge in medical areas effecting children within the school and their class. Training details from external providers are kept.

## **Hygiene and Infection Control**

Broad Square Primary School follows DFE guidance stating 'all staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and handwashing facilities, and should take care when dealing with blood or other bodily fluids, and disposing of dressings or equipment.' Further guidance is available to staff in the DFE publication HIV and AIDS: A GUIDE FOR THE EDUCATION SERVICE.

This policy can be provided in different formats upon request. It has been shared with the full Governing Body and will be reviewed annually.

## **Approved by: Full Governing Body**

Signed: (Chair of Governors)



Date: 21.04.23

Signed (Head teacher):

*Mrs C. Foden*

Date:

21.04.23