

# Policy

## Bradfield CE Primary School



## First Aid Policy

At Bradfield we are

**LEARNING TO LIVE, inspired by Christ.**

With Jesus as our model, we are **LEARNING TO LIVE** with **COURAGE, COMPASSION, RESILIENCE** and **JOY**.

(I have set an example for you, so that you will do just what I have done for you. John 13:15)

<b>Policy Name</b>	First Aid
<b>Brief Description:</b>	This document provides details of the first aid provision in school
<b>Status: Statutory/non-statutory</b>	Statutory
<b>Other related policies and procedures:</b>	Health & Safety, Supporting Children with Medical Needs
<b>Approval level: HT/Governors/FGB</b>	Headteacher
<b>Approved by the Governing Board on:</b>	31.3.20
<b>Frequency to be reviewed</b>	Ideally annually but at least every 3 years
<b>Latest Date for Next Review:</b>	March 2021
<b>Version + Schedule of Amendments:</b>	
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

First aid can save lives, and stop minor injuries becoming major ones.

In writing this policy, we have referred to the Gov.UK “A Guide to First Aid in Schools” Publication.

## Aim

### As a school we aim to

- ensure the health and safety of all staff, pupils and visitors
- make sure there is adequate and appropriate provision for first aid
- ensure we have sufficient staff members who are first aid trained
- make all staff, visitors, parents and visitors aware of our first aid procedures
- ensure there is an appointed person to oversee first aid in school
- ensure that first aid provision is available at any time there are persons on the premises, and also offsite while on school visits

## Roles and responsibilities

- It is the responsibility of the **Headteacher/office staff** to let any visitors know of the procedure for first aid
- It is the responsibility of **all staff** to make themselves familiar with the way first aid works in school and who the trained first aiders are. Staff need to know the procedure for getting help if needed. The induction for new staff will include details of this.
- The **Appointed Person** (Sue Aslett) will monitor the first aid provision as a whole, risk assess annually, arrange updated/new training where necessary and oversee the stocking of equipment and the reporting procedure. This person is responsible for making sure that procedures are followed in the case of any accident, and calling for emergency help if needed. In her absence (Fridays/days off), the person responsible will be the Headteacher, or a member of the Senior Leadership Team
- Each trained **first aider** is responsible for carrying out any treatment and/or asking for help if needed, and completing an accident form and tear off slip/head bump letter for each accident
- **Lunchtime staff** – during lunch times it will be primarily the lunch staff who deal with all accidents. If additional help/advice is required the injured person will be taken to the school office or help requested.

## First Aid Procedures including offsite procedures

- During lunchtimes/break times any accidents will be dealt with by the staff on duty. There will always be at least one trained first aider on duty, and the first aid bags will be on hand for wipes/plasters etc. If additional help is needed a child will be sent to the office
- During class times the accident will be dealt with by classroom staff (if possible) or if not, the child will be sent to the office to receive treatment. Class telephones will be used to summon help if needed or another child can be sent for help during outside lessons. There are first aid boxes in all infant classes.
- If a member of staff is unsure of treatment or wants a second opinion, they will ask for another first aider’s help
- All accidents will be recorded (see Record Keeping below)
- **For offsite activities**

1. The trip leader will take a first aid bag with them
2. And make sure that they have at least one trained first aider accompanying them, or that there is first aid provision available at the site they are going to
3. All accidents will be recorded on the accident report form held in the first aid bag and will be handed into the office on return to school
4. They will carry the orange emergency procedure card with them which gives the procedure and emergency contact details if there is an incident whilst offsite
5. The trip leader will have access to emergency parent contact telephone numbers should they need them, or will contact the school office during school hours
6. The first aid provision will be assessed by the trip leader as part of the risk assessment for the trip and recorded on an EVOLVE form and sent to the Headteacher for approval. EVOLVE is our Local Authority's risk assessment recording platform.

## **First aid equipment** (see *Appendix 2* for a list of items)

- A list of recommended items to be kept in each first aid box/bag/bum bag is shown in **Appendix 2**
- The boxes/cupboard/bags will be checked and restocked as necessary (see below in Monitoring Arrangements) and see **Appendix 2** for recommended items
- There will be adequate facilities for basic hygiene for staff administering first aid like disposable gloves, bags for disposal of bodily fluids, blood and/or dressings, hand washing facilities
- There are body spillage kits available in the cleaning cupboard and outside the Y1 classroom for dealing with cases of vomit or other body fluid spillages. These include protective aprons, gloves and cleaning products.

## **Record keeping**

- Accident forms are completed for all accidents where a child reports to an adult. See **Appendix 3**
- The accident form should be filled in as soon after the accident as possible **within 24 hours/same day**. All relevant details should be included to give an accurate record of the injury and the event.
- The top part of the form is kept in school and the bottom part is completed and sent home to the parent/carer
- Where a child has sustained a head bump an accident form will be completed but instead of the bottom part of the form being given to parent/carer, a yellow head letter will be completed instead and given to the class teacher (so that they are aware to monitor that child). This will then handed to the parent/carer at the end of the day.
- Any injury to the face, cheek, neck (eg. Scratch) should be entered on a white accident form. ONLY BUMPS TO THE HEAD should be entered as such and a yellow form completed
- If an accident occurs that needs further investigation the parent will be contacted and asked to come in and take the child to have it checked further
- In the case of an emergency staff will contact 999 in the first instance before contacting the parent/carer
- The more serious accidents will be reported online to the Local Authority through the CREST system which will automatically calculate if it is a RIDDOR case

- Any incidents that involve a staff member being hurt will be recorded online through CREST

## Training

- We currently have 16 members of staff first aid trained including support staff, lunchtime staff and teachers. This will ensure that there are always at least six trained first aiders on site during school hours. Our aim is to have all lunchtime staff first aid trained, and any new comers to this role will be enrolled on a training course as soon as we can.
- The dates when training is due are recorded, and training arranged as and when needed. Refresher training will be every three years, and certificates are kept in the office.
- A list of trained staff is on display in the staffroom, office and around the school so that staff and visitors know who to approach. **See Appendix 1**

## Monitoring arrangements

The monitoring of the provision is carried out by the appointed person and includes:

- Annual risk assessment of first aid provision
- Every month first aid bag/medical cupboard/playground bags/evacuation trolley are checked and restocked as needed. New items are ordered if necessary
- Every term the accident report forms are collated and an analysis sheet is completed to monitor any trends in the type of accident. Any suggestions/actions are acted upon
- Medicines held in school are regularly checked for expiry dates and parents are contacted if they need renewing

# Appendices

## Appendix 1. Trained First Aiders notice



## Bradfield CE Primary School

### First Aid Provision

The trained first aiders in school are:

<p style="text-align: center;"><u>Office staff</u></p> <p>Sue Aslett Katharine Handley-Archer</p>	<p style="text-align: center;"><u>Teaching staff</u></p> <p>Jackie Goodwin Natasha Howlett</p>
<p style="text-align: center;"><u>TAs</u></p> <p>Debbie Babb Tracey Collings Vicky Lucas Kimberley Bishop Melanie Jewell Donna Sawtell</p>	<p style="text-align: center;"><u>Mid-day Supervisors</u></p> <p>Dawn Newman Maria White Ella Muss Angela Collings Sarah Chappell Julie Deverell</p>

First aid boxes/materials are kept in the PPA/medical room, in the infant area and in the office.

**In case of emergency dial 999 or 112**

**Appendix 2.** List of items for first aid bags

This is what the HSE recommends that a minimum provision of first aid items will be:

1. a leaflet giving general advice on first aid
2. 20 individually wrapped sterile adhesive dressings (assorted sizes)
3. two sterile eye pads
4. four individually wrapped triangular bandages (preferably sterile)
5. six safety pins
6. six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
7. two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
8. one pair of disposable gloves

**Appendix 3.** Accident reporting form:

**BRADFIELD C OF E PRIMARY SCHOOL – ACCIDENT REPORT FORM**

Name of casualty:	Pupil      Staff      Visitor (please circle)
Year Group/class:	Name of person completing the form:
Name of first aider who dealt with the casualty:	Date and time of accident:
Severity code (please circle as appropriate) <b>Level 1</b> (Minor incident) <b>Level 2</b> (more serious accident – time off school/work) <b>Level 3</b> (serious accident – life threatening or fatal injuries)	What is the nature of the injury? (ie, cut, graze, bruise, head injury and to which part of the body)
How did the accident happen?	Where did the accident happen?
What action was taken to treat casualty?	What decision was made re follow up? (monitor in class, phone call home, sent home, hospitalised)
Were there any health and safety issues arising from the accident?	Signed: _____ Position: _____ Print name: _____ Date: _____
CREST:                      Yes / no	

*Please complete the box below and tear off the slip. It should then be given to the class teacher to give to the child/parent at the end of the day.*

<p><u>Bradfield CE Primary School</u></p> <p><u>Parent letter</u></p>	
Child's name .....	Date .....
Your child had first aid treatment today for:	
.....	
<b>TREATMENT:</b> (please tick relevant box)	
<input type="checkbox"/> Plaster	<input type="checkbox"/> Wipe/cleaned
<input type="checkbox"/> cold pack	<input type="checkbox"/> observed
<input type="checkbox"/> other	
Signed .....	Position: .....

Appendix 4

**Appendix 4.** First aid analysis form

Date (to be completed termly)

**FS2 and KS1**

Number tally of incidents:

Total for KS1:

<u>Trips/falls</u>	<u>Head bumps</u>	<u>Other – please list details</u>
<b>Total:</b>	<b>Total:</b>	
<u>Equipment – falls off play equipment/skipping ropes/bats</u>	<u>Behaviour related (hurt as a result of a behaviour incident)</u>	

**KS2**

Number tally of incidents:

Total for KS2:

<u>Trips/falls</u>	<u>Football related</u>	<u>Head bumps</u>
--------------------	-------------------------	-------------------



<u>Equipment – falls off play equipment/skipping ropes/bats</u>	<u>Behaviour related (hurt as a result of a behaviour incident)</u>	<u>Other – please list details</u>
---	---	------------------------------------

**Recommendations for action:**

<b>Signed</b>	<b>Position</b>	<b>Date</b>
---------------	-----------------	-------------