



Beamont Primary Academy

First Aid Policy

Ratified: November 2023

Next Review Date: September 2024

Policy Responsibilities and Review

Policy type:	School
Guidance:	Behaviour in Schools – September 2022 Keeping Children Safe in Education- September 2022
Related policies:	The school operates under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator use where staff have been appropriately trained. BEAMONT PRIMARY ACADEMY has a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies.
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	Mrs J Bacon
Changes in latest version:	None

INTRODUCTION

Beamont Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

PURPOSE

The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

The responsible manager will ensure that appropriate numbers of qualified first aiders are appointed and that they have the appropriate level of training to meet their statutory obligations.

FIRST AID BAGS

All classrooms have basic first aid bags and the main 'back up' of equipment is kept near the conservatory. Travel first aid bags are used for school trips, off site activities, residential visits, after school clubs and by mid-day assistants/staff during lunchtime and break times. All staff are first aid trained to a competent level.

EQUIPMENT

First aid bags will contain:

- Plasters
- Various size bandages
- Various size sterile dressing
- Gloves
- Tape
- Wipes
- Resuscitation mask
- Gauze sterile pads
- Crack ice pack

Reusable ice packs are kept in the fridge/freezer in the staff room. Crack ice packs are to be used for off-site activities or in an emergency situation. The Instant Crack packs are situated in the DHT room and in the school office.

A member of staff will check all first aid equipment each half term. They will be responsible for checking dates, replenishing stock and ensuring that there are sufficient resources for the following half term.

We have 3 defibrillators in school these are located in: nursery, upstairs hall and in the main first aid area near the conservatory.

PROCEDURES

In the event of an injury that requires first aid to be given the following procedures should be followed:

- The child is taken to the nearest available first aider or a first aider is sent for depending on the seriousness of the injury.
- The qualified adult 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 decision of the action to take.
- An additional first aider must be sent for if assistance is required.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- An ambulance must always be called on the following occasions:
 - In the event of a serious injury
 - In the event of any significant head injury
 - In the event of a period of unconsciousness
 - Whenever a serious fracture is suspected
 - Whenever the first aider is unsure of the severity of the injuries
 - Whenever the first aider is unsure of the correct treatment

No member of staff or volunteer helper should administer first aid unless he or she has received proper training. However, minor cuts, bumps and grazes that do not need first aid treatment can be dealt with by members of staff.

Staff are to use their professional judgement to decide if an incident requires first aid treatment or if it can be dealt with by themselves.

First aiders are to follow the same procedures when dealing with an adult who needs first aid treatment in school.

Qualified first aiders must consider the following in their day to day work:

- Follow good hygiene practice.
- The safety of yourself and of the children is of paramount importance.
- Be a calm presence, capable of reassuring the patient.
- Act in a methodical way.

EMERGENCY ARRANGEMENTS

- Where the injury is an emergency an ambulance will be called following which the parent/carer will be called.
- Where hospital treatment is required but it is not an emergency, the parent/carer will be contacted for them to take over responsibility for the child.
- If the parents cannot be contacted then the decision may be made to transport the pupil to hospital. However, where this decision is made for transporting a child then the following points will be observed:
 - Only staff cars insured to cover such transportation will be used or a taxi.
 - No individual member of staff should be alone with a pupil in a vehicle.
 - A second member of staff will be present to provide supervision for the injured pupil.

All accidents that result in a child needing to be sent home, or external first aid treatment, or considered more serious, must be reported on form HSA1 – the accident report form. These are available from the main office.

ACCIDENT/ INCIDENT REPORTING

All accidents that have required first aid must be recorded on an 'accident/incident' form by the person who has given the first aid. This form should be filled out completely using a pen, after first aid has been given. The form should remain in the first aid accident file located near the conservatory area.

The person who has given the first aid treatment is responsible for ensuring the right follow up action is taken e.g class teacher informed, parent informed by telephone, parent collected, head injury letter sent, notice of injury letter sent or taken to A&E.

Where accidents require a 'notice of injury' letter, two copies must be completed. One is to go home with the child and the other is to remain in the minor injuries file located near the conservatory area. These can be completed by any member of staff who has dealt with a small injury that has not required first aid to be given.

Personal accidents to staff must be recorded and the relevant forms completed.

NOTIFICATION OF PARENT/CARERS

All reported injuries which have required first aid to be administered will be reported to parents through a 'notice of injury' slip which highlights: name of child, type of injury and advice if they have any concerns.

Pupil accidents involving head injuries will be reported to parents with an alternative 'notice of head injury' slip which highlights: name of child, the cause of the injury and also offers advice about what symptoms to look out for with head injuries.

In the case of a head injury a parent **MUST** always be telephoned after the incident to inform them of the injury. A parent may also be telephoned if there are concerns with any other injury. The child will also be given a 'head bump sticker' as a prompt for conversation.

Any minor injuries can be reported to parents verbally at the end of the day or through a 'notice of injury' slip completed by any member of staff and a first aid sticker will be given to the child.

OFF SITE ACTIVITIES

At least one member off staff who has been trained in first aid must accompany any off site visits. A travel first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. Any pupil medication must be carried separately to the First Aid kit.

A risk assessment must have been completed and signed by the Head teacher before any off site activities. The risk assessment must be followed to ensure that there is minimal risk of accidents and injuries.

A mobile phone must be taken in case of an emergency.

PUPILS WITH SPECIAL MEDICAL NEEDS/HEALTH CARE PLANS

Some children have Form1 Health care plans. All staff working with a child on a Health care plan should be aware of the details on it. Staff must also acquaint themselves with information about allergies suffered by children in their care. Any children with know nut allergies should be known to all staff. (They should have a Form1, reviewed regularly)

ASTHMA

Many children need access to their own prescribed medication for asthma. These inhalers are readily available to children concerned. Class teachers are responsible for the safekeeping of inhalers. Inhalers must be clearly labelled and taken with the class to activities where an emergency situation could arise. (They should have a Form1, reviewed regularly)

Inhalers can be given to children if they request them and it must be recorded on their 'inhaler form'.

All classrooms have 'what to do in an asthma attack' posters displayed. In the case of an asthma attack, these guidelines must be followed.

ADMINISTERING MEDICINE

If pupils require prescribed or non-prescribed medicine during the time that they will be at school, then a form must be completed from the office by parents giving written permission for and adult to administer the medicine. This will include the type of medicine, dosage and time to administer.

Medicine will be stored appropriately and it will be the responsibility of the class teacher or teaching assistant to ensure that the correct dosage is given when required as per details given by the parent.

The adult administering the medicine should complete and sign the 'administering medicine' book. The administration of any medicine must be witnessed and signed by another adult.

Also see the policy 'Administration of medication and medical care'

ILLNESSES

Children who are unwell when they arrive at school, or take ill during school sessions may be sent home. A senior member of staff must be informed and a member of the office staff so that they can make contact with the child's home.

Children who are unwell do not need to be seen by a first aider, they should be sent home and advised to contact the doctor if further treatment is needed.

EXTREME ALLERGIC REACTIONS – ANAPHYLAXIS In the event of a suspected extreme allergic reaction, call 999 and request help.

First Aid Trained Staff

All staff are first aid trained.