



First Aid Policy 2021/2022

To love, to serve and learn.

We are a school family journeying together in God's love.
We serve each other to achieve our best.
We learn in fun and creative ways,
respecting everyone's gifts.

Statement of Intent

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid Arrangements

Trained and Qualified First Aiders

- Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.
- The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified First Aiders are:

- To assess the situation where there is an injured or ill person
- To give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
- Completing the Accident Report record

Head bumps:

If a child has a knock to the head, after initial treatment the First Aider will make a telephone call to inform parents - even if the injury seems minor and the child is not showing any signs of distress. The parent will be given the option of picking up their child if they wish.

Minor injuries:

Other minor injuries (falls, scrapes and bumps) will be assessed by the First Aider after initial treatment and a decision will be made whether to inform parents immediately or at the end of the day. As a general rule - if an injury seems minor but the child is very distressed parents will be informed at the time but if the injury is minor and the child is not unduly distressed parents will be informed at the end of the day by their class teacher.

Mrs Machell and Mrs Carney are our trained and qualified First Aiders.

All other teachers and TAs have been trained in 'Emergency First Aid' and can carry out basic first aid and any of the duties in section A above in the absence of Mrs Machell and Mrs Carney.

The administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents on the school website).

First Aid Boxes

In each classroom, in the main office and outside the staffroom. First Aid Kits for off site visits are available from the School Office.

What should a first-aid box contain? *This is a suggested contents list only.*

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or 'endorse' particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve **low hazards**, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid
- 20 individual wrapped sterile plasters (assorted sizes), appropriate to the type of work or activity (hypoallergenic plasters can be provided, if necessary);
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped un-medicated wound dressings;
- six medium-sized individually wrapped un-medicated wound dressings;
- a pair of disposable gloves

How often should the contents of first-aid boxes be replaced?

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgment, based on whether they are fit for purpose.

It is recommended that you do not keep tablets and medicines in the first aid box.

Sterile eye wash should be kept easily accessible, near to the first aid box.

Defibrillator

There is a defibrillator in the school office. When switched on it gives verbal instructions to the user. Any adult within school can use the defibrillator as time cannot be wasted going to find a first-aider. The batteries will be checked annually and a note made of their expiry date.

School Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned.

- Travelling first aid kits will be provided for all school visits and are available from the Office.
- First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.
- Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.
- Any trip involving a child with diabetes must be accompanied by a member of staff trained in diabetes awareness.

Contact with the Ambulance Service

The Ambulance Service.

- If an ambulance is required:
- Dial 999 or the emergency number shown on the number label
- Tell the operator that you want the Ambulance Service
- Give the telephone number shown on the phone
- Wait for the Ambulance Service to answer
- Give the address where help is needed
- Give any other necessary information.

Headlice

Transmission of lice within the classroom can be a common occurrence. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to-head contact.

When a case of head lice is detected a letter is sent out to parents in the particular class giving treatment advice.

Contacting Emergency Services (Medical Alert)

Request for an Ambulance

Dial 999, ask for ambulance, and be ready with the following information

1. Your telephone number

01928 572317

2. Give your location

Wivern Place, Runcorn]

3. State that the postcode is

WA7 1RZ

4. Give exact location in the school/setting

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

This First Aid Policy will be reviewed every two years.

Policy written / reviewed:	Next review:
Spring Term 2017	Spring Term 2019
Spring Term 2019	Spring Term 2021
Spring Term 2021	Spring Term 2023
Spring Term 2023	Spring Term 2025