

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

First Aid Policy

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'

Introduction

The school ensures that it is able to provide adequate first aid assistance to pupils or staff in the event of an accident. The majority of staff are qualified in paediatric first aid and two staff are qualified in first aid at work.

Basic Responsibilities

The School Administrator co-ordinates first aid within the establishment. The School Administrator does not need to be a trained or qualified first aider, though in practice he or she often will be. Responsibilities include:

- a) Maintenance and oversight of first aid equipment and materials (eg. restocking of first aid boxes);
- b) The process of reporting of accidents to the LA as appropriate (and in every case where a child attends hospital as a result of an accident in school);
- c) Arranging for emergency assistance (ie. calling an ambulance) when necessary;
- d) Keeping records of first aid qualifications and training.

NB. The term "First Aid Co-ordinator" replaces the previously used term "Appointed Person" to avoid confusion with those who had received the former "Appointed Person" training course, though they will be the "Appointed Person" as referred to under the Health and Safety (First Aid) Regulations, 1981.

First aid facilities are available whenever there are people on site. The Headteacher will ensure that cleaning staff and others who work after the end of the normal school day can have access to a first aid box. A telephone is available to summon the emergency services whenever the establishment is occupied.

First Aid Training

There are two levels of first aid training in school:

- a) A three-day course leading to the First Aid at Work Certificate.

This certificate is valid for three years.

The First Aid at Work (FAAW) Certificate is regarded as giving fully-qualified first aider status in LA establishments.

- b) A one-day paediatric course leading to the Paediatric First Aid Certificate.

This certificate is also valid for three years.

First Aid Facilities and Equipment

Medical Rooms

Every school should have one or more rooms for medical treatment and the administration of first aid during school hours. The room need not be reserved solely for this purpose and a room that has a different main purpose (eg. an office) can be used. At Broadwas, first aid is usually administered in the child's classroom or in the area outside the headteacher's office, but should privacy be required other areas are available (such as the school office or headteacher's office).

First Aid Boxes

The school has a central first aid point equipped with a first aid box. This is situated in the cupboard near the front door to the school.

There is a first aid box in each classroom and a first aid box is also taken onto the playground during breaks by the member(s) of staff on duty.

A record is kept in each classroom of any minor first aid treatment – such as plasters and cold packs. Each class also keeps an accident book for the children in that class.

The names of the qualified first aiders will be displayed at the main first aid point. First aid boxes will be marked with a white cross on a green background.

The first aid boxes and the accident books will be collected in once a term in order to keep records up to date and resources correctly stocked. This will be organised by the School Administrator.

Contents of First Aid Boxes

First aid boxes will contain the following items:

- disposable gloves;
- individually wrapped medical wipes;
- individually wrapped sterile adhesive dressings (plasters) - assorted sizes, including some hypoallergenic plasters ;
- triangular bandages;
- medium size (approx. 12cm x 12cm) wrapped, sterile unmedicated dressings;
- large size (approx. 18cm x 18cm) wrapped, sterile unmedicated dressings;
- triangular bandage;
- 'Natrasan' first aid spray;
- Emergency foil blanket;
- Single-use cold pack.

First aid boxes will contain information about the location of the school as well as a list of essential contents. The School Administrator should be notified if any item is missing.

No other items may be kept in a first aid box that is available for general use.

Disposable gloves will be worn by all staff having to deal with bleeding or spillages of body fluids, no matter how small the wound.

Hands should be washed **before** taking the gloves off. Gloves, paper towels and contaminated dressings or other materials should be disposed of carefully. Hands should be washed again afterwards.

In the unlikely event that a child receives a severe burn, the wound is best covered with 'cling film'. This is available at the first aid point.

Other First Aid Materials

The following items will also be kept in school, but must not be kept in a first aid box. They are kept in the classroom for the use of specific pupils in that class.

Any medications required for emergency treatment of individual pupils (eg. glucose tablets for diabetics, adrenaline injector for anaphylaxis) **but only for use by those specifically trained in their use;**
Salbutamol (ventolin) inhaler (for diagnosed asthmatics only).

Pain killers (eg. aspirin or paracetamol, including "junior" forms such as Calpol) will never be administered to pupils (unless prescribed by a doctor) without the written permission of parents/carers.

Please also refer to the school's Medicines Policy, regarding recording of administration of medicine and inhaler use.

Off-site Activities

A small first aid box should always be carried on school or LA vehicles (eg. minibuses) and taken on any educational journeys or visits. It will contain the following items:

- individually wrapped medical wipes;
- individually wrapped sterile adhesive dressings (plasters) - assorted sizes, including some hypoallergenic plasters;
- triangular bandages;
- medium size (approx. 12cm x 12cm) wrapped, sterile unmedicated dressings;
- large size (approx. 18cm x 18cm) wrapped, sterile unmedicated dressings;
- triangular bandage;
- 'Natrasan' first aid spray;
- Emergency foil blanket;
- Single-use cold pack.

Staff planning educational visits or journeys will consider the level of first aid cover that will be required.

Staff supervising sports matches, whether at home or away, will keep a small first aid kit, appropriate to their level of first aid training, adjacent to the playing area.

Staff will take with them a list of pupils and their emergency contact numbers. This list (generated from SIMS) will also give details of any health conditions.

Medical Conditions

A list of children with specific medical conditions will be posted in the staff room. This information is also recorded on ARBOR and checked annually by parents.

Head bumps

If a child receives a bump to the head which is not considered serious enough for medical help to be called, the accident will be recorded in the accident book in the child's class. The child's class teacher will also be informed. A 'head bump' letter (on red paper) will be sent home with the child (APPENDIX 1). The child will also wear a 'head bump' sticker and bracelet. If the child is attending after school care at Bumblebees, staff will inform carers there about the incident.

Parents will be asked to acknowledge receipt of head bump letters and the signed confirmation will be kept in the accident book with the appropriate report.

Accident and Emergency Procedure

Following any accident or injury, the following steps will be taken to ensure that the correct help is given as quickly as possible.

- a) **The injured person will not be moved if there is any suspicion that doing so could exacerbate their injuries.** In cold or wet weather it may be necessary to keep them warm and dry;
- b) A First Aider will examine the injured person and give such treatment as is appropriate or possible. Information about existing medical conditions can be obtained from SIMS if necessary;
- c) Advice may be sought, if appropriate, from NHS Choices or the child's GP;
- d) **If hospital treatment is necessary an ambulance will be called.**

Staff will not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

In the case of pupils:

- d) The parent or guardian will be contacted as quickly as possible and asked to join their child as soon as possible at the school or

hospital, as appropriate. The school will not wait for parents to arrive to send pupils to hospital unless it is certain that treatment is not urgently required.

- e) A member of the school staff (teaching or support staff) will accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew specifically request otherwise.

The member of staff accompanying the pupil will normally wait at the hospital until the pupil's parent or guardian arrives, unless nursing staff advise them not to do so.

- f) Staff accompanying a pupil to hospital will not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision.

Should a member of staff have to accompany a pupil to hospital from an educational visit, a copy of the parental consent form will be e-mailed to the visit leader by a member of school staff.

This should be shown to the doctor on arrival.

- g) Staff involved will ensure that an accident report is made on return to school. The accident book will be completed and serious accidents will be reported to the LA using the online system.

Guidance on what constitutes a serious accident was provided by the LA in June 2015 as follows:

'Definition of a 'serious' incident is not so clearly definable as one would hope for, but we are in need of receiving notification of any incident which requires a staff member off work for 7 days or more directly due to an incident, staff member or pupil needing to attend hospital, fractures, dislocations or other serious injuries as well as any 'dangerous occurrence' such as falling ceiling tiles, roof tiles, parts of building or the collapse of equipment such as ladders.'

This policy was reviewed and approved by the Governing Body on 5th February 2024

Date:

Dear

Today at school at approximately your **son/daughter** received a bump to the head.

One of our First Aiders looked after and assessed your child and at the time it was thought not necessary to refer them for further attention.

However, in rare circumstances, symptoms can develop up to 72 hours after the injury. Should any of the following conditions occur please refer the child to a Doctor, preferably at the local Accident and Emergency Department.

- Severe headache, excessive sleepiness
- Vomiting and/or fever
- Has an apparent alteration in consciousness level
- Becomes disorientated or confused, cannot remember the recent past
- Fitting or convulsions
- Does not like bright light (rarely)
- Dizzy, double or blurred vision, weakness of any limbs

Yours sincerely

Headteacher

Child's name

I acknowledge receipt of notification of my child's head bump.

Signed Parent/Guardian

Date