



CAVERSHAM PARK PRIMARY SCHOOL

First Aid Policy

Scope of Policy

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure that they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013.

This policy compliments the "Supporting pupils in School with Medical Conditions" and the "Health and Safety" policies and also applies to Breakfast Club and After School Club. First aid provision must be available at all times while school staff are on school premises, and also off the premises whilst on school visits.

First Aiders

First aiders are members of staff who have completed a training course approved by the Health and Safety Executive (HSE). At school, their main duties are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary to ensure that an ambulance or other professional medical help is called

Appointed Person

An Appointed Person is someone who takes charge when someone is injured or becomes ill and looks after the first aid equipment (e.g. restocking first aid boxes). Appointed persons are not necessarily first aiders and should not give first aid treatment for which they have not been trained. However, it is good practice for the appointed person to have emergency first aid training so that they can cope with an emergency and improve competence and confidence.

First Aid Training

All staff receive 3 hour Emergency First Aid Training - renewed every 3 years. New staff to the school, should complete the 'First Aid Basics in an Educational Setting' on the SSS Learning online portal. Early Years staff receive 12 hour Paediatric First Aid Training – renewed every 3 years. All staff also receive Severe Allergic Reaction and Asthma training which is refreshed annually.

Additionally, a member of staff is trained in First Aid at Work – renewed every 3 years.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to handwashing facilities and single use disposable gloves/aprons/masks. Care should be taken when dealing with bodily fluids or when disposing of soiled dressings/equipment.

First Aid Accommodation

During the school day, if a child requires further supervision, or needs to be taken home after receiving first aid treatment, they may be brought to the soft seating area near the school office to await collection. This is a quiet area of the school and has direct access to handwashing facilities and a WC.

First Aid Boxes

The school will provide materials, equipment and facilities required for first aid, as set out in the DfE 'Guidance on First Aid for Schools'. The equipment will be easily accessible and clearly labelled with a white cross on a green background.

At Caversham Park Primary School; first aid boxes are located in each classroom, the central area in KS1 and in the school office. In addition, small "bum bag" first aid kits are available for trips and offsite sporting events.

First aid boxes should contain the following (or equivalent) and additional items if required:

- Leaflet giving general first aid advice
- Assorted sterile adhesive dressings
- Sterile eye pads
- Triangular bandage (preferably sterile)
- Safety pins
- Medium sized wrapped sterile unmedicated wound dressings
- Disposable gloves
- Disposable apron
- Disposable face masks

It is the responsibility of the appointed person to maintain these, in addition to the equipment and supplies required for the treatment of minor accidents. Classroom and lunchtime staff are requested to inform the office when supplies are running low.

Medical Conditions & Care Plans

All staff should be aware of children with specific medical conditions (e.g. diabetes, or severe allergies requiring Epipens) and the location of their emergency treatment, which is in a cupboard in the child's classroom and in the school office above child height. The children's names and photographs are displayed in the office, the staffroom, the classroom and the register. **Epipens will only be administered by trained staff.**

Asthma Inhalers

If a child has asthma, then an asthma registration sheet must be completed by the parents and be updated regularly. Teachers have access to these sheets, which are kept in a classroom cupboard, along with the child's inhaler.

Medicine required in school

Parents may come in to school to administer medication; but if this is not possible, they may nominate another member of their family or a responsible friend (well known to the child).

Alternatively, parents may complete a medication form for treatment to be administered by a member of staff. All medicines must be kept in their original named container; in the Reception block fridge (for a Reception child), the staffroom fridge or the office cupboard out of reach of children.

First Aid Treatment

Most members of staff are able to administer basic first aid. Staff who have undertaken First Aid at Work and 12 hour Paediatric First Aid Training should be called upon in the case of a

more serious accident. At lunch time, the lunchtime assistants must deal with accidents. For minor accidents a first aid box is taken out to the playground.

Accidents

Accidents, other than minor injuries, must be reported to the Headteacher and, in the case of a child, to the class teacher and parents.

If a child receives a bump on the head, the class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom. ALL serious head injuries must be reported to the Headteacher or the office staff, so that parents can be immediately informed.

If a child needs to go to hospital in an emergency, the parents should be informed immediately.

In an emergency, an ambulance should be called. However, if it not considered that an ambulance is necessary, but further advice is needed, the NHS 24 hour **111** service providing urgent health advice may be called.

Once classes have been dismissed at the end of the day, the children are their parents' responsibility and any accidents occurring then should be dealt with by the parents.

Children becoming unwell in school

If children become unwell during the school day, they should be brought up to the school office to wait whilst parents are contacted to collect them.

Record Keeping

Any treatment administered to a child must be recorded in one of the first aid log books, kept with the first aid boxes.

If a child receives a bump on the head, a letter must be sent home to the parents. It is the responsibility of the person dealing with the accident to ensure that this letter is written (Proformas are kept with first aid equipment). ALL serious head injuries must be reported to the Headteacher or the office staff, so that parents can be immediately informed.

The Headteacher and School Business Manager should monitor the accident report sheets on a termly basis to assess any need for preventative action. A report will be given to the governors on a regular basis.

Once classes have been dismissed at the end of the day, the children are their parents' responsibility and any accidents occurring then should be dealt with by the parents.

As injuries to children or adults requiring medical attention must be reported to the LA Health & Safety officer and the Health & Safety Executive, please advise the Headteacher, or, in her absence, to the School Business Manager so that a report can be completed.

Serious accidents or incidents should be recorded in the yellow accident book kept in the office which will then be logged onto the Health & Safety RBC portal.

| Policy Date | Review Date |
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