

BARNS GREEN PRIMARY SCHOOL

First Aid Policy

Policy Statement.

The Governors and Headteacher of Barns Green Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed _____

(Headteacher)

Date _____

Signed _____

(Chairperson of the Governing Body)

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

Responsibility for first aid at Barns Green Primary is held by the Headteacher. The responsible manager is the School Business Manager.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the medical room until such time they are archived.

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Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools'.

The location of First Aid Kits in school are;

- Classrooms
- First Aid room
- Hall
- Community room

The First Aid room is situated opposite the school office.

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The contents of the kits will be checked on a regular basis by the office staff.

Medication for named individuals should be kept within the First Aid room in named wallets with the child's name and individual care plan except for epipens and asthma inhalers, which should remain in the child's classroom, or taken with the child on school trips.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

At Barns Green Primary School there is 1 appointed person who is in the following role:

First Aid at Work

Rachel Coxon

School First Aid Trained Staff

At Barns Green Primary School 6 staff are trained First Aiders.

- 5 Teaching Assistants/(5 including lunch duty)
- 1 Business Manager

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

Paediatric First Aiders (Those completing the HSE approved 2-day first aid course)

- Angela Cooper
- Philippa Berry

These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. Other responsibilities which are identified and delegated to these first aiders are (re-stock and inspect first aid kits).

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Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. All club personnel have access to pupil's information in contact file in office.

Through law the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed, and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any serious head injuries the school and the parents are informed immediately by telephone and a bumped head email sent to the child's parent requesting acknowledgement of receipt. If this is not received by 3pm the School Business Manager will contact the parents.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.

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- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.

- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.

- First Aid should be undertaken in the presence of another qualified First Aider.

- All First Aid must be logged for Medical Records.

- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.

- Class Teachers are usually designated persons on residential.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements.

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.

- The arrangements for First Aid.

- Those employees with qualifications in first Aid.

- The location of First Aid kits.

In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:

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- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

First Aid – Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will always call an ambulance 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 there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment

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- Injury to the head
- Requires attendance at hospital

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

A copy of all medical needs is kept in each classroom, kitchen, office and staffroom and are updated as needed or annually. An individual health care plan is drawn up by the school nurse, the school, the parent/carer and child. If needed the child's GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare Plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use

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an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on and antihistamine liquid in their classroom cupboard. Training from the school nurse on how to administer adrenaline is usually annually. (Whole staff training to take place on a needs basis, when we have a child requiring an auto-injector).

Administering Medicines in School

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours.

We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in the staff room fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

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Accident Reporting.

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident, it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

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Pupil accidents involving their head.

The Governing Body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident, and the affects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' email will be sent to the child's parents or guardians. The school office will also ring the Parent/Guardian to let them know of the accident if required.

Transport to hospital or home.

- The Headteacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency, an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Contacting Emergency Services

Request for an Ambulance

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

1. Your telephone number (dial 9 for an outside line) 01403 730614
2. Give your location as follows:

Barns Green Primary School

The Hordens

Horsham

West Sussex

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RH13 0PJ

3. State that the postcode is RH13 0PJ
4. Give exact location in the school
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 the child.

Speak clearly and slowly and be ready to repeat information if asked.

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