

Moldgreen Community Primary School First Aid at School Policy



May 2020

Date of Next Review May 2022

(Please read in conjunction with Administering Medication Policy)

Aims:

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 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 1995.

What is First Aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Health and Safety Regulations

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate numbers of first aiders, facilities and equipment to enable first aid to be given to employees who are injured or who fall ill at work. These regulations apply to schools in the same way as all other workplaces.

Their requirements deal only with employees and do not specifically cover non-employees such as, pupils and other visitors to the school premises.

Nevertheless, under the provisions of the Health and Safety at Work etc Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees.

Moreover, Health and Safety Executive (HSE) guidance strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

Assessment of First Aid Needs

The 1981 regulations require employers, in order to decide how to meet their obligations, to make an assessment of the first aid needs appropriate to the circumstances of each workplace. This assessment will then help employers to determine how many first aiders are needed and what other first aid facilities and equipment should be provided. The HSE ACoP advises that, when making this assessment of need, employers should consider workplace hazards and risks, the size of the organisation and the nature and distribution of the workforce, the organisation's history of accidents, the needs of travelling, remote and lone workers and access to the site for emergency medical services.

First Aiders for Young Children

Specific legal requirements do, however, apply to first aid provision for very young children. These are set out in the DfE document Statutory framework for the early year's foundation stage (September 2014).

At least one person with a current paediatric first aid certificate must be on the premises at all times when children are present. There must also be at least one person on school trips who has a current paediatric first aid certificate.

We have three staff in early years who are paediatric first trained. Any new members of staff in their first position in EYFS after training receives paediatric first aid training within twelve months of their starting date.

First Aid:

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children. The school currently has 14 emergency first aiders with valid certificates. Posters displaying the names and locations of first aiders are on display around the school. Mr. C. Millington is the First Aid Lead in school.

Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Are regularly checked at least once every half term. First aiders are responsible for maintaining the kits in the first aid room Miss. C. Nichol is responsible for checking the first aid kit in nursery and Mr. M. Flaherty in Reception. Ms. G. Town is responsible for the resourcing of their lunch time bags. The main first aid room is situated downstairs and is clearly labelled and contains a first aid kit and an automated external defibrillator (AED), Mrs. H. Stead is responsible for checking the AED and the first aid kit. We have first aid bags that are taken on school trips. A calendar reminder is set every month.
- Are easily accessible to adults; and are kept out of the reach of children.

Reporting Accidents:

- Accident books can be found in the school office, in nursery and one in reception. The designated first aiders at lunch time also have first aid books.
- Any injury will be assessed using the flow chart in appendix 1 and the procedure followed.
- The accidents are recorded by a first aider the white copy goes home to parents, the yellow copy is given to the child's class teacher and the blue copy remains in the book.
- All children are given a wrist band which states they have received first aid.
- All serious accidents must be recorded in the office book, on the same day, and then handed to the School Business Managers to be reported to the local authority within 24 hours.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff.

These accident books MUST be written in pen, completed on the same day of the incident, and include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident books can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;

- Be helpful for insurance and investigative purposes.
- All completed accident books should be given to the School Business Manager, who will store them for reference in future.

Ofsted requirement to notify parents and the Data Protection Act Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

Treatment of Injuries:

Following an accident, the First Aider 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 judgement as to whether there is a requirement to call an ambulance.

An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- In the event of a significant injury or head injury
- Any instance in which it would be dangerous to approach and treat a casualty
- Unconscious
- Not breathing
- Not breathing normally and this is not relieved by the casualty's own medication
- Severe bleeding
- Neck or spinal injury
- Injury sustained after a fall from a height (higher than 2 metres)
- Injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- Suspected fracture to a limb
- Anaphylaxis (*make sure to use this word when requesting an ambulance in this case*)
- Seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- Symptoms of a heart attack or stroke
- Rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance
- Whenever the first aider is unsure of the severity of the injuries

IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

How to Call for an Emergency Ambulance

Should the need arise for an emergency ambulance to be summoned, the First Aider should:

- Remain calm
- Ask a bystander* to call 999 or 112 and, when prompted for which service is required, ask for an ambulance **Should a bystander not be available it may be necessary for First Aiders to leave the casualty and make the call themselves, relaying this information to the operator*

The caller should:

- Be ready to provide details of their name, telephone number, address and exact location within the School
- Relay the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
- Provide details of the number of casualties along with names, age and gender if these details are known
- If possible, it should be arranged for a member of staff or who knows the location of the casualty to meet the ambulance on arrival

- Communicate any dangers or hazards into which the ambulance may be arriving
- Stay on the line with the emergency operator until they have cleared the line
- Return to the casualty immediately after the call to inform the First Aider that an ambulance is on the way and to bring a First Aid kit, blanket and AED if necessary

Treatment of Head Injuries to Children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to ensure the parent is contacted and the class teacher has been informed.

Under no circumstances, should ICE PACKS be applied to head bumps. It will reduce swelling but it can actually do more harm if there is a hairline fracture this could result in the child needing additional emergency hospital treatment.

First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too. In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Treatment of Suspected Breaks/Fractures

The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.

Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

Once you have done this, call 999 or 112 for medical help. While waiting for help to arrive, do not move the injured person unless they are in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a life in danger then the first aider should not withhold treatment.

Disposing of Blood

Blooded items should be placed in the yellow clinical waste bags and disposed of in the bin in the first aid room.

Splinters

Splinters should only be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in.

Ice Packs

Ice packs are stored in the freezer in the staff room.

Guidance on the use of ice packs:

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

Training

A central record of all training related to first aid is held in the office and reviewed annually to ensure that certificates are renewed within timescales.

COVID -19

Due to the pandemic of COVID-19 when staff are administering first aid full PPE must be worn. Every classroom will have their own PPE equipment to use. Staff have all received training in how to correctly use PPE and how to dispose of the equipment.

First Aid at school flow chart

Parents are informed of any treatment administered by a First Aider in a letter (Bumps and Bangs note slip from the book). Children will have a wrist band on to say they have received first aid.

Parents will be contacted by telephone if deemed necessary and in all instances of a head injury or sprain/twisted injury.

