

St Mary's Catholic Primary School

Evesham

Policy Statement for First Aid



Policy updated: September 2017
For review: September 2020

'Through God's Love
We Will Achieve'

The Governors and Head teacher of St. Mary's Catholic Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 (and the 2013 update) 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 (RIDDOR) 2013.

The member of staff responsible for overseeing and reviewing this policy is:

Miss J C Smith (Headteacher)

Date of policy: September 2017

Date for review: September 2020

Our Aims

- To provide sufficient provision and medical care for pupils and school staff.
- To have trained first aiders on school site and on school visits.
- To keep thorough records of incidents requiring first aid treatment.
- To provide sufficient supplies of equipment and materials to carry out first aid treatment.
- To ensure all staff are familiar with the First Aid Policy.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (2014).

The location of First Aid Kits/Grab Bags in school are:

- Each classroom, plus the Small Group Teaching Room
- The Library
- School Office
- First aid pouches are also available for school trips and for Lunchtime Supervisors

The contents of the kits will be checked on a regular basis by Mrs Vicky Robinson.

Additional supplies are stored in a labelled cupboard in the practical area and cool packs for bumps are found in the fridge in the practical area. Mrs Robinson is responsible for ordering supplies and equipment when needed.

A First Aid disposal bin is located in the First Aid area.

Prescribed medicines may be administered in school where it is deemed essential. Parents/ carers must provide written permission for the administration of all prescribed medicines, outlining the type of medicine, dosage and the time the medicine needs to be given. **All packaging for medicines given at school, as well as travel sickness medication, plus all written permissions (using the school's medicines form) must be in English.** Non-prescribed medicines may not be taken in school. (See Administration of Medicines Policy)

When medicine is administered the log (kept in the School Office) must be completed. If a child refuses their medication, staff will accept their decision and inform the parents/carers accordingly.

Medicines must be stored in the office fridge or the locked cupboard in the school office according to the storage instructions. Inhalers, which must be clearly labelled with their name, must be kept in the child's classroom, where they can be easily reached when necessary. Class teachers will give details of the location of epipens/inhalers in the front of their class files

Epipens are kept in marked container in the child/adult's classroom or main workplace. The containers will be marked with the child/adult's name and photograph, in order to avoid confusion.

Off-site activities

At least one First Aid Grab-Bag 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, including local trips and residential off-site visits.

First Aiders' list for off-site visits:

- Trips 'Grab Bag' (stored in Group Teaching Room) – check before trip to ensure it is fully topped up
- Sick bucket, with sick bags, wipes (wet and dry)
- Individual pupil's/adult's medication, including inhalers, epipens
- Emergency mobile phone
- Contact details of all pupils

Information on First Aid arrangements

The Head Teacher 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 Head Teacher will ensure that signs are displayed in the school office providing the following information:

- Names of employees with first aid qualifications.
- Location of First Aid equipment and grab bags.

All members of staff will be made aware of the school's First Aid policy.

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.

Minor bumps and illness

Children who experience minor bumps and scrapes (a common occurrence in a playground) will be treated by a trained member of staff who will make a decision based on qualification and experience on whether a parent needs to be called. Treatment may include application of a gel-based ice pack for bumps or a plaster or dressing for minor cuts. In cases of injuries or conditions such as nose bleeds, injuries to the eye, large grazes or cuts or significant bruising the parent will be informed through an 'accident letter' and, if appropriate, a quick word with the parent at the end of the day. In more severe cases the parent will be called and a decision will be made regarding the parent coming to collect the child. A parent will also be called in the event of the child being unwell with vomiting, diarrhoea or high temperature and the child will be taken home.

In cases where more advanced treatment is required an ambulance will be called and the parent will be contacted.

Pupil accidents involving their head

We recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head Bump' letter will be sent home to the child's parents/carers, together with a text notification. Returns slips are required from parents, in order to ensure letter has been seen. Slips are returned by parents to the School Office, then checked off by Mrs Buckley. The office will contact parents who have not returned their acknowledgement slips.
- Head bump forms are kept in the accident book in the First Aid cupboard in the Small Group Teaching Room.
- The head bump letter is also on the school website.

Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

Transport to hospital or home

The Headteacher (or Assistant Head, in the absence of the Headteacher) will determine the 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 can not 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.

Pupils with Special Medical Needs – Individual Care Plans

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

Asthmatic

Epileptic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Hypoglycaemic

Individual Care Plans have been written for these children, after consultation with their parents /carers and their G.P /Consultant. The School Nurse may also provide additional background and practical training for staff. Copies of individual Care Plans are located in the staffroom, as well as in the medical supplies cupboard in the First Aid area. All staff should be aware of the specific needs of these children.

Until the Care Plan is completed, temporary care arrangements should be written on the child's entry to school, listing care arrangements, medication requirements etc. These should be updated annually, or sooner if required.

ASTHMA GUIDELINES:

St Mary's Catholic Primary School recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. We welcome all pupils with asthma and ensure that they can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities.

This is achieved through:-

- Ensuring that children have access to their reliever medication immediately when needed
- Keeping a record of all pupils with asthma and the medicines they take as well as known triggers
- Creating a whole school environment, including the physical, social, sporting and educational that is favourable to pupils with asthma
- Helping pupils to understand asthma as a medical condition
- Making sure that all staff who come into contact with pupils with asthma know what to do in the event of an asthma attack
- Working in partnership with all interested parties including the school's governing body, staff, school nurse, parents/carers, local authority, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully

Background

This policy has been written following guidelines from Asthma UK and First Aid training received by staff.

Asthma Medicines

Immediate access to reliever medicines is essential. The children's inhalers are kept in class, but are taken with the children when they leave the classroom (on class trips, attending Mass etc).

Spare Inhalers

These are used for emergencies only and only for those children who have been prescribed an inhaler by a GP, and whose parents have signed written permission slips. The spare inhalers are kept on the top of the First Aid cupboard in Small Group Teaching Room. Written permissions are stored in the office and a list of children who are able to be given the spare inhaler (Asthma Registration Log) is in the First Aid cupboard. A school First Aider will administer the inhaler and a letter will be sent home if your child has used the school inhaler.

School staff are not required to administer asthma medicines to pupils (except in an emergency); however, many of the staff at this school are happy to do this. All school staff will let pupils take their own medicine (if they are capable) when they need to.

Record Keeping

When children enrol at school their parents/carers are asked if they have any medical conditions. This is updated annually with a Data Collection sheet being sent out for any amendments to be made. There is an expectation that parents inform school as soon as possible of any changes to their child's medical needs.

Any child who is registered as having asthma will have a Care Plan written at the beginning of the year. A copy of this plan is given to the child's class teacher. Care Plans are kept in the staff room and in the First Aid cupboard. Parents/carers are also asked to update school if their child's asthma plan needs to be updated for example if their medication or the amount taken changes.

If a child uses their inhaler in school any irregularities are noted, for example if their child needs to take their asthma relief more than is usual for them and the parent would be notified.

Exercise and Activity – PE

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and will know of their individual care needs. The children's reliever medication must be taken with them when taking part in PE or any other physical activity. The children will be encouraged as they get older to take more control in remembering their medication.

Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

Off-site Sport, Swimming and Educational Visits

The health benefits of exercise are well documented. Asthma inhalers are taken off site and are kept by the leader of the group when the child participates in swimming, sports, activities and educational visits.

School Environment

St. Mary's does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathered animals and has a definitive no smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and sit in the school office where they can be closely monitored, if particular fumes trigger their asthma.

If a Pupil is Falling Behind in Lessons

If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. Parents may be asked to access a medical review from their Doctor. If appropriate, the teacher will then talk to the SENDCo about the pupil's needs.

St. Mary's recognises that it is possible for pupils with asthma to have special educational needs due to their asthma.

Asthma Attacks

All staff who come into contact with pupils with asthma will follow that child's Care Plan in the event of an asthma attack. The procedure in an emergency is also visibly displayed in the First Aid areas.

GOOD COMMUNICATION BETWEEN PARENTS AND SCHOOL ABOUT CHANGES IN A CHILD'S CONDITION, MEDICATION OR CARE IS VITAL AND UNDERPINS THE EFFECTIVENESS OF THESE GUIDELINES.

QUALIFIED FIRST AID STAFF

NAME	DATE QUALIFIED	QUALIFICATION EXPIRY
MRS CLARK	26/01/2018	JANUARY 2021
MRS O'BRIAN	26/01/2018	JANUARY 2021
MRS FARRELL	26/01/2018	JANUARY 2021
MRS MIDDLEDITCH	26/01/2018	JANUARY2021
MRS HOWARD	26/01/2018	JANUARY 2021
MRS PARROTT	26/01/2018	JANUARY 2021
MRS ROBINSON	25/01/2019	JANUARY 2022
MRS GARRETT	25/01/2019	JANUARY 2022
MRS MURPHY	25/01/2019	JANUARY 2022
MRS FITZGERALD	25/01/2019	JANUARY 2022
MRS BAYLISS	25/01/2019	JANUARY 2022
MRS RIZZO	25/01/2019	JANUARY 2022
MR McCUMISKY	25/01/2019	JANUARY 2022