



LIMES FARM JUNIOR SCHOOL- Policy for First Aid Management and Procedures

What is First Aid?

First Aid can save lives and prevent minor injuring 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.

Policy Statement

Limes Farm Junior School takes seriously its responsibilities to care for the interests of its learners in emergency situations. Limes Farm Junior School will provide awareness of health and safety issues on site and during off site learning, to prevent, where possible, potential dangers or accidents. However, where accidents do occur, it is essential that our school has qualified staff and clearly defined procedures that can be called upon immediately to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

To this end, Limes Farm Junior School will ensure that all staff receive Level 2 Emergency First Aid at Work training (QCF) which is refreshed every 3 years. In addition, 5 staff members which include: Mrs S Pardalis (Headteacher), Miss D Symes (Deputy Headteacher), Miss C Andrews (Office), Mrs S Mathers (Governor/LSA) and Miss N Stock (Class Teacher) have received Level 3 Blended First Aid at Work training, with a programme in place to update Level 3 first aid leaders every 3 years. Two members of staff: Miss C Andrews (Office) and Miss K Bishop (Family Support Worker) have received training in the Management of diabetes in children at School and Nursery and **specialist Asthma and Anaphylactic training**.

Sufficient and appropriate first aid resources and facilities will be provided and staff and parents/carers will be informed of the first aid arrangements. Limes Farm Junior School will keep first aid records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Roles and Responsibilities

Responsibility for health and safety rests with the Governing Body and the Headteacher. The respective roles of each are outlined within the Dfe guidelines Guidance on First Aid for Schools.

See Appendix One for Covid alterations – Sept 2020

Governing Body

The Governing Body has responsibility for health and safety matters within the school and during off site learning.

Headteacher

The Headteacher will be responsible for ensuring that the policy is put into practice and that parents and carers are aware of the school's health and safety policy, including arrangements for first aid.

Our First Aid Reporting Book and First Aid Folder (accidents)

Our First Aid record keeping book is stored safely in our First Aid cabinet in the main office that is lockable. First aid reported cases are logged and the book is returned to the office where it is stored securely after use such as dinnertimes. All serious accidents must be recorded and logged on a first aid report form (located in the First Aid Folder) and then given directly to Miss C Andrews's desk (or another member of the office team in her absence) to be recorded onto SIMS and if required, on RIDDOR. All serious cases of first aid are both attached to a riddor completed and placed in individual children's files and also a copy is stored in the First Aid Folder under RIDDOR. All staff know where to record First Aid incidents and where information is stored.

The First Aid recording book and First Aid file are reviewed half termly to identify any potential or actual hazards. The Health and Safety Governing Committee review the file and book with cases recorded.

Our First Aid books and file have a record of any first aid treatment given by first aiders. All information recorded is 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/play, or went to hospital)

The information in the accident books can:

- Help the school identify 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

Ofsted requirement to notify parents and GDPR Regulations

Parents must be informed of any accidents, injuries and/or first aid treatment given to their child whilst in school; parents can view the First Aid report book however due to GDPR regulations, parents are not allowed to view personal information of others other than that relating to their child. Request for information relating to their own child must be requested in writing.

Administration of Medication

Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in loco parentis) they must give written consent to the Headteacher, using the appropriate form given detailing the medication to be given along with the frequency, dosage and any other relevant information. Please refer to our separate policy for Administering Medicine to pupils.

Sickness

We follow the guidance on infection control in schools and other childcare settings. Our procedures for contacting parents-or other authorised adults- if a child becomes ill while in the school include:

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with headlice are not kept from school, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school/class.
- Children or families are not prohibited from attending school because of HIV status.
- Good hygiene practice concerning the clearing of any of any spilled bodily fluids is carried out at all times by the caretaker, office first aiders or Health and Safety leader. Gloves will always be worn throughout the first aid provided.

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 for 10 minutes for the child's 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 (e.g. headaches, feeling sick/vomiting, blurred vision, breathing difficulties and confusion). It is the responsibility of the first aider dealing with the head bump to inform the class teacher who must relay the information back to the parent if the child has not been collected already by a parent. Head bump letters and possible symptoms to look out for are kept in the school office and are given out to ensure parents receive the correct information and advice. Equally after school providers where pupils may attend after school will also be informed of any head bump injuries incurred earlier in the day.

First Aiders should be sought if the child:

- Becomes unconscious
- Is vomiting or shows signs of drowsiness
- Has a persistent headache

See Appendix One for Covid alterations – Sept 2020

- Complains of blurred or double vision
- Is bleeding from the nose or ear
- 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. The emergency service should be contacted and parents 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 Level 3 First Aider must be called immediately to assess the situation.

Disposing of blood

Blooded items should be placed in a clinical waste container in the medical room and disposed of in the sanitary bin in the female staff toilets and also girl's toilet.

Splinters

Splinters will not be removed by any first aider. A plaster (if not allergic) will be applied until a child's parent can remove.

Ice Packs

Ice packs are stored in the staff room freezer. They are for single use only and for the treatment of sprains, strains, bumps and bruises.

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 to prevent cold burns and applied to the injured area for 10 minutes and repeated every 2 to 3 hours for the next 24-48 hours if required.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Asthma

Pupil's pumps are labelled and kept in the first aid cupboard in the main office. Pupils come to the office when requiring their pump and number of puffs are recorded each time. All inhalers should accompany pupils when they are off the school grounds, including when they are doing PE lessons. Refer to our policy on Asthma for more information.

Epi-Pens

All Epi-Pens are labelled and kept in the first aid medical cupboard in the main office. Care plans are created for pupils. Any first aider can administer an Epi-Pen. Spare Epi-Pens will also be stored in the first aid cupboard.

Health Care Plans

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Medical information provided by parents will be recorded on a health care plan so that appropriate actions are taken for pupils with medical needs. Miss Symes (Inclusion Leader) will compile health care plans with parents. External services may also be involved in the health care plans.

Procedures to follow during accidents/emergencies

The school will follow the Association of First Aid guidance (AoFA) when responding to an injury or condition. This will prevent the injury or condition from worsening prior to the arrival of the emergency services.

At dinnertime

- All midday assistants will carry spare gloves in case of an emergency situation. The named first aider on duty will ensure she brings the first aid equipment, first aid reporting book and other materials, i.e. ice pack.
- One midday assistant (Mrs S Mathers or Miss Bishop in her absence) will carry her mobile phone at all times at dinnertime which will be on silent. The phone will only be used when serious injuries and/or conditions occur, requiring immediate office attention so that emergency services can be called and the defibrillator be brought outside if required. The secondary school line to be used. Level 3 trained office staff (Miss C Andrews) /SLT to bring defibrillator to the playground and contact the emergency service.
- Two Midday assistants will remove pupils off the playground where the casualty is and filter to the other playground. Two midday assistants will follow guidance for CPR.
- Two Level 3 First Aiders will also be present on site, alerted by office staff. Constant compressions will be given until emergency services arrive (5 breaths initially followed by 30 compressions followed by 2 breaths, repeat 30-2)
- Mrs Pursey (office staff) and /or Mrs S Vajushi will contact parent on main school line, unlock main gate and wait for emergency services outside the main gate so that a quick response can be made.

Within school building

- Class teacher to respond to casualty following guidance of CPR. LSA to remove pupils to adjacent classroom/area.
- A pupil will be sent to the office by the class teacher to alert office/SLT of emergency. Level 3 trained office staff Miss C Andrews) /SLT to bring defibrillator to the classroom and contact the emergency service.
- Two Level 3 First Aiders will also be present on site, alerted by office staff. (5 breaths initially followed by 30 compressions followed by 2 breaths, repeat 30-2)
- Mrs Pursey (office staff) and /or Mrs S Vajushi will contact parent on main school line, unlock main gate and wait for emergency services outside the main gate so that a quick response can be made.

All first aid to be recorded following emergency services.

See Appendix One for Covid alterations – Sept 2020

Policy to be reviewed annually.

Appendix One – Alterations to Policy due to Covid 19

The following alterations to the policy will be in place during this time:

- Full PPE must be worn by any staff administering First Aid or assessing a pupil's needs when hurt/administering medication and the adult needs to break social distancing rules. This consists of a visor, mask, apron and gloves. Thorough hand washing must be done after administering first aid.
- If a parent wishes to discuss their child's medical needs, this will be conducted over the phone to ensure social distancing and the safety of all staff and pupils
- Children and staff will have their temperature taken each morning as they arrive in school
- Any member of staff that displays symptoms will be asked to leave the building immediately and self-isolate following the government's guidelines
- Any pupil displaying symptoms will be isolated in the HT office and the parent must be informed and collect them as a matter of urgency. They must then self-isolate following the government's guidelines
- Staff and pupils should obtain a Covid-19 test as per governmental guidelines which will then be closely followed, should this be positive.
- Staff/pupils may only return once the isolation period is over, or a negative test result confirmed.
- First aid kits and record book will be supplied to each classroom. Trained support staff will administer first aid when required in their bubble group. First aid kits will also be taken out at playtimes. Major incidents will be reported directly to the office where Level 3 trained First Aiders will be involved. Staff will wear full PPE when administering first aid.

Hygiene procedures

Children and staff will be required to wash and sanitise hands regularly throughout the day. From when they come into the school/classroom and each time they leave and enter the room. The children will be taught how to wash hands effectively and to ensure they adopt the 'catch it, bin it, kill it' mentality for dealing with sneezes etc.

Each class will have a cleaning station to promote the importance of hygiene, including hand sanitiser and disinfectant.

Resources used in class will not be shared. Each child will have their own set on their table, which will not be used by anyone else.

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Children will be able to use iPad and/or laptops, but will not share them with other people. These will be sanitised each day.

Children and staff will be reminded of the importance of hygiene. There will be expectations of covering a cough and being respectful of other people. The school will take any instances of spitting very seriously and parents will be contacted.

Children will need to bring in their own named water bottles. Water fountains in the school are not allowed to be used, unless they are filling up their water bottle. Water bottles must not be shared.

Staff will have access to their own PPE including: aprons, visors, masks, gloves should they choose to wear them.