JASPER CITY SCHOOL
FIRST AID POLICY

INTRODUCTION

The **First Aid procedure** at Jasper City School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the ***team*** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.

2. The location of the nearest first aid box which will contain:

a. The names of and how to contact the School First Aiders

b. A basic aide memoir for dealing with first aid emergencies (see Appendix 1)

c. Basic first aid equipment (see Appendix 2)

All staff who are trained in First Aid in the workplace are clearly identified in the school

Our **First Aiders** are: Michelle Kintu – SJA Paediatric First Aid
Merlene Huie – Siren Training Paediatric First Aid

The First Aid area, along with a first aid kit for administering First Aid can be found in the Medical Room. The lockable medical cupboard including the accident book, can be found in the Medical Room. There are also First Aid Boxes located in the Main Office and the EYFS Nursery.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- ***NB: The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.***

STATEMENT OF GENERAL POLICY

- To record all accidents and injuries in the accident book
- To inform parents and guardians of serious injuries or accidents
- Medicine will only be administered with the parent's permission
- A first aid box will be taken on all Educational visits
- Regular staff training will be provided every three years
- To ensure that we have parental permission before administering emergency first aid
- To have at least two staff members fully qualified in Paediatric First Aid

FIRST AIDERS will**:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the portable first aid kit located in the Office is adequately stocked
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
- Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- A record must be kept of each student attended to, the nature of the injury and any treatment given in the book provided, by the First Aid cabinet in the Medical Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE DIRECTORS/GOVERNORS will**:**

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

THE HEAD TEACHER, SENIOR ADMINISTRATOR OR TEACHERS will**:**

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, or epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS AND TA'S will**:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Head Teachers or leaders.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

- Send for help to Reception Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the medical area if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the Senior Administrator and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will**:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by mobile telephone giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to their respective Teachers.
- **NOT** administer paracetamol or other medications without prior consent from parents

GENERAL PROCEDURES

- Plastic gloves are to be worn when dealing with all incidents.
- Cuts are cleaned using, where appropriate running water and/ or wipes and if needed, plasters are available.
- Bloods/soiled dressing and used gloves should be disposed of appropriately
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground when possible and practical.
- An up-to-date list of child medical conditions, asthma etc. is kept in the file in the medical cupboard.
- Any incident that has required First Aid treatment by a qualified First Aider should be recorded in the Accident Record book and parents informed if necessary. The class teacher should be informed.
- Ice packs are available to be used to reduce the swelling for bumps and suspected strains and sprains or alternatively a cold compress. If ice packs are used, then these are first wrapped in a paper towel or a thin tea towel to prevent contact with the skin.
- Injured/poorly pupils must never be left alone or sent alone for help.
- The first aid equipment is regularly checked and managed by the Senior Administrator.

HEAD INJURIES

- Parents to be informed either by letter at the end of the day or by telephone. A head injury must be dealt with by a Senior First Aider who is responsible for making the decision to ring parents. The child must keep the letter visible at all times so that teachers and assistants know of the injury. If a parent has been contacted by telephone they will be encouraged to collect their child from school and seek further advice either from a doctor or accident and emergency department. Details are recorded in the Accident book. The class teacher should always be informed.

PRECAUTIONS FOR OFFSITE ACTIVITIES

Staff involved with any off-site activities must take a First Aid box, and a sick bag containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit. First Aid should also be an essential element of informing the risk assessment for the visit.
It is the responsibility of the staff member in charge to take a first aid box with them on the visit and they will also carry any medication needed for individual children. Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. Copies of medical forms for children with specific needs will be taken on the visit. Other information can be obtained by contacting the school. Staff will always carry mobile phones for emergency use. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. Prior to a visit, medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. (Medication should not be handed back to the child).

HOSPITAL TREATMENT

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then permission must be given by a Senior First Aider to ring for a taxi and a first aider accompany the child in the back of a taxi. A Senior First Aider must always be left in school. Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted the relevant member of staff, usually the Headteacher, or in her absence the other Senior First Aider, will act on the parents' behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

AMBULANCE EMERGENCY

In an emergency:

1. An ambulance called for without delay.
2. A Senior First Aider must be informed.
3. A person trained in first aid must attend to the casualty.
4. The parents/carers will then be contacted.
5. A member of staff must then accompany the child to hospital and wait for the parents to arrive.
6. A Senior First Aider must always be left in school.

Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted the relevant member of staff, usually the Headteacher, or in her absence the other Senior First Aider or the Assistant Head Teacher, will act on the parents' behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

Adults in need of First Aid:

An adult is brought into First Aid area in the Medical Room.
Another adult may assist with first aid and if necessary, a First Aider is called.
A log is kept of all injuries.
If the injury is serious an ambulance will be called.
A report is made to HSE if the adult is taken to hospital or sustains a serious accident and a risk assessment is carried out.

Provision is made in the medical room for an adult who is sick or injured, while they wait for someone to collect them. A camp bed and blanket is available. The room will be partitioned to provide privacy and quiet, although the room will not be used by others whilst they are waiting.
The log must contain:

- The date, time and place of the event
- Details of those involved
- A brief description of the accident/illness and any first aid treatment given
- Details of what happened to the casualty immediately afterwards – for example, went to hospital, went home, resumed normal activities, returned to class.

The Head Teacher should be informed about any incident if it is at all serious or particularly sensitive, for example when a pupil has had to go to hospital or if one pupil has caused deliberate harm to another or where negligence might be suggested.

If, as the result of an accident, a member of staff is taken to hospital, is unable to work or subsequently becomes absent from work, the Head Teacher should be notified immediately.

The Head Teacher will report all serious accidents to the HSE as required. 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.

HYGIENE CONTROL GUIDELINES

It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed. The following is a basic hygiene procedure which should be put into operation in all instances against a range of infections which members of the school community may be exposed to:

Personal Hygiene

Toothbrushes or other implements which could become contaminated with blood must not be shared
Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
Sanitary towels and tampons should be placed in the disposal bins provided.
Hands are to be washed with soap after going to the toilet and before food.
Hand sanitizers will be provided for use by all members of the school community.
Separate cleaning equipment is to be used for toilets.

Accidents Involving External Bleeding/Bodily fluids

Normal First Aid procedures should be followed, which should include the use of disposable gloves.
Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.
Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.
As soon as possible seek medical advice should the bleeding continue.

Splashes of blood from one person to another

Splashes of blood on the skin should be washed off immediately with soap and water.
Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture should be disinfected.
Separate cleaning equipment is to be used.

ADMINISTRATION OF MEDICINES

Please read the Medication Policy alongside this document

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES

We will report work-related accidents, diseases and dangerous occurrences according to the regulations relating to RIDDOR. Full details of all occurrences which need to be reported may be found in the Health and Safety file in the office.

Appointment of First Aiders

The number of First Aiders required at the School shall be determined by the Governors and shall be reviewed annually or more frequently when required, for example following an accident or emergency.

When determining the appropriate number of First Aiders, the Governors will take into account the following:

- The number of staff and pupils present at any one time
- The distribution of staff
- The number and locations of the first aid boxes
- The number of staff and pupils with disabilities or specific health problems
- Arrangements for off-site activities
- Arrangements for out of school hour activities such as parent evenings
- Parts of the school premises with different levels of risks
- The types of activity undertaken
- The proximity of professional medical and emergency services
- Any unusual or specific hazards
- Accident statistics which will indicate the most common types of injuries, times and locations.

THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and THE DIRECTORS.

Policy Adopted by Directors/ Governor on: 16 June 2019
Policy Last Reviewed on: 19 August 2019, 16 August 2020
Policy Due for Review on: July 2020, August 2021/

Appendix 1

Basic First Aid

Knowing what to do in an emergency is vitally important. If someone is injured, the following steps will keep them as safe as possible until help arrives:

- Keep calm
- If people are seriously injured call 999 immediately
- Contact a First Aider
- Make sure you and the injured person are not in danger
- Assess the injured person carefully and act on your findings using the basic first aid steps below
- Keep an eye on the injured person's condition until help arrives

Unconsciousness

If the person is unconscious with no obvious sign of life, call 999 and ask for an ambulance. If you or any bystander has the necessary skills, give them mouth-to-mouth resuscitation while you wait for the emergency services.

Bleeding

Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing and raise it above the level of the heart. Lay the person down, reassure them, keep them warm and loosen tight clothing.

Burns

For all burns put under cool running water for at least 10 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance.

Broken Bones

Try to avoid as much movement as possible.

Appendix 2

<u>Contents of First Aid Boxes</u>
The minimum contents of the on-site first aid box will be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Six individually wrapped triangular bandages
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings
- Two large sterile wrapped unmedicated wound dressings
- Disposable gloves
- Plastic disposable bags for soiled dressings

The minimum contents of the first aid kits for off-site activities will be:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- Two individually wrapped triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One large sterile wrapped unmedicated wound dressing
- Disposable gloves
- Plastic disposable bags for soiled dressing

Appendix 3

DATE	TIME	NAME OF INJURED PUPIL	CLASS OR DATE OF BIRTH	WHERE INCIDENT OCCURRED	WHAT HAPPENED	INJURY	FIRST AID PROVIDED	OUTCOME & INITIALS

Appendix 4

What is the Riddor?

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.25 Mar 2015

What is reportable to Riddor?

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a **RIDDOR** report is required only when: the accident is work-related. it results in an injury of a type which is **reportable**.18 May 2017

What is a reportable accident?

A **reportable accident** is a **crash** that results in (1) a person's injury or death, (2) property damage of at least $1,000, or (3) property damage to a vehicle seized pursuant to G.S. 20-28.3 for forfeiture in an impaired driving case.22 Dec 2010

How do you report an accident at work?

If You're An Employer. You have a legal obligation to **report** serious **accidents at work** under the **Reporting** of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The types of incidents you must **report** are: Deaths in the workplace. Major Injury.19 Jan 2017

What must be reported under Riddor?

It is aimed at employers and others in health and social care, who have a duty to report **under RIDDOR**. **RIDDOR** requires employers and others to report deaths, certain types of injury, some occupational diseases and dangerous occurrences that 'arise out of or in connection with work'.

What is the definition of a dangerous occurrence?

A **dangerous occurrence** is an unplanned and undesired **occurrence** (incident) which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment. ... A fall or stumble may result in soreness but not a physical injury.

How long do you have to report to Riddor?

In cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. You must report within **10 days** of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

What is in an accident book?

The **accident book** is also a valuable document that organisations can use to record **accident** information as part of their management of health and safety.5 Feb 2016

What is the Health and Safety First Aid Regulations 1981?

The **Health and Safety** (**First**-**Aid**) **Regulations 1981** require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.5 Nov 2015

What is the role of the Health and Safety Executive?

The **Health and Safety Executive** (**HSE**) is the body responsible for the encouragement, regulation and enforcement of workplace **health**, **safety** and welfare, and for research into occupational risks in Great Britain. ... In Northern Ireland, these duties lie with the **Health and Safety Executive** for Northern Ireland.

What are accident and emergency procedures?

An **emergency** is a serious, unexpected, often dangerous situation that requires immediate action. The **emergency procedure** is a plan of actions to be conducted in a certain order or manner, in response to an **emergency** event.