



# Seymour Primary School

## First Aid and Accidents Policy

September 2021

Policy edition: 1

Adopted by the LGB: **Date here**

This policy will be reviewed annually

## **Policy Statement**

Seymour Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Seymour Primary is held by the Headteachers.

All first aid provision is arranged and managed in accordance with the Children's Service Safety Guidance Procedure SGP 08\_07 (First Aid)

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

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

## **Aims and Objectives**

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid
- Ensuring the above provisions are clear and shared with all who may require them

The headteachers 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 and adequately trained to meet their statutory duties.

## **Appointed Person**

Through law the **minimum legal requirement** is to appoint Emma Davey as 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.

At Seymour Primary School there is 1 appointed person.

Emma Davey – Office Manager

*On the rare occasion when Emma Davey is not in school a member of office staff is the temporary appointed person.*

## **Emergency First Aiders**

At Seymour Primary School 19 staff are trained Emergency First Aiders. A list of names is kept in the school office, and in the medical office on the wall.

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)

At Seymour Primary School there are 11 qualified paediatric first aiders:

A list of names is kept in the school office, and in the medical office on the wall.

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)

### **Clubs**

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

### **Equipment Organisation**

First Aid kits situated in the:

- First Aid room
- Kitchen

Every KS1 and KS2 classroom is equipped with a basic first aid kit containing:

- Plasters
- Disposable gloves

Every EYFS classroom is equipped with an accident book and first aid kit containing:

- Plasters
- Disposable gloves
- Cool pack
- Thermometer

The contents of the first aid kit in the medical room are:

- Guidance book
- individually wrapped sterile adhesive dressings of assorted sizes plasters for children,
- Sterile pads
- Triangular bandages, individually wrapped.
- Various size wound dressings individually wrapped and sterile.
- Low- adherent dressings these have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- Roll of micro-pore tape.
- Disposable gloves
- Non woven Plasters
- Vomit Bags

The contents of the first aid kits in kitchen are:

- Individually wrapped sterile adhesive dressings of assorted sizes, blue for food handlers.
- Sterile eye pad
- Triangular bandage, individually wrapped.
- Various size wound dressings individually wrapped and sterile.
- Disposable gloves
- Eye and wound irrigation.
- Burn dressing
- Burn gel

Travel first aid kits are taken from the medical room.

It is the responsibility of LSAs to bring First Aid Kits to the office for contents to be checked at the end of every half term and re-stocked.

## **Accidents**

Accidents are logged on Every <https://auth.every.education/Account/Login>.

All accidents are monitored by Premises Manager and signed off by headteacher at the end of every half term.

## **Designated Rooms**

The medical room is designated as the first aid room for treatment, sickness and administering of first aid during the school day. It has the following facilities:

- First aid kit
- Chairs
- Bed
- Sink

## **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

## **Notification of Parents/Carers**

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents/carers of their child's accident if it is considered to be serious (more than minor injury), it requires first aid treatment or it is an injury to the head that requires attendance at hospital.

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 available.

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**

### **Please refer to Supporting Pupils with Medical Conditions Policy**

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 record of all medical needs is kept in the office and medical room and is updated as needed or annually. An individual health care plan is drawn up by the “appointed person” in 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 appointed 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 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 the child’s classroom. Training from the school nurse in how to administer adrenaline is usually annually.

### **Asthma**

All children who have asthma keep their inhalers in their classroom.

Please see the **Asthma Policy** for details.

### **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 recorded on Every <https://auth.every.education/Account/Login> in as soon as possible.
- 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 head injuries, the school and the parents are informed immediately by telephone and a head bump wristband placed on child. An advice leaflet for head injuries is sent home with the child.
- 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.
- One member of staff accompanies 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 major incidents the school's 'Critical Incidents' plan will be followed.

### **Residential Trips**

- 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 and recorded on Every <https://auth.every.education/Account/Login>
- 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 LSA are usually designated persons on residential trips.
- In the event of an injury or illness during an offsite visit, the venues appointed first aiders would take lead responsibility for the management of any incidents. In the absence of a venues first aider being available the schools LSA would provide any necessary first aid.

### **Record Keeping on Every <https://auth.every.education/Account/Login>**

All accidents requiring treatment are recorded with the following information:

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

### **Administering Medicines in School (See Policy for supporting pupils with medical conditions section 6 - Medicines)**

Our school will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible, staff providing medical room cover can administer a child's medicine at lunch time.

We must have written parental permission for the school 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. Medicines need to be in the original packaging. School can only administer the dose stated on the package.

All inhalers are kept in a box in each classroom.

Non-prescribed medicines eg (throat lozenges) are allowed at the discretion of the Head and class teacher.

### **Storage/Disposal of Medicines**

Any medication that needs to be in school is stored either in the meeting 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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