

Warstones Primary School
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First Aid Policy

Reviewed September 2018
Next review September 2020

General Statement

Warstones Primary School is committed to providing emergency First Aid to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this, the school will:

- ✓ Have a minimum of one suitably stocked First Aid box in each Key Stage area.
- ✓ At least one appointed person on site to take charge of First Aid arrangements.
- ✓ Provide information to employees, children and parents on the arrangements for First Aid.
- ✓ Have a procedure for managing accidents.
- ✓ Review the arrangements for First Aid annually.

First Aid Boxes

All fully equipped First Aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in the following areas under the supervision of:

- Foundation Stage Classroom (Mrs C Campbell)
- Teeny Weenies Playgroup (Mrs S Gill)
- Infant Corridor (Mrs K Wilcox)
- Nursery (Miss N Graham)
- School Office (Mrs C Hartshorn)
- Junior Kitchen (Mrs S Kelly)
- After School Club room (Mrs C Penfold/Mrs Lal)
- Junior Corridor (Mrs R Hardwick)

Lunchtime Supervisors carry their own medical supplies and Accident/Incident books in their bumbags. All Lunchtime accident records are located in the School Office. (Mrs J Porter responsible for supervision of supplies in bumbags)

All First Aid stations have an Accident/Incident book/register and a computerised list of any known allergies or illnesses that the children have is kept in the School Office.

Appointed Person

The following person is responsible for ensuring that First Aid boxes are correctly stocked according to the Authority's advice:-

Mrs. Helen Bevan

Information

1. A notice will be placed in each room of the school stating the location of the nearest First Aid box and the names of the person trained in emergency First Aid.
2. Children will be told what to do if there is an accident.
3. Details of the school's arrangements for First Aid will be included in the prospectus.

Administration of medicines

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example asthma, epilepsy, diabetes) will have supervised access to their medication.

Parents are responsible for administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine. As a school, we are only permitted to administer antibiotics if the doctor has prescribed them four times daily.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicine for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must contact the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. You will be invited to meet with the SENCO, Mrs H Bevan, to complete an Individual Healthcare Plan.
- Parents and carers must complete a medicines consent form at the School Office.
- Asthma inhalers will be kept in the classroom with the class teacher according to the location most effective to the user.
- The medicines (including inhalers) must be bought into school in a pharmacy labelled container which states:
 - (a) the name of the medicines
 - (b) the dosage and
 - (c) time of administration.
- Where possible the medicine should be self-administered under the supervision of an adult.
- Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. Send adult/suitable child to/for named First Aider.
2. Ensure safety of injured child/and other children.
3. Do not take action until First Aider arrives.

Major accidents are dealt with by Senior Management. An ambulance will be called if the nature of the injury is severe e.g broken limbs, unconsciousness. Parents are also contacted to come to school immediately.

All major accidents are written in an Accident Report Book and any other necessary documentation completed and sent to the LEA.

Contact is also made with parents if the accident is of a nature that requires the attention of the GP or the child needs to be at home.

For an injury to the head, however slight, a 'bump on the head note' is completed for the child to give to the parent/carer at home time and if any doubt about the severity of the bump to the head, contact the parent.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:-

1. Send adult/suitable child to/for named First Aider, to be found either on playground or in staff room during break periods.
2. Ensure safety of injured child/and other children.
3. Do not take action until First Aider arrives.

Recording Accidents

All accidents will be recorded and reported according to the Authority's guidelines, to include:-

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or First Aider dealing with the incident.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all education employees and self-employed persons on school premises)

Any accident to an employee resulting in fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form F2508 must be completed and sent to the HSE within 7 days of the accident.

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during normal school hours must be reported in the same way as those to employees. However, injuries during play activities in the playground arising from collisions, slips and falls are not reportable unless they are attributable to :

- The condition of the premises (for example, potholes, ice, damaged or worn steps)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

Safety/HIV Protection

All staff and adults working with children must read the guidance regarding Aids and HIV infection.

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency First Aid training. There are 4 qualified First Aiders at Work in school which more than meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every

employee will be given the opportunity to volunteer for an emergency first aid training course.

School Visits and Journeys away from school

Before undertaking any off-site activities, the Headteacher will assess what level of First Aid provision is needed. A portable First Aid kit will be carried, the contents of which will confirm to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits Co-ordinator.

Documentation

All staff will receive a copy of this policy and be made aware of the DFEE Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request. All Accident/Injury record books must be completed fully after each incident and any completed books **must not** be destroyed or removed from the premises. It is a legal requirement that we keep these documents for a minimum of 7 years and any completed books must be given to the person responsible for First Aid for careful storage.

Nut Allergy

There may at some time be children in school with a serious allergy to nuts. All children will have care plans which will be available in the school office. The School Nurse will deliver Epipen training upon request which is available to all staff..

In the event of a child suffering an allergic reaction, a First Aider should be sent for immediately but Epipen trained staff dealing with this child should take immediate action if thought necessary.

This policy has been updated on

Signed (Head Teacher) _____

Signed (Chair of Governors) _____

APPENDIX ONE

LOCATION OF FIRST AID BOXES

First aid boxes in the school conform to the Health and safety Executives (HSE) minimum provision and are located in the :-

- ✓ Foundation Stage Classroom
- ✓ Teeny Weenies Playgroup
- ✓ Infant corridor (In Blossom)
- ✓ Nursery
- ✓ School Office
- ✓ Junior Kitchen
- ✓ After School Club room
- ✓ Junior Corridor (adjacent to Year 4/5 classrooms)
- ✓ First Aid Bags to be taken outside with dinner supervisors on both Key Stage One and Two playgrounds during dinner times.
- ✓ First aid bags situated in Playgroup, Early Years, Key Stage One and Key Stage Two for playtimes.

First Aid Bags and First Aid records are located in the School Office.

First Aid trained staff

The named First Aiders at work are:-,

Mrs F Feeney (Headteacher) Mrs. H Bevan (SENCO),
Mrs S Gill (Playgroup Manager), Mrs C Penfold (HLTA, Breakfast and After School Club)

First aiders are:-

Miss M Lal, Mrs S Whorton, Mrs C Campbell, Mrs M Korbes, Miss Graham,
Mrs Chahal - Foundation Stage

Mrs. S Gill, Mrs S Jones, Mrs A Nolan - Teeny Weenies Playgroup

Mrs Phillips, Mrs Marsden, Miss Hammond, Mrs Arnold, Mrs Zollino - Key Stage One

Mrs C Hartshorn - School Office

Mrs J Porter -Senior Lunchtime Supervisor

All lunchtime supervisors.

Mrs S Kelly, Miss Cuff, Mr Wall, Mrs Hardwick, Mrs C Penfold - Key Stage Two

Mrs C Penfold, Miss M Lal, Mrs S Gill - Breakfast Club, ASC

Contents of school First Aid Boxes / kits and bags

- 1 First Aid Leaflet
- 1 Injury/Incident book and pen
- 20 assorted size, individually wrapped plasters
- 2 sterile eye pads
- 4 triangular bandages, individually wrapped
- 6 medium wound dressings (melolin type)
- 2 large wound dressings (melolin type)
- 6 pairs disposable gloves
- 1 tape micropore
- Individually wrapped moist wipes
- 2 sterile water eye pods
- yellow medical waste bags

Contents of travelling First Aid kits

- 1 First Aid Leaflet
- 1 Injury/Incident book and pen
- 10 assorted size, individually wrapped plasters
- 1 sterile eye pad
- 2 triangular bandages, individually wrapped
- 1 medium wound dressings (melolin type)
- 1 large wound dressings (melolin type)
- 6 pairs disposable gloves
- Sick bags
- Individually wrapped moist wipes
- tissues