

Sutton Veny CofE Primary School

First Aid Policy

Introduction

At Sutton Veny CE Primary School we want the very best for every child and so we provide an environment where they will be safe, happy, thrive and succeed. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation our school will ensure that there are adequate and appropriate equipment and facilities for providing first aid in our setting. The guidance for this policy is taken from the document- Guidance on First Aid for Schools.

Community Consultation

The school consult on the development of the First Aid Policy with a wide-range of stakeholders identified below:

- Head teacher
- Medical Needs Coordinator (MENDCO)
- School Staff
- Local healthcare professionals
- Governors
- The local Authority
- Parents
- Pupils

Mrs Hazel Bell is currently the Medical Needs Coordinator (MENDCO) and she is responsible for coordinating the provision of children with medical needs across the school alongside First Aid in the school. Mrs Bell can be contacted via email or telephone:

Email: admin@suttonveny.wilts.sch.uk

Tel: 01985 840428

Risk Assessments

There is a thorough risk assessment for the First Aid needs of the school - **see appendix 1**

Record Keeping for children

A record should be kept of all first aid administered, even if it is for a minor incident. The accident book is kept in the key stage one cupboard, which has clear signage, and as each class currently has their own First aid kit, sections of the accident book are kept in each class box/grab bag.

- All incidents, injuries, head injuries, ailments and treatment are reported in the Accident Book. The central book is kept in the First Aid cupboard outside Canberra Class. Each class currently has their own sections of the book in their class first aid grab bag
- Parents are informed of the injury with the top green copy from the Accident Book. It shows the date, time, place This also outlines the injury, symptoms and any treatment given.

Record Keeping for Staff injuries

- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is a possibility that further medical treatment is necessary. The adult should seek medical advice without delay and inform a senior member of staff.

In any incident that causes injury, or requires first aid to be administered, the senior member of staff will follow the 'Is an Incident Reportable?' guidance and decide whether the incident must be reported to the Health and Safety Executive by going to www.hse.gov.uk/riddor or telephoning 0845 300 9923.

Staff Awareness and Training

The DfE statutory framework requires that in addition to first aid at work qualified staff, at least one person has a current paediatric first aid certificate. To be considered a First aider, staff must hold the certificate: First Aid at Work.

All teaching and support staff are trained in emergency First Aid at work and can respond to a medical emergency giving immediate help to casualties with common injuries or illnesses, or those arising from specific hazards within school.

Staff are trained in Paediatric first aid due to the children in Early Years Foundation Stage. There is always a paediatric First Aider on site. Lunchtime and break times have the correct First Aid cover.

The new certificate takes effect three months after expiry.

General Emergency Procedures

Where necessary, two trained members of staff can support each other in the administering of First Aid. It is very important to not feel isolated in these situations. Personal protection needs to be worn: gloves and aprons to safeguard the staff member dealing with any bodily fluids.

Procedures

In school:

- In the event of an injury or medical emergency, contact the appointed First Aiders.
- Refer to the Sutton Veny Minor Accident or injury for different procedures (see appendices 2)
- Any pupil complaining of illness or who has been injured is seen by a qualified First Aider to inspect and, where appropriate treat. Constant supervision will be provided.
- Parents are contacted if there are any doubts over the health or welfare of a pupil
- For the minor and major accident or incident procedure - **see appendix 2.**
- If the child sustains a head injury, a separate letter is also sent out alongside informing the parents - **see appendix 3**
- All serious accidents should be reported to the Head Teacher/Deputy Heads/MENDCO
- Arrange safety measures for other children (cleaning up glass etc) and where possible keep them a safe distance from the scene
- If the situation is life-threatening, then an ambulance should immediately be called without waiting for a member of the leadership team/MENDCO. **The school's emergency planning guidance should be followed (call 999).**
- In rare incidents it may be necessary to transport a pupil to hospital this will be when parents cannot be contacted and/or cannot arrive quickly or if first response advise that it is appropriate to transport a pupil to hospital without using an ambulance.

(In such cases staff should ensure that they have specific cover from their insurance cover). An adult will need to:

- Phone hospital with child's name and doctor
- Have written details of the accident
- Phone parent to ask to meet at hospital.
- Take child to hospital with an additional adult.
- Complete accident book details on return if not already completed

First Aid Accommodation

The first aid area is situated near the sink in the KS1 area and the toilets.

First Aid Kits - The First Aid cupboard contains wound dressings, bandages, micro pore, triangular bandages, antiseptic wipes and gloves. The suggested list of required contents is checked annually. The First aid kits are correctly stocked and these are checked termly by an appointed person (Ros Boath).

The contents are as follows in the **main** first aid area. This is a minimum recommendation.

- A general first aid leaflet
- 20 individually assorted sized sterile dressings
- 2 sterile eye pads
- 4 Individually wrapped triangular bandages
- 6 Individually wrapped sterile un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- Pairs of disposable gloves

Residential Trips and Visits

All staff leading a trip/learning activity outside the classroom, complete a risk assessment and any First aid needs are specifically identified.

For off-site activities, First- aid kits need to be taken. There are available in large rucksacks along with grab bags that are also kept in the classroom. The correct items as stated below, need to be taken on any activity outside the classroom.

- A general first aid leaflet
- 6 individually assorted sized sterile dressings
- Individually wrapped moist cleaning wipes
- 2 Individually wrapped triangular bandages
- 2 safety pins
- One large sterile individually wrapped un-medicated wound dressings
- Pairs of disposable gloves

If children are taking part in an event on different premises, then a grab bag for small cuts and grazes will be taken. Emergency numbers for parents will be taken to the event in case of a major emergency.

Roles and Responsibilities

The Headteacher of Sutton Veny C of E primary school has a responsibility to:

- put the Governing Body's policy into practice and for developing detailed procedures
- ensure that parents are aware of the school's health and safety policy
- provide the adequate training for staff members- First aid at work
- ensure that the correct number of staff are trained in paediatric first aid
- keep a record of any reportable injury
- ensure that the correct cover is in place throughout the school day

The MENDCO at the school has a responsibility to:

- create and communicate clear school policy, systems and procedures with all staff
- attend any relevant training
- monitor staff training and identify staff training needs annually with the relevant First Aid qualifications and update them three months before expiry
- organise training for the qualification First Aid at work and Paediatric First Aid.
- oversee that First Aid grab-bags are stocked regularly
- update any information on the First Aid board
- update new staff and supply staff of the First Aid arrangements

The Teaching Staff at the school has a responsibility to:

All Teaching Staff in our school have the responsibility to

- use their best efforts at all times so that the welfare of the child is the same way that a parent may act towards the child
- inform parents/carers if a child has had a major or minor injury
- give the green slip to the child notifying the time/date and injury type if a telephone call is not required.

All Staff

All Staff in our school have the responsibility to:

- follow basic hygiene procedures
- take the first aid grab bag out when with the children. This includes during PE
- check that they have enough first aid slips

Local Healthcare professionals

Healthcare professionals have a responsibility to:

- read the policy and support any updates/new information and guidance

Insurance

- Wiltshire Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. The administration of medicines falls within this definition so staff can be reassured about the protection their employer provides. The indemnity would cover consequences that might arise where an incorrect dose is inadvertently given or where administration is overlooked. It also covers the administration of emergency medication when given according to an individual child's protocol. In practice, indemnity means that the Council and not the individual employee will meet any costs of damages arising should a claim for alleged negligence be successful. In practice, it is very rare for school staff to be sued for negligence and any action is usually between the parent and employer

Consistency of Policies

This policy should be read alongside the following other school policies:

- SEND
- Learning Outside the Classroom
- Medical Condition Policy

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|----------------------------|---|-----------------------|
| Approved by: | Hazel Bell and Curriculum and Pupil Welfare Committee | Date: 12/11/21 |
| Last reviewed on: | November 2021 | |
| Next review due by: | November 2022 | |

| First Aid Risk Assessment | | | |
|---|---|---|----|
| Name of School: Sutton Veny CE Primary School | | | |
| Address of School: High Street, Sutton Veny, Wiltshire BA12 7AP | | | |
| Person(s)/Group at Risk: Staff, Pupils, Contractors, Visitors | | | |
| Area: First Aid Needs/Provision | | | |
| Type of Assessment: Initial Assessment/Review/ Following Incident* | | | |
| Date of Assessment: Written 3.9.19 Reviewed 1.2.2021 | | Assessor: Adam Lewis | |
| Significant Hazard and possible Outcomes/injuries | Control Measures in Place | Are any additional measures or actions required? (if yes put on the Action Plan) | |
| | | Yes | No |
| <p>Environment</p> <p>The school is classified as Low risk – Primary. However, it is important to note that the school is in a rural village.</p> | <p>The First aid station is located near to the Village field and playground and the main exit to the back of school. It is also positioned close to a sink and the office telephone.</p> <p>Frome Hospital is the closest minor injury unit to the school (approx 10 miles)</p> <p>First Response can get to the school in approx. 8 minutes.</p> <p>The fire station is approx 3 miles away</p> | | No |
| <p>People on site</p> <p>How many people are present on the site? Remember to include staff, pupils, visitors and contractors.</p> <p>Do they know what the first aid arrangements are for the site?</p> <p>Have they other information available to them (how to contact emergency services)?</p> <p>Are there people with special health needs on the site? Do they have health conditions or illnesses that may require sudden, urgent or specialist attention?</p> | <ul style="list-style-type: none"> • There are a total of 180 persons (approx.) on site. Made up of 20 staff, 157 pupils and 3 visitors/contractors at any one time. • First aid arrangements are covered on induction training and subsequent changes brought to their attention. • There is a list of local external contacts (GPs, nearest hospital etc.) readily available for staff to use (on the First Aid board) • Cleaning staff have been informed what the process for first aid provision is whilst on site. • The first aid arrangements and other information are available to all including supply staff, work experience placements and employees • Lists of all first aiders and appointed persons are displayed prominently throughout the site. • Children with specific health needs are listed in the MENC0 file and emergency flow charts are in place. Any emergency medication (as per health care plan) is stored safely. | | No |

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| <p>General Arrangements</p> <p>Do employees work remotely or work alone? Is there adequate provision for lunchtimes and breaks? Is there first-aid provision for off-site activities i.e. school trips etc. Are people present on site out of hours? Is there a fluctuating need for first aid at different times? Do you have sufficient provision to cover absences of first aiders? What kinds of activity are people using the service involved in? Are these high-risk activities if so, then first aid cover may need to be increased.</p> | <ul style="list-style-type: none"> • A lone working written procedure is in place for all staff working alone. • If a first-aider is not on site, there is adequate first-aid provision available. • Consider the need to make different levels of provision for different areas/departments within the site. • Adequate first aid provision has been identified for the out of hours/off-site activities. • All First Aiders are named and displayed on our First Aid board. • First aid needs are considered on any risk assessments conducted for the activities undertaken by the establishment. | | No |
| <p>Record of Accidents and Ill-health</p> <p>What is your record of accidents and ill health, accounting for all groups? What illnesses/accidents have occurred and where and what time did they happen?</p> | <ul style="list-style-type: none"> • The number and type of injuries have been adequately dealt with through the existing first aid arrangements and first aider capabilities. • The accident book is regularly reviewed by the MENCo and Headteacher for trends in the type of accidents. Action is taken to prevent future accidents occurring. | | No |
| <p>First Aid Arrangements</p> <p>Insufficient trained personnel / insufficient supplies</p> | <p>Our First Aid Board displays the;</p> <ul style="list-style-type: none"> • First aiders who have attended an approved First Aid at Work (FAAW) course and are available to deal with first aid requirements. • Members of staff who have attended Emergency First Aid at Work Qualification (Schools) • Person responsible for organising re-qualification training and retaining training records (Mrs Cathy Firth our MENCo). • Trained paediatric first aiders are on site (because FS2 children are present on site) <p>Our First Aid Cupboard;</p> <ul style="list-style-type: none"> • Is marked with a white cross on a green background and located outside of Canberra Class • Is checked termly by Ros Boath to ascertain that all items are still in date and are replenished as necessary. • Only contains first aid supplies. (Not medication). Separate arrangements are in place for the administration of medication. • Contains gloves and spill kits for cleaning up bodily fluids (A specific risk assessment has been carried out for infection control – bodily fluids). <p>Our First Aid Area;</p> <ul style="list-style-type: none"> • The area outside the head teacher’s office and the school office are available for carrying out medical inspections and for first aid as they have sufficient handwashing facilities. • Suitable hygiene standards are followed, including the disposal of soiled materials, etc. | | No |

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|---|--|--|----|
| <p>Accident Recording & Reporting</p> <p>e.g. accidents not reported or investigated</p> | <ul style="list-style-type: none"> • All accidents and treatment provided are recorded in the school's accident book (we have a separate accident book for children (located in the First Aid cupboard) and one for staff (this is located in the office). • All appropriate accidents are reported on-line to the H&S Service at Wiltshire Council by the Headteacher. • All accidents and near misses will be investigated by the Headteacher. • Accident information is reviewed annually in order to identify trends and action is taken to minimise future accidents. | | No |
|---|--|--|----|

Calculating the number of First Aiders Required


NB. Appropriate numbers of additional qualified first aiders should be established based on each schools specific staffing arrangements to cover absences.

| Type of School | Number of people on site (Staff, Pupils etc) | Number of first aiders Required |
|-----------------|--|---|
| Nursery/Primary | 0 - 100 | 1 qualified first aider and 1 relief to provide cover for absences Thereafter 1 additional first aider for every 100 persons on site |

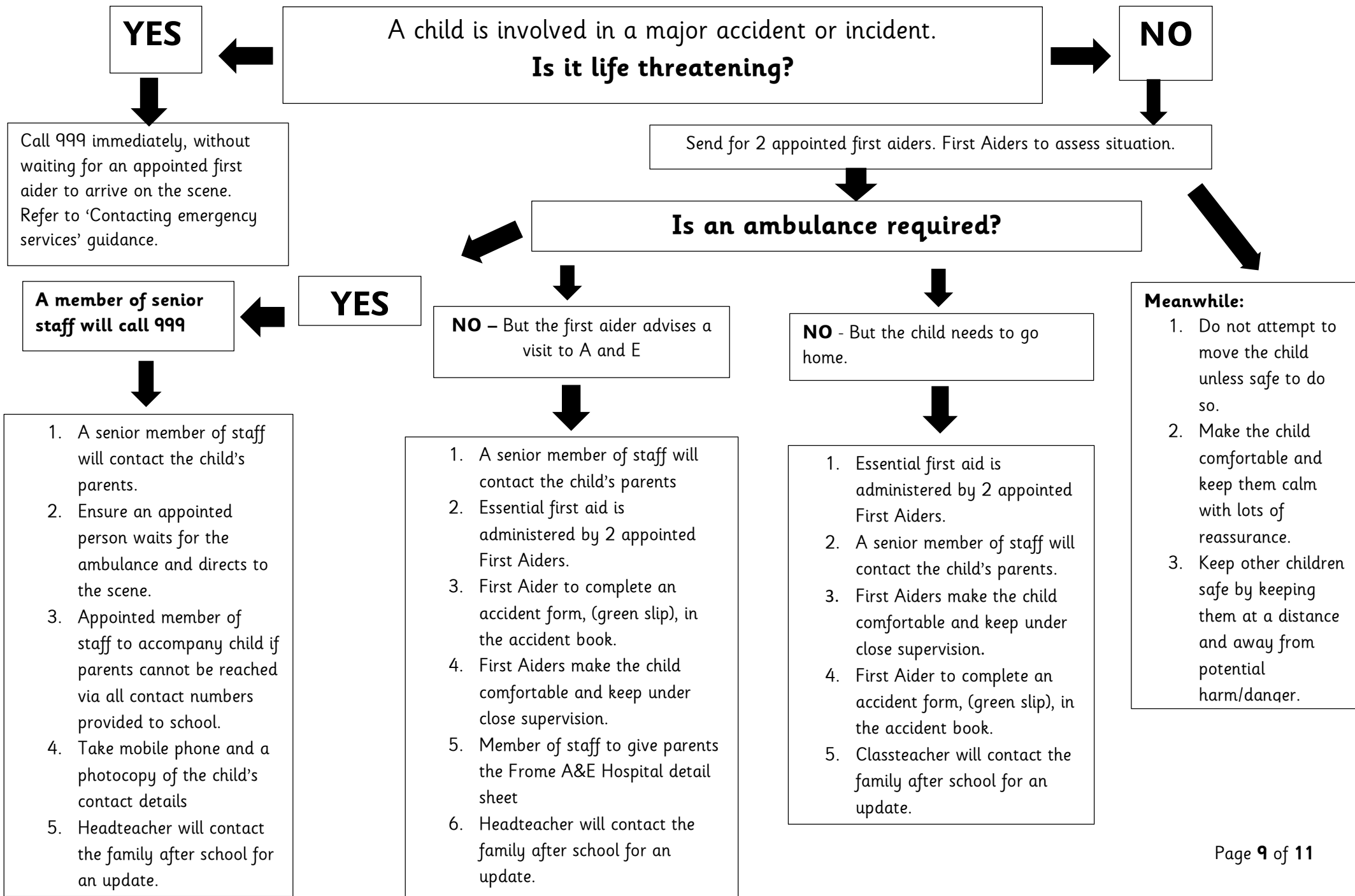
Conclusion:

The above assessment has highlighted:

- *The Low risk nature of the site and activities, the number of people present (including staff, pupils, visitors and contractors) and the accident history, that at least 3 qualified first aider(s), are deemed to be adequate for the establishment's needs.*

| Assessor's Recommendations - Additional Control Measures or Actions | | |
|---|-------------------------------|--------------------|
| List Actions / Additional Control Measures | Date action to be carried out | Person Responsible |
| Provide a thorough induction for the MENCo role | March 2021 | AL and HB |
| Develop the responsibilities of the MENCo to provide clarity for the role | March 2021 | CF and HB |
| | | |
| Signed Headteacher:  | Date: 1.2.2021 | |

Sutton Veny MAJOR Accident or Incident Procedure



Sutton Veny MINOR Accident or Injury

Member of staff assesses the injury and calls for a First Aider if they require further assistance. Please do not leave children unsupervised if you are on duty.



Head/Neck/Face or Nosebleed

For severe bumps, bangs, or signs of concussion follow the major injury flow chart.

1. The injury needs to be assessed by a First Aider
2. Complete an accident form (and a head injury advice form)
3. Inform the class teacher who will closely monitor the child for the remainder of the day
4. Class teacher must inform the parents in person, or by telephone call

Cuts/Grazes

For severe cuts/grazes follow the major injury flow chart.

1. First Aid administered by any member of staff
2. Complete a green accident slip
3. Hand the green slip to the class teacher
4. Class teacher must ensure the child puts the green slip in their bag
5. If necessary, inform parents directly

Other

For severe injury follow the major injury flow chart.

1. First Aid administered by a First Aider
2. Complete a green accident slip
3. Hand the green slip to the class teacher
4. Class teacher must ensure the child puts the green slip in their bag
5. If necessary, inform parents directly

Head Injury Letter

Child's Name:

Date:

Dear Parents/Carers,




We are writing to inform you that your child has sustained a head injury at school and you need to seek medical advice. Please read the green accident slip attached to this letter. This explains how this happened and the treatment that was provided at school.

Whenever a child suffers a bump to the head, it is important to monitor them carefully for the next 48 hours to see if they have any reactions. We recommend that you seek further medical advice if you have any concerns at all. Please read the guidance from the NHS below as this provides clear advice about the action to take following a head injury.

Kind regards,

Sutton Veny School

NHS Guidance and Advice

| | | |
|---|---|---|
|  RED | <p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none"> ■ Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit) ■ Becomes confused or unaware of their surroundings ■ Loses consciousness, becomes drowsy or difficult to wake ■ Has a convulsion or fit ■ Develops difficulty speaking or understanding what you are saying ■ Develops weakness in their arms and legs or starts losing their balance ■ Develops problems with their eyesight ■ Has clear fluid coming out of their nose or ears ■ Does not wake for feeds or cries constantly and cannot be soothed | <p style="text-align: center;">You need urgent help</p> <p style="text-align: center;">Go to the nearest Hospital Emergency (A&E) Department or phone 999</p> |
|  AMBER | <p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none"> ■ Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen) ■ Develops a worsening headache | <p style="text-align: center;">You need to contact a doctor or nurse today</p> <p style="text-align: center;">Please ring your GP surgery or call NHS 111 - dial 111</p> |
|  GREEN | <p>If your child:</p> <ul style="list-style-type: none"> ■ Is alert and interacts with you ■ Vomits, but only up to twice ■ Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping <p>If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.</p> | <p style="text-align: center;">Self Care</p> <p style="text-align: center;">Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111</p> |