

Sutton Veny CofE Primary School

First Aid Policy

Together, through **friendship**, in **peace** and with **courage**, we reach for the stars.

Colossians 3:12: '**clothe yourselves** with **compassion, kindness, humility, gentleness** and **patience**.'

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. KS1 classes have their own accident books in their classrooms.
- 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.
- Currently, due to GDPR the back slip is kept in the first Aid cupboard and when the book is complete it is kept in a locked cupboard in the office.

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. Three staff members have this qualification and nine staff members have the one day first aid at work qualification.

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 (Hazel Bell).

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
- Spill kits

Residential Trips and Visits

All staff leading a trip/learning activity outside the classroom, need to complete a risk assessment and specifically identify any First aid needs. 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 are available from the office. For children with more complex medical needs, their telephone numbers will be taken with them in case of an emergency or a parent will be asked to attend.

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
- monitor the types of injuries that occur

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
- use the central first aid book to write the green slips
- cover all open wounds that occur at school with a plaster/dressing. If a child comes to school with an open wound, this needs to be covered at school (however small) and a green slip written. This is because of the risk of **SEPSIS**.
- monitor a splinter if a child gets one at school. If it is half in and half out, then it can be taken out with tweezers. If it is fully embedded, it needs to be left in and a plaster applied. Both procedures require a green slip. If in doubt, leave the splinter as it is and cover.
- put any bodily fluids into the yellow clinical waste bags that are provided. These need to go straight into the bin outside.
- Place any tissues with blood into the sanitary bins provided and not into the class waste bin

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

Approved by:	Mrs Hazel Bell and Curriculum and Pupil Welfare Committee	Date: 19/11/24
Last reviewed on:	November 2024	
Next review due by:	November 2026	

First Aid Risk Assessment Form

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 and Hirers	
Area: First Aid Needs/Provision	
Type of Assessment: Initial Assessment / Review / Following Incident*	
Date of Assessment: 6/06/23	Assessor: Hazel Bell

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
<u>Environment</u> What is the classification of the school? <ul style="list-style-type: none"> Low risk – Primary Low/Medium risk - Secondary Are high risk activities undertaken i.e. science, D&T, PE etc. Is the workplace remote from emergency medical services?	<ul style="list-style-type: none"> In general terms, the school is classed as low risk but with certain activities being undertaken or multiple buildings this classification may be raised to a medium risk. 	Yes	
	<ul style="list-style-type: none"> Depending on the layout of the building, extra first aid equipment may be required on each floor/building. The school is on one level with a hall adjacent to the main school building DT takes place and a risk assessment is in place for the different equipment 		No
	<ul style="list-style-type: none"> The ambulance, fire station and hospital are about 5 miles away (approx. 9. minutes). Local GP surgeries are within an 8 minute vehicle journey and on-call doctors are available. 	Yes	

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
	<ul style="list-style-type: none"> It is a little remote and the phone signal is not always reliable if a mobile phone is used. The office phone is available. It is electric and not in use in a power cut 		
	<ul style="list-style-type: none"> If the site is shared with other organisations, can their first aiders be shared/called upon in an emergency? 		No
<p><u>People on site</u></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. 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. First Aid is clearly labelled as are the list of First Aiders both in the office and also at the First Aid area. This is communicated to all staff for regular updates 	Yes	No
	<ul style="list-style-type: none"> First aid arrangements and the location of the doctors' surgery/nearest hospital are on the notice board in the First Aid Area. These are also in the office Children with specific health needs are listed in the MENCo file and emergency flow charts are in place. Any emergency medication (as per health care plan) is stored safely. 	Yes	
	<ul style="list-style-type: none"> There is a list of local external contacts (GPs, nearest hospital etc.) readily available for staff to use. This list is reviewed and updated regularly. This is on the First Aid notice board and in the office 		No
	<ul style="list-style-type: none"> Kitchen staff, cleaning staff and contractors, when working outside core hours or in holidays, have been informed what the process for first aid provision is whilst on site Cleaning staff have been informed what the process for first aid provision is whilst on site 		

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
	<ul style="list-style-type: none"> There are members of staff with special health needs and the first aid provision or additional training accounts for these specific needs? Adult staff member with Type 1 diabetes 		No
	<ul style="list-style-type: none"> The first aid arrangements and other information are available to all including supply staff, work experience placements and employees As part of the induction process the First Aid policy is given to new staff members, supply staff and student teachers 		No
	<ul style="list-style-type: none"> Lists of all first aiders and appointed persons are displayed prominently throughout the site. These lists are reviewed and updated regularly. <p>These are on the First Aid notice board and updated information is sent out regularly through the minutes of meetings and updates are recorded</p>		No
<p><u>General Arrangements</u></p> <p>Do employees work remotely or work alone?</p> <p>Is there adequate provision at lunch and break times?</p> <p>Is there first-aid provision for off-site activities i.e. school trips etc.</p> <p>Are people present on site out of hours? Is there a fluctuating need for first aid at different times?</p> <p>Do you have sufficient provision to cover absences of first aiders?</p>	<ul style="list-style-type: none"> The provision of personal communications/mobile phones are used when working alone. A lone-working policy is in place Adequate first aid is available if a First Aider is not on site 		No
	<ul style="list-style-type: none"> If a first aider is not on site, there is adequate first aid provision available. There are four paediatric first aid trained staff and five first aiders at work. 		No
	<ul style="list-style-type: none"> Paediatric First Aiders are present for all on and off site activities involving Foundation and pre-school age children (e.g. under 5 years). There are four paediatric first aid trained staff 		No
	<ul style="list-style-type: none"> Consider the need to make different levels of provision for different areas/departments within the site. 		No
	<ul style="list-style-type: none"> At playtime and lunch time, trained staff take the grab bags out to deal with First Aid. A staff member has a walkie talkie to summon a First Aider if the incident requires medical attention inside the school building 		No

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
What kinds of activity are people using the school site involved in? Are these high-risk activities if so, then first aid cover may need to be increased.	<ul style="list-style-type: none"> Adequate first aid provision has been identified for the out of hours/off-site activities. 		
	<ul style="list-style-type: none"> The cover needed for annual leave and planned absences has been accounted for and a regime established 		No
	<ul style="list-style-type: none"> The first aider(s) for this school are Nicky Barnard, Ann Sheppard, Emma Phelps, Louise Nash and Cheryl Young. Paediatric First Aiders are Emma Phelps, Claire Ellis, Mollie Williams and Hazel Bell 		No
	<ul style="list-style-type: none"> The appointed person(s) for this school are Hazel Bell 		No
	<ul style="list-style-type: none"> First aid needs are considered on any risk assessments conducted for the activities undertaken by the school. All Risk Assessments have a section about First Aid whether on or off site 		No
<u>Record of Accidents and Ill-health</u> 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?	<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. These are all monitored and written down in the accident book where the copy is sent home to the parents and a copy is kept in class 		No
	<ul style="list-style-type: none"> What other arrangements were available and used (did they work?) As recorded in the Medical Conditions and First Aid Policy Phoned home where necessary to explain about a head injury Head injury/letter is given out in the case of any head bump Phoned to advise that a further medical professional may need to look at the injury 		No
	<ul style="list-style-type: none"> Accident statistics that indicate the most common injuries, times, locations and activities in a particular area (trend analysis) are part of the management team meetings held monthly/quarterly/annually. 	Yes	

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
<u>First Aid Arrangements</u> Insufficient trained personnel / insufficient supplies	<ul style="list-style-type: none"> All First aiders have attended an approved First Aid at Work (FAAW) course and will be available to deal with first aid requirements. Training review for all First Aiders and for medical conditions are kept up to date Certificates and course attendance show the First Aiders 		No
	<ul style="list-style-type: none"> Trained paediatric first aiders are available when Foundation or pre-school age children are present on site. List of Paediatric First Aiders on the First Aid Board All staff need to be aware of this 		No
	<ul style="list-style-type: none"> First aid boxes will be marked with a white cross on a green background and are provided throughout the school. Emma Phelps will check the boxes and ascertain that all items are still in date and replenish as necessary. This is done three times a year. Staff in the classrooms are responsible for filling up their own grab bags 		No
	<ul style="list-style-type: none"> Only first aid supplies will be kept in the first aid box. No medication kept in the box. Separate arrangements are in place for the administration of medication Separate boxes in the office have the required medication for children with medical conditions on. The boxes have the pupil's photos on the boxes 		No
	<ul style="list-style-type: none"> A room/area is available for carrying out medical inspections and for first aid. This is located in area by Auckland/Canberra Class 		No
	<ul style="list-style-type: none"> Hand washing facilities and suitable facilities and equipment maintained, including the provision of gloves, etc. This is in the Auckland Canberra Area. Gloves are available in the cupboard as well as in the grab bags for lunch and break time 		No

Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non applicable control measures or add additional ones)	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
	<ul style="list-style-type: none"> Suitable hygiene standards followed, including the disposal of soiled materials, etc. On the medical conditions and First Aid policy it states that needles need to go in the sharps box and any soiled materials go in the bags in the first aid area for soiled materials. These are disposed of in the general waste bin in the school carpark. Items with blood on from a deep cut or a nose bleed need to go in the sanitary bins provided in the adult toilets as stated on the medical condition and First Aid Policy 		No
	<ul style="list-style-type: none"> A specific risk assessment has been carried out for infection control – bodily fluids. 	Yes	
	<ul style="list-style-type: none"> Spill kits are available for cleaning up bodily fluids. Spill kits are available in the First Aid area (yellow) 		No
	<ul style="list-style-type: none"> First aid training for all first aiders will be via an approved training organisation and will meet the First Aid at Work Training requirements and the person responsible for organising re-qualification training and retaining training records is Hazel Bell 		No
<u>Accident Recording & Reporting</u> e.g. accidents not reported or investigated	<ul style="list-style-type: none"> All accidents and treatment provided recorded in the school's accident book. 		No
	<ul style="list-style-type: none"> All appropriate accidents are reported on-line to the H&S Service at Wiltshire Council. The report is to be completed by the person in charge of the area in which the accident occurred 		No
	<ul style="list-style-type: none"> All accident and near misses will be investigated by the relevant manager in charge of the area where the event occurred. 		No
	<ul style="list-style-type: none"> Accident information to be reviewed as a minimum monthly/quarterly/annually in order to minimise future accidents. 	Yes	
<u>Calculating the number of First Aiders Required</u>			

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

Number of adults on site	Number of first aiders
Less than 50	1 emergency first aid qualified and at least 1 relief to provide cover for absences.
50+	1 first aid at work qualified and at least 1 relief to provide cover for absences for every 100 adults or part thereof.

AND

Type of School	Number of first aiders
Nursery/Primary	1 qualified paediatric first aider and 1 relief to provide cover for absences for every 100 children or part thereof. You must have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children under five years of age are present
Secondary / Special	1 qualified paediatric first aider and 1 relief to provide cover for absences for every 100 children or part thereof, plus 1 qualified paediatric first aider and 1 relief for each high-risk area i.e. Science, D&T, PE, Food Technology.

Conclusion:

* Delete as applicable

The above assessment has highlighted:

The external medical facilities have proven to adequately support the first aid provision of the site and all trained first aid staff know how to contact them in an emergency..

Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
First aiders at work to be updated through specific training in July 2022	June 2022	HB
Lit of First Aiders and the emergency information such as hospitals, doctors surgery to be given to the office	6 th June 2022	HB
Regular updates of First Aid to all staff	As and when needed	HB
Accident statistics to be collated	July 2022	HB/SW
Risk assessment for bodily fluids	July 2022	HB
Accident information to be reviewed as a minimum monthly/quarterly/annually in order to minimise future accidents.	July 2022	HB
Signed Headteacher: <i>Mr Adam Lewis</i>	Date: June 2023	

This document should be reviewed at least annually or when there is reason to believe it is no longer valid i.e. when there is a change in circumstances.

Sutton Veny MAJOR Accident or Incident Procedure

A child is involved in a major accident or incident.
Is it life threatening?

YES

NO

Call 999 immediately, without waiting for an appointed first aider to arrive on the scene. Refer to 'Contacting emergency services' guidance.

Send for 2 appointed first aiders. First Aiders to assess situation.

Is an ambulance required?

A member of senior staff will call 999

YES

NO – But the first aider advises a visit to A and E

NO - But the child needs to go home.

Meanwhile:

1. Do not attempt to move the child unless safe to do so.
2. Make the child comfortable and keep them calm with lots of reassurance.
3. Keep other children safe by keeping them at a distance and away from potential harm/danger.

1. A senior member of staff will contact the child's parents.
2. Ensure an appointed person waits for the ambulance and directs to the scene.
3. Appointed member of staff to accompany child if parents cannot be reached via all contact numbers provided to school.
4. Take mobile phone and a photocopy of the child's contact details
5. Headteacher will contact the family after school for an update.

1. A senior member of staff will contact the child's parents
2. Essential first aid is administered by 2 appointed First Aiders.
3. First Aider to complete an accident form, (green slip), in the accident book.
4. First Aiders make the child comfortable and keep under close supervision.
5. Member of staff to give parents the Frome A&E Hospital detail sheet
6. Headteacher will contact the family after school for an update.

1. Essential first aid is administered by 2 appointed First Aiders.
2. A senior member of staff will contact the child's parents.
3. First Aiders make the child comfortable and keep under close supervision.
4. First Aider to complete an accident form, (green slip), in the accident book.
5. Classteacher will contact the family after school for an update.

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 may need to seek medical advice if you are concerned about the symptoms that they are displaying. 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

