



# FIRST AID POLICY

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Approved by:- PPS Committee

Date of Review:- 9 January 2018

Next Review:

Signed: .....

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## **Policy Statement**

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

It is our policy to ensure that appropriate first aid arrangements are in place for children, staff and any visitors on our premises and to put procedure in place to meet this responsibility.

Responsibility for first aid at Seva School is held by the Head Teacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services 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.

This policy should be read in conjunction with the following policies: -

Supporting Pupils with Medical Needs  
Drugs Policy  
Health and Safety Policy  
Confidentiality Policy

## **Aims**

The aims of this policy are:

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times whilst people are on school premises, on school trips, whilst travelling on the school bus, or in our care.

## **Objectives**

Our first aid policy requirements will be achieved by:

- Appointing the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- Providing relevant training and ensuring all training needs are monitored
- Providing sufficient and appropriate resources and facilities
- Informing staff and parents of the School's first aid arrangements
- Keeping robust accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises and on school trips whilst the children are in our care

Seva school will ensure that the First Aid Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision. We will use the Children's Services First Aid Needs Assessment Form (CSAF-002) to produce the First Aid Needs Assessment for our site.

### **Needs Assessment**

- Providing all staff with relevant First Aid training and knowledge to be able to fulfil the requirements of their role. It is our aim that all staff will receive training within 12 months of their induction.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### **Training**

The responsible manager 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, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties. The course is a HSE approved course and will be renewed every three years.

### **Appointed Persons**

The minimum legal requirement is to appoint a person to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. Appointed persons are not first aiders and should not provide first aid for which they have not been trained. Emergency First Aiders (those that have completed the HSE-approved 1 day emergency first aid course). A list of the Appointed Persons, qualified First Aiders and Paediatric First Aiders can be found as Appendix 1 to this document. This Appendix will be periodically reviewed and updated as and when staff leave or additional staff complete their training.

All First Aiders will be responsible for administering first aid, in accordance with their training, to children that become injured or fall ill whilst at school. Basic first aid treatment in accordance with their training should be administered in the classroom. The Appointed Persons are required to take charge of first aid arrangements including looking after equipment and facilities, regular checks of first aid kits, calling the emergency services when required (or delegating the responsibility to another employee) and taking charge when someone is injured or falls ill during the short-term.

## **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Many first aid kits on the premises

These first aid kits will be situated in the following places:

- i. Front Office
- ii. Medical Room
- iii. Every classroom
- iv. Upstairs staff room
- v. Main Kitchen
- vi. Upstairs catering classroom

- 3 travel first aid kits in vehicles (one in each mini-bus)

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every half –term and record findings on the Children’s Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Chair, first aid kit, running water.

Auto injectors (epi pen) and Inhalers

Children who have need for an inhaler should always have their inhaler at school. They are stored in the classrooms in a marked box/container. It is the teacher’s responsibility to ask the child if they have their inhaler with them before they leave the premises for a local visit, trip or worship at the Gurdwara. Children who may have need for use of an auto injector will be identified on the Health and Safety notice board in the staffroom. This will also include the action required in the event of an emergency. Please see risk assessment for individual pupils who may require use of an auto injector.

## **Emergency Action/Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/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.

The first aider/appointed person is to 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 the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- An asthma attack that has not been controlled by use of an inhaler
- Whenever an epi-pen/auto injector has been administered to a child requiring such treatment.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (other than a simple graze)
- requires attendance at hospital

The responsibility of notifying parents of illness or an accident is delegated to the office staff. In their absence an appointed first aider or class teacher/LSA will make a call. 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 contactable. 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 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.

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.

### **Other minor instances**

In instances where a child has received first aid other than a simple graze then we will inform parents in the following ways:

For all head injuries, minor or more serious, a "bumped head" note will be sent home with the child notifying parents of the injury along with a head injury information leaflet.

### **Vomiting and Diarrhoea**

If a child vomits or has diarrhoea in school they will be sent home immediately. Children will not be accepted back into school until 48 hours for primary and for secondary after their last symptom has elapsed.

## **Chickenpox and Other Diseases**

If a child is suspected of having chickenpox etc, staff will examine their arms or legs. The staff will only look at a child's back or chest if there is a concern of infection to other children. In this case, the child will be asked first and other adult will be present. If there are any concerns, parents will be informed immediately. A standard letter will also be sent home to all the children in the year group.

## **Head Lice**

If a staff member suspects a child has head lice, parents will be informed and a request made to examine the child's hair. If this is the case, the child will be sent home and a standard letter sent to all pupils in the year group.

## **Records**

All accidents requiring first aid treatment such as simple grazes or very minor injuries are to be recorded in the accident book located in the medical room with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person who attended the child
- Date of the accident
- Type of accident
- Treatment provided and action taken

All other accidents, including near misses, must be recorded using the correct LA Health and Safety reporting form located in the school office. The office staff will be responsible for reporting the incident "on line" to the Health and Safety Team.

## **Adult/Employee Accidents**

All accidents requiring first aid treatment (other than simple grazes or very minor injuries) are to be recorded by completing the LA Health and Safety Teams on line reporting system. All accidents must be reported to the Head Teacher and noted in the Accident Book.

## **Administration of Medicine**

Medicines will only be accepted by the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Please note that any medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. Therefore, the school will only supervise the administration of medicines that need to be taken four times a day.

The school can only administer prescription medication. The only non-prescribed medications the school can administer are Calpol/Paracetamol types (on completion of Administration of Medicines Form)

Parents must inform the office if a child requires medicine to be taken. All forms of medication to be given to the office only. The office staff are responsible for making arrangements with the parents.

### **Procedure**

1. Parent to fill in form (available from the school) and provides form to the office
2. The office member receiving the form signs it and informs the class teacher with the relevant information.
3. The duty first aider in the office administers the medicine.
4. The form will be filed in the medical room.
5. The signatory is responsible for returning medication to the parent by collection from the office

### **Medication on off-site visits**

The class teacher will be responsible for taking any required medicine on off site visits and is in sole charge of administering. Compact first aid kit for visits and trips are located in the medical room.

### **Asthma**

Children who require inhalers are expected to be able to use it themselves but will be supervised by a suitable adult.

Inhalers will be returned at the end of the academic year and it is the parent's responsibility to provide a replacement inhaler.

We will record when a child takes their inhaler in two records; a file in the classroom and a file in the medical room. Every classroom will have an asthma file and any adult can record information.

### **Epi Pens**

Children with Epi Pens will have a Health Care Plan. Their Epi Pen will be kept in the First Aid Room. Staff will be trained in administering the Epi Pen and the procedures when an Epi Pen has been administered.

The school will inform the parents when the Epi Pen is out of date. It is the parents responsibility to provide a replacement Epi Pen.

## **Appendix 1**

At Seva School there are nine Appointed Persons:-

- Jaspal Atwal
- Harjinder Bhachu
- Devinder Daler
- Parmeet Gill
- Kirpal Kaur
- Rhona Mcfarland
- Samantha Pickstock
- Shashi Subhra
- Anita Tandon
- Serena Alcock

### **Qualified First Aiders (those that have completed the HSE-approved 3 day first aid course)**

At Seva School the persons responsible for first aid are:-

- Jaspal Atwal
- Harjinder Bhachu
- Devinder Daler
- Parmeet Gill
- Kirpal Kaur
- Samantha Pickstock
- Serena Alcock

They 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**

At Seva School there are seven paediatric first aid trained staff:-

- Jaspal Atwal
- Harjinder Bhachu
- Devinder Daler
- Parmeet Gill
- Kirpal Kaur
- Samantha Pickstock
- Serena Alcock

These members of staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged five years old or

younger.