




Evelyn Street Primary Academy

First Aid Policy

Ratified: December 2023

Next Review Date: December 2025

Policy Responsibilities and Review

Policy type:	School
Guidance:	We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.
Related policies:	<ul style="list-style-type: none"> • Health and Safety Policy • Wellbeing Policy • Asthma Policy
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	<p>Juliet Brown </p>
Changes in latest version:	<p>None</p> <p>Dec 23 – Reference to Asthma removed. We now have a stand-alone Asthma policy</p> <p>March 24 – If a parent or guardian is unable to administer medication during the school day, school can administer Prescribed medication to a child for them. This applies to medication regardless of if it is prescribed 3 or 4 times a day.</p> <p>Nov 24 – Policy reviewed no changes to current version</p>

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The Governors and Head teachers of Evelyn Street Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and Visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE

'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed persons are: Hazel List and Lucy Daniels, they will regularly check that materials and equipment are available. A requisition form is sent to the finance officer and she will ensure that new materials are ordered when supplies are running low.

First Aid Boxes are located in the Office kitchen area, KS1 corridor, KS2 corridor and dining hall. These need to be stored where they are visible and easy to access. The school has wall mounted First Aid stations installed. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.

The school has additional first aid bags for use on fieldwork visits off site. It is the responsibility of the trip leader to notify the appointed person if stocks in the trip bag are running low.

If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground

It is every supervising adult's responsibility to provide FA in case of a minor accident using the portable lunchtime first aid boxes used by MDA's. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

Cuts

The nearest emergency first aider deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. A fully trained first aider must attend the patient to give advice. All cuts should be recorded in the accident file and an accident form should be given to the parents/carers. ANYONE TREATING AN OPEN CUT SHOULD USE LATEX FREE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and carers **must** be informed by telephone by the first aider who has responded to the injury. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped had should be given a head injury letter and an accident form to take home.

First Aid and Medicine files

These files are held in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office. Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the staffroom floor white cabinet, clearly marked with the green cross, right next to the window. Each child's medication is in a clearly labelled container with their care plan.

All medicines in school are administered following the agreement of a care plan.

Children with Asthma

As we are participating in the Asthma Friendly School Accreditation we have a separate Asthma policy. Please refer to this policy document for all Asthma related procedures. This is available on our school website. Our school Asthma lead is Lauren Burrows.

Other Medicines Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental Consent Form for administering medicine' FORM 2. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to a member of staff trained to be responsible for Medicine at school. They will inform adults in the named child's class room regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept with the medicine and filled in, as required. Once course of medication has been completed the bottle/cream etc goes home, along with a photocopy of the medical form. The original copy goes in the child's buff file, in the office.

Medication may be administered in school if a parent/carer is unable to administer it themselves during the school day. Parents should be encouraged to administer medicine at home. All medication administered at school must be ***prescription medicine***, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. Medications that need to be kept in the fridge can be stored in the staffroom medicine fridge.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Head lice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. Children can only be sent home for treatment if live lice are seen. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc., we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

FIRST AID POLICY COVID APPENDIX:

For current procedures in respect of Covid within educational settings please refer to the following guidance:

<https://educationhub.blog.gov.uk/2023/10/11/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/>

<https://www.nhs.uk/covid-19-advice-and-services/>