



## **Withycombe Raleigh C of E Primary School First Aid Policy and Procedures 2018**

At Withycombe Raleigh Church of England Primary School, we want to keep our children safe and healthy, providing them with the ability to actively participate in full school life.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using these premises and in particular ensure that all teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and school procedures for First Aid.

First Aid provision must be available at all times while people are on school premises, and also off premises whilst on school visits (including external providers, e.g. running after school sporting clubs).

### **AREAS OF RESPONSIBILITY**

The LEA and Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher, teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures and should ensure that the policy and information on the school's arrangements for first aid are made available to parents if required.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils.

### **STATUTORY REQUIREMENTS**

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on sick leave or involved in off-site activities. The school is a low risk environment and the recommended number of certified first aiders is one per 100 staff/pupils. First aiders will hold a valid First Aid at Work certificate or be a trained Paediatric First aider (for the Early Years Foundation Stage classes and when children under the age of 5 are accessing Breakfast Club or After School Clubs).

## Positions of responsibility at Withycombe Raleigh:

- Designated Teacher for Welfare and First Aid (Appointed Person) – Kathryn Lee
- First Aiders (21 across the school):
  - Suzanne Williams (Y2) – Lunchtime Cover and Lead TA for First Aid
  - Caroline Sansom (F)
  - Caroline Foster (Y4)
  - Fran Chard (Y3)
  - Emma Jones (Deputy Head)
  - Emma Hartley (Y4/1)
  - Andrea Bowers (Y3)
  - Louise Jones (SEAL)
  - John Gorman (Site Manager)
  - Fiona Scholes (Y3)
  - Marie Fawcett (Y5)
  - Jenny Hooper (Y2)
  - Sophie Auster (Y5)
  - Andrea Kew (Y3)
- Paediatric First Aiders :
  - Jane Farrow (F)
  - Linda Ward (F)
  - Carmaine Asselman (Y2/6)
  - Lyndsey Hawkins (Y1)
  - Kathryn Dunstan (Y4)
  - Caroline Sinclair (Breakfast Club)

The list of First Aiders and relevant duties/locations will be displayed in the Welfare Room, on the staff notice board in the staffroom and recorded in the school office (this will also include a full copy of renewal dates for each qualification). Qualifications and copies of certificates will be kept in individual staff files.

## **MAIN DUTIES OF A FIRST AIDER**

At school the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. Also when necessary, ensure that an ambulance or other professional medical help is called and to administer prescribed medicines to pupils when necessary (refer to the Administering Medication Policy 2018). First aiders are voluntary and have other duties at school, e.g. teaching assistants or Breakfast Club leads. However, in the event of an emergency a first aider must be able to leave to go immediately to an emergency.

## **QUALIFICATIONS AND TRAINING**

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. At Withycombe Raleigh we require our first aiders to have a valid First Aid at Work certificate, to be an Emergency First Aider or be a trained Paediatric First Aider, all of which are valid for three years. Refresher training is arranged before certificates expire. A record of first aid qualifications and certification dates are kept and filed in individual staff files.

## **FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

The First Aiders are provided with proper materials, equipment and facilities at all times. First Aid equipment is clearly labelled and easily accessible from the Welfare Room.

There is one fully stocked first aid container on-site, marked with a white cross on a green background. The HSE recommends that this container must contain:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (12cm x 12cm approx.) individually wrapped sterile and unmedicated wound dressings
- 2 large (18cm x 18cm approx.) sterile individually wrapped unmedicated wound dressings
- Disposable gloves

To supplement this there are travelling first aid kits, which are available for off-site activities. These kits should include:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile dressings (assorted sizes)
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins
- 1 large (18cm x 18cm approx.) sterile individually wrapped unmedicated wound dressings
- Disposable gloves
- Individually wrapped moist cleansing wipes

(Any school buses/minibuses must have a fully equipped first aid container)

Meal time Assistants supervising on the playground will carry MTA kits which can include:

- A selection of sterile plasters
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Anti-bacterial hand gel

There are additional mini kits in the Staffroom/Hall and available in each class:

- A selection of sterile plasters
- Individually wrapped moist cleansing wipes
- Disposable gloves

Ice packs (to be used wrapped in paper towel to stop cross-contamination) or disposable ice packs are located in the fridge/freezer in the Welfare Room. Spares are kept in the Staff Room/Headteacher's Office (Fridge) and in the Year 3 Building. Staff need to ensure these are replaced and put back in the fridge/freezer, so they are cold and ready for use.

The Catering Team also have their own first aid equipment located in the school kitchen area (this will include additional materials in case of burns and specialised blue plasters for use by the staff if necessary when preparing and serving meals).

This first aid stock is checked regularly by the trained first aiders and the designated teacher is responsible for ordering new stock and discarding items safely when the expiry date has passed. Staff need to inform the First Aiders if they need to update their own stock, e.g. plasters in classrooms.

First aid equipment will be stored in the cupboard and in the safe in the Welfare Room. This room has use of a sink and is reasonably near to a WC. This room need not be solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Medicines will be stored in the Welfare Room fridge (Code Lock – 911 to access) and the safe. Emergency medication which needs to be accessible is now located on a high shelf above the sink, e.g. second epipens. Additional stock is available in the safe and can only be accessed by First Aid trained staff members (the key is available on the hook on the display above the safe). General First Aid stock is available in the labelled drawers in the First Aid cupboard for all staff to access to top up their class First Aid kits or MTA kits. These kits are the responsibility of the individual staff members using them.

\*Disposable Tweezers can be kept in the First Aid kit for the removal of Splinters, but need to be disposed of after use (First Aid Waste Disposal Bin - yellow bin bag)

Splinter Removal Protocol:

1. Clean Wound - Clean the area with mild soap and water.
2. Remove larger splinter that is straight – pull splinter out following the path it became embedded. When removed then clean area again and apply a plaster.
3. Refer to parents (and recommend they seek medical advice) if the splinter is deep in the skin, bleeding heavily or could not be removed in full.
4. Follow Up – record in Accident Book and inform parents.

## **PROVIDING INFORMATION**

The Headteacher will ensure that staff are informed about the School's first aid arrangements. This will include informing new staff as part of their induction programme. All existing staff will have information about the location of equipment, facilities and first aid personnel. The first aid rota will be on the staff notice board, welfare room notice board and office notice boards.

This information alongside Administering Medicines Policy and Medical Conditions Policy will be shared during September Non-Pupil days as a refresher each year.

## **MEAL TIME ASSISTANTS**

The Meal Time Assistants will carry basic first aid kits when supervising on the playground. MTAs must refer all head injuries to the trained first aiders in the medical area. Minor injuries can be dealt with by the MTAs and they will notify the class teacher if necessary. All injuries requiring treatment to the Early Years Foundation Stage children need to be directly reported to the Early Years Foundation Stage Team by the MTA involved. However, all injuries that need additional treatment need to be directly referred to the trained first aiders.

## **HYGIENE/INFECTION CONTROL**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when dealing with blood or other bodily fluids. They must wash their hands after administering any treatments or medicines. All waste (wipes, paper towels etc.) are placed in a disposable bag and fastened securely, then placed in the First Aid bin specifically designated for First Aid waste disposal. Any soiled children's clothes should be placed in a plastic bag and fastened securely and stored in the designated bin for soiled goods in the Welfare Room. These bags should be kept from other children and belongings until home time to minimise cross-infection.

## MANAGING BLOOD AND BODILY FLUIDS

Blood and body fluids (e.g. Faeces, Vomit, Saliva, Urine, Nasal and Eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore, vital to protect the first aider and others from the risk of cross infection. In order to minimise the risk of transmission of both staff and children should practise good personal hygiene and be aware of the procedure for dealing with body fluid spillages.

Spills of Blood and other Body fluids should be cleaned up immediately taking the following precautions.

Universal Precautions by the first aider/member of staff dealing with the handling of body fluid spillages:

- The immediate area should be cleared of people using hazard signs as necessary.
- Appropriate protective garments should be worn. These include disposable gloves.
- Organic matter should be removed using disposable absorbent cloths.
- The area should then be cleaned using hot water and detergent followed by the appropriate disinfectant/sanitizer taking into account the surface where the incident happened. Use of powder sanitizer should not be used on absorbent surfaces or where it would be difficult to remove.
- A 'spillage' bucket containing all the supplies identified above are kept in the school medical room (includes: disposable cloths, disinfectant, yellow clinical waste bags, disposable gloves, cleaning detergent).
- The area should be dried as thoroughly as possible.
- The site manager should be notified of all spillages

Disposal and cleaning precautions:

All spillages of body fluids and material used during clearing up should be treated as "clinical waste" and be disposed of appropriately. Clinical waste should be disposed of in a securely in the YELLOW bag in the medical room. This is to distinguish them from other refuse. Our Clinical Waste Services will collect Clinical Waste weekly or when notified.

Non disposable cleaning equipment, such as mops and buckets should be disinfected and dried after use by the site management team. It would be advisable to identify special mops and buckets to be used on these occasions to prevent cross contamination. Contaminated cloth should be laundered separately on a hot wash.

Carpets, soft furnishing and upholstery should be steam cleaned when possible. (In cases of excessive spillage, please email Mr Gorman or Mrs Pope to allow a decision to made about whether it requires disposal).

Secondary Clean - In many cases a secondary and more thorough clean maybe required:

- The secondary clean will be managed by the site manager
- This will allow a deeper clean for hygiene or cross contamination reasons and will be carried out by trained school cleaners
- This will follow the same procedure as above but allow for a deeper clean period
- Where needed a steam clean will be followed by a more intense drying time

## **EMERGENCY PROCEDURES**

The principle of first aid is immediate action, but it is essential that quick action does not cause panic during an emergency situation. Any action taken needs to be careful and deliberate and the first-aider must remain calm at all times (initially the first aider should assess the scene for danger, as they cannot help anyone if they are injured). It is imperative that injured children are spoken to in a reassuring and calm manner. From then on they should follow the step by step guidance provided during their first aid training. When safe to move the injured person they can go to the Welfare Room.

If the accident is more than a minor one for child or adult, please report it immediately to the Senior Leadership Team or School Office, who will send for an ambulance if needed and contact the parents/carers. If in the event of a real emergency and the Senior Leadership Team are not available then the first aiders can instruct for a 999 call to be made. This call should go through the school office and it is necessary that the office staff have the full name and class of the child as this information is required by the ambulance team. The office will also directly inform the parents/carers as a matter of urgency. However, in the event of an emergency where this steps cannot be taken, e.g. trips, then staff can directly call the emergency services (the steps to follow are on the attached guidance on 'Contacting Emergency Services').

## **DEFIBRILLATORS**

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The defibrillator is part of the first aid equipment and we have one at Withycombe Raleigh that is located in the Welfare Room (alongside a list of Defib trained staff). Staff members appointed as first aiders should already be trained in the use of CPR.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

Records must be kept of accidents at school and off-site.

### **Minor Incidents:**

At Withycombe Raleigh we have an Accident Book and a Head Injury book. These are kept with the main first aid container in the Welfare Room. All injuries that receive treatment by a trained first aider are recorded in the Accident Book (name of child, class, date, time, injury, treatment and name/signature of the first aider). All head injuries must be reported to parents and the child will take a letter home. The Head Injury book is completed by the trained first aider (name of child, date, time, type of head injury, treatment and the name/signature of the first aider). If there are any additional concerns about a head injury then parents will be consulted as a matter of urgency.

These records are kept for a minimum of seven years by the Headteacher.

Where an accident or illness is sufficiently serious to warrant immediate referral to hospital, an ambulance will be summoned and the child's parents informed.

If it is not possible to contact a parent, a member of staff will accompany the child to the hospital and remain there until the parent arrives.

In less serious accidents, but where it seems sensible for the child to receive hospital treatment, the parent will be advised of this and, when necessary, offered a lift to the hospital. If the parent cannot be contacted, two members of staff will take the child to hospital and wait for the parent to arrive.

The school is able to act 'in loco parentis' and make such decisions as may be necessary to ensure that the child's medical needs are met in time of serious accident or illness. Every effort will be made to contact a parent before any such decisions are made. All parents are asked to keep the school informed of a reliable contact number. These are updated annually.

## **MAJOR INCIDENTS:**

All accidents and incidents deemed as major are recorded on the Devon County Council Online Reporting System. The following accidents must be reported if they injure either a pupil, school employee during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including those as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days (including those as a result of physical violence).
- All injuries resulting in being taken directly to hospital, where the person was taking part in an organised activity or due to a failure of equipment or premises (curriculum based activities).

Major Injuries can include:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in wrist or hand.
- Fracture of any bone in the leg other than a bone in the ankle or foot.
- Amputation of a hand or foot
- The loss of sight of an eye.
- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. Staff need to be aware that children can be hospitalised for 2 days over the course of a weekend.

The new reporting system is online and is to be completed by the Senior Administrator and the persons responsible for dealing with the incident.

## **MONITORING**

Accident records can be used to help the Headteacher, Health and Safety Officers, Designated Teacher for Welfare and School Nurse to identify trends and areas for improvement. Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first aid provision too. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Headteacher/Governing Body should establish a regular review and analysis of accident records.