

THE FEDERATION OF BURLEY AND SOPLEY PRIMARY SCHOOLS



First Aid Policy - Sopley

Date of issue	November 2022	Date to be revised	November 2023
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Names of relevant post holders

Post	Holder			
Acting Headteacher	Nanette Allies			
Appointed Person	Fiona Thomas			
First Aiders	Nanette Allies	Lesley Lillis	Krista Geraty	Fiona Bull
	Fiona Thomas	Olivia Foxwell	Catherine Buyers	

Revision Log (last 5 changes)

Date	Version No	Brief details of change
November 2022	2.0	<ul style="list-style-type: none"> Names of personnel Need to record where parents have been informed Use of disabled toilet as a medical room Moved some responsibilities from the appointed person to a senior leader Added details of medicine storage in school office First aider qualifications checked Line added with regards to completion of online accident form if relevant Some formatting changes

Statement of Commitment

Sopley Primary School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of first aid on our premises, during off-site sport and on school visits.
- To ensure that trained first aid staff renew, update or extend their HSE approved qualifications at least every three years.
- To have a minimum of 4 trained first aiders on site at any one time, including a person with a paediatric first aid qualification whenever EYFS pupils are present. Such people will be able to responsibly deliver or organise emergency treatment.
- To ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS pupils, such a person will have a current paediatric first aid qualification.
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS.

First Aider	Qualification	Training Renewal Date
Nanette Allies	Schools First Aid (Incl epi-pen administration)	03/11/2023
Lesley Lillis	Paediatric First Aid (Incl epi-pen administration)	20/07/2023
Krista Geraty	Paediatric First Aid (Incl epi-pen administration)	20/07/2023
Fiona Thomas	Paediatric First Aid (Incl epi-pen administration)	21/07/2023
Fiona Bull	Paediatric First Aid (Incl epi-pen administration)	02/11/2024
Olivia Foxwell	Paediatric First Aid (Incl epi-pen administration)	01/07/2025
Catherine Buyers	Paediatric First Aid (Incl epi-pen administration)	20/01/2025

Practical Arrangements at Sopley Primary School

Location of first aid facilities

The school uses a modified disabled toilet medical room for first aid treatment. Pupils or staff may also go to the main reception area to rest/recover if feeling unwell.

First aid kits are in every classroom and shared used area e.g., the school hall, school offices, library.

A portable first aid kit must be obtained from the office for school visits.

Responsibilities of the trained first aiders

- Provide appropriate care for pupils or staff who are ill or sustain an injury
- Record all accidents in the accident book (to be found in the disabled toilet).
- In the event of any injury to the head, however minor, ensure that a note and text is sent from the office to parents/guardians.
- In the event of any accident or administration of first aid involving a pupil in EYFS, ensure that a note from the office is sent home to parents/guardians.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.

Responsibilities of the appointed person

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g., Diabetic needs, Epi-pens, inhalers).
- Medical boxes are kept in the classrooms out of reach of the children, any medication requiring refrigeration will be kept in the medicine fridge located in the staff room.
- Ensure all staff understand that medical boxes are to be taken outside for P.E and on external off-site trips.
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained first aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.

Responsibility of headteacher

- On a monthly basis the Deputy Headteacher reviews first aid records to identify any trends or patterns and report to the Health and Safety committee
- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

What to do in the case of an accident, injury or illness

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted if the location of a trained first aider is uncertain. Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The pupil or member of staff should not be left unattended. The first aider will organise an injured pupil's transfer to the main reception area or medical room, if possible and appropriate, and to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider or office staff. This will be followed up in writing and a record kept at school. A written record of all accidents and injuries is maintained in the accident book. An online Accident/Incident form must be completed if relevant.

Contacting parents

Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including:

- Head injury (a head injury advice sheet should be given to any pupil who sustains a head injury) Available from the appointed person
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by their teacher. In EYFS, **ALL** incidents must be communicated to the parents in writing.

Contacting the emergency services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconscious (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Accident reporting

The accident book must be completed for any accident or injury occurring at school or on a school trip. It must be noted in the accident form if the parents have been informed. This includes any accident involving staff or visitors. The accident book will be monitored by the appointed person as certain injuries require reporting (RIDDOR requirements) and an online accident/incident form must be completed if relevant.

Pupils who are unwell in school

Any pupil who is unwell cannot be left to rest unsupervised. If a pupil becomes unwell, a parent should be contacted as soon as possible by the appointed person, the school office or a member of the school leadership team.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home unwell remembers to sign out at the school office.

First aid equipment and materials

The appointed person is responsible for stocking and checking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. The first aid boxes contain:

Contents of a first aid box

- At least 20 adhesive hypoallergenic plasters (including blue plasters)
- 4 triangular bandages (slings)
- Safety pins
- Cleaning wipes
- Adhesive tape
- 2 sterile eye pads
- 6 medium-sized unmedicated dressings
- 2 large sized unmedicated dressings

- Disposable gloves
- 1 resuscitator
- Yellow clinical waste bag

First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy. A first aid kit for school trips must be collected from the main office. This must be returned to the main office for replenishing on return. Any accidents/injuries must be reported to the appointed person and to parents and documented in the accident book in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury, the appropriate health & safety procedure must be followed.

Pupils using crutches or having limited mobility

Parents must inform the school of the nature of injury and the anticipated duration of immobility. The class teacher will arrange for a 'class partner' to carry books, open doors etc. Information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the pupil's needs. Arrangements will be made for the pupil to arrive/leave lessons early to allow for a safe transfer around school. Parents must inform the school of any particular difficulties.

Emergency care plans and medical boxes

The appointed person ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the staff room and the medical room. A copy is also kept in the school office. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency medical boxes must always be taken if the pupil is out of school. The boxes are kept in the classroom.

Pupils with medical conditions

A list is available in the staff room and the office of all pupils who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return medical boxes on completion of the trip. If staff become aware of any condition not on this list, please inform the appointed person. Parents of children who have to take medicines during the school day must make arrangements with the school office beforehand. Such medicines are kept in a locked cupboard in the school office.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids, wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.
- Bodily fluids include:
- Blood, faeces, nasal and eye discharges, saliva, vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag (available in all 1st aid boxes) then placed in the waste bin in the disabled toilet. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.