

St. Peter's C of E Primary & Nursery School



First Aid Policy

Reviewed: Spring 2024
Next review date: Spring 2028

St. Peter's Vision Statement:

At St Peter's C of E Primary School, the growth and development of children and adults is central to everything we do. As a church school, we aim to serve and take care of our community by providing an education which inspires every child to be the best they can be. This is within a framework which is rooted in distinctive Christian beliefs and values whilst embracing diversity, respecting other faiths and worshipping together. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our school community.

All staff at St. Peter's C of E Primary School have a duty of care to the children in our school.

The Governing Body has responsibility for First Aid at St. Peter's C of E Primary and Nursery School. The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. 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 at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. 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 annual/sick leave or off-site. We all have responsibility to access a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. At St. Peter's C of E Primary and Nursery School, we have drawn up an annual checklist and risk assessment to ensuring we are meeting our statutory duties.

First-aid provision at St. Peter's C of E Primary School

First aid provision at St. Peter's C of E Primary and Nursery School is as follows:

- Suitably stocked first-aid containers in all rooms;
- 1 designated First Aid equipped area at the bottom of the stairs;
- First Aid travel bags for trips;
- 13 qualified First Aiders including 4 paediatric

First Aiders' Main Duties

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

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;
- when necessary, ensure that an ambulance or other professional medical help is called.

Risk Assessment / Assessment of need

The Senior Leadership Team will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

Procedures – (See: Appendix A – Flowchart)

All children who feel unwell or who have had an accident should, if possible, be brought to the School Office; where it is unsafe to move the child, a 'help hand' should be sent to School Office for assistance.

Staff who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion should also be sought from another qualified first aider.

For minor injuries, the Office Manager or class teacher will issue a 'bump' note using the Scholar Pack system, and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. Staff are responsible for adding incidents to the Scholar Pack system. If an injury has occurred at lunch time or playtime, the child's teacher must be informed.

If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head or senior teacher; however, in a genuine emergency, the Office Manager will phone directly and inform the Head teacher once this is done.

Body spillages, including vomit

If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. If possible, the spillage should be removed.

If children are hurt/injured during outside playtime or lunchtime, children should preferably be treated in the entrance hall area of the school.

Any incident is recorded on Scholar Pack by the staff member who has dealt with the incident. Classroom staff will then assess the appropriate course of action on consultation with a qualified first aider if necessary.

Inhalers and Epi-pens

Named and labelled inhalers and Epi-pens will be kept in a box in the Reception Office AND in classrooms. As Epi-Pens are in short supply, we do not hold these in school unless one is provided by the parents of a child who is at risk.

Physical Education

Inhalers are kept in the child's classroom.

All asthma inhalers should be taken with the children to the Physical Education lesson.

If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened.

A First Aid Kit is available from the School Office or any of the classrooms and a cold pack is kept in the fridge in the staff room. For more serious bumps, ice packs can be found in the staff room lower cupboard under the water boiler.

Portable first aid kits should be taken to all off-site events including swimming, together with inhalers and Epi-pens where available.

Educational Visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. Organisers should undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- A good knowledge of first aid and an adequate first aid box is required for all visits.
- In more remote locations, one of the teachers should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.
- Minimum first aid provision is:
 - a stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group;
 - a teacher appointed to be in charge of first aid arrangements.

- The following first aid items are the minimum recommended by the Health and Safety Executive: - a general advice leaflet;
- six, individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing, approximately 18 cm x 18 cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.
- Appropriate items should be added to the above list where specific risks are identified, especially in remote locations.
- It must be noted that aspirin must not be given to children under 12, except on medical advice

Arrangements to support trips and out of hours activities

The school is covered by the Nottinghamshire County Council insurance policy and only uses accredited training providers.

Specific medical conditions

All children with specific conditions eg. asthma, epilepsy, will have a Care Plan which is written by the School Nurse and displayed in both staffrooms and in the class register.

Appropriate medication is kept in the School Office.

Medicines in school

School staff are willing to administer basic medicines in school eg. antibiotics, cream, provided that this has been prescribed by a doctor and that a consent form is completed by the parent, together with dosage directions. (See 'Managing Medication in School' policy). With parental consent, we are also able to administer paracetamol and ibuprofen products.

Qualified First Aiders in school are:

Yvonne Reeson (paediatric)
Bettina Houghton (paediatric)
Ruth Howitt
Rebecca Tasker
Sarah Adams
Kerry Forrest
Josie Blakey
Anita Turner
Janine Blogg
Mary Brason
Lisa Murten (paediatric)
Eva Tremelling (paediatric)
Linda Dalla Riva