Allendale Primary School

First Aid Policy

**Policy Statement**

Allendale Primary School takes it duty to keep all pupils, staff and visitors safe when engaging in activities in and outside of school. All staff have a requirement to follow school’s best practice and procedures and manage all risks appropriately and treat the health and welfare of all pupil, staff and visitors with the highest importance.

Responsibility for first aid and managing the care of any children with medical needs, whether short or long term, is held by the Headteacher. This policy should be read in conjunction with our Medical Policy.

All information and guidance about First Aid is kept in either the Accident File or Medical File located in the staff room Accident forms and parent reply slips must be kept in the appropriate file.

**Aims and Objectives**

Our first aid policy requirements are achieved by:

* Carrying out a First Aid audit to determine the first aid provision requirements for our school.
* It is our policy to ensure that the First Aid Needs audit will be reviewed periodically or following any significant changes that may affect first aid provision.
* Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
* Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid requirements.
* Ensuring the above provisions are clear and shared with all who may require them

The Headteacher will ensure that there are appropriate numbers of paediatric first aid trained staff for the safe running of the school, safe trips and visits.

**Training:**

All paediatric first aid trained staff will have their training refreshed every 3 years by a qualified training provider.

All staff who regularly work in the EYFS unit have a paediatric first aid qualification which meets statutory obligations of provision of first aid to those children aged 5 years old or younger. At Allendale Primary School there are 6 teachers, 2 TAs, 1 breakfast and after school club supervisor and 1 LSA who have a paediatric first aid qualification and are responsible for administering first aid, in accordance with their training, to those who suffer an injury or become ill whilst at school or on a trip. Refresher training for these staff will be required in October 2018. Copies of all first aid qualifications are held by the HT in the safeguarding file in the HT’s office.

**First Aid Kits:**

It is the responsibility of the Headteacher to delegate to at least one first aider to re-stock and inspect first aid kits.

First Aid Kits are located in each classroom, the staffroom, the main corridor, the Headteacher’s office and the Sports Hall.

A First Kit must be taken on all trips; this is the responsibility of the visit leader.

**Designated Rooms**

Outside the staffroom is designated as the first aid area for treatment, sickness and administering of first aid during the school day. LSAs have an accident book and first aid kit available on the table opposite the corridor exit poll.

**First Aid – Sequence of events:**

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid. An accident form must be completed by the relevant member of staff. This is sent home for parents’ information and a copy stored in the Accident File.

In the event of a more serious injury, staff should make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice or take advice from Allendale Health Centre).

The first aider/appointed person will 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 a possibility of a fracture or where this is suspected
* Whenever the first aider is unsure of the severity of the injury
* Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the

following information:

* State what happened
* 2. The child’s name
* 3. The age of the child
* 4. Whether the casualty is breathing and/or unconscious
* 5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child’s accident

* If it is considered to be serious (more than minor injury)
* Requires first aid treatment
* Injury to the head
* Requires attendance at hospital

**Notification of Parents/Carers**

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 half 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 (as required).

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.

**Pupils with Special Medical Needs – Individual Healthcare Plans**

**Please refer to Supporting Pupils with Medical Conditions Policy for further advice**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

* Epileptic
* Asthmatic
* Have severe allergies, which may result in anaphylactic shock
* Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children with acute or reactive conditions have an individual health care plan displayed in the staffroom; this is updated as needed or annually. An individual health care plan is drawn up by the school, the parent/carer and child if appropriate. If needed the child’s GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child’s health and should provide schools with information about their child’s medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child’s GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child’s name on in the child’s classroom and in the staffroom.

**First Aid out of school on trips or residential visits**

In the event of children needing first aid on school trips:

* All event leaders have first aid packs and mobile phones with them.
* The first aider deals with minor ailments.
* For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
* For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
* Gloves are ALWAYS worn when treating injuries.
* Any accident or incident is reported back at school and an accident form filled in as soon as possible.
* No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
* For any head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
* If children are sent home, they must be collected by a responsible adult.
* In the event of a serious incident an ambulance is ALWAYS called.
* A member of staff accompanies the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
* In the event of parents being unreachable, the contact people on the child’s forms will be phoned.
* For all incidents, the school office will be contacted and the Headteacher or Deputy Headteacher informed as soon as possible.

**Residential Specific**

* First Aid should only be carried out by qualified First Aiders.
* First Aid should be undertaken in the presence of another member of staff where possible
* All First Aid must be logged for Medical Records.
* Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
* Class Teachers are usually designated persons on residential.
* Where a child has had an injury or illness which has resulted in hospital treatment less than 6 weeks prior to a trip or residential, a letter must be obtained from the doctor / consultant stating:
* the nature of the injury / illness
* the potential impact of this for the child on a trip or residential
* any restrictions placed upon the child in terms of participation in specific activities.

(Specific providers may stipulate a different time frame).

This procedure must be followed in all such cases to minimise any risk to health and well-being to the child and to reassure the visit leader and provider that all measures have been taken to assess and identify any potential risks.

In the unlikely event that the hospital do not provide a medical letter, it is at the discretion of the Headteacher whether the child can attend the visit / residential. The Headteacher must assess any potential risk to the safety of the child, other children attending the visit / residential and the responsibility placed on visit leader.

**Record Keeping**

All accidents requiring treatment are recorded with the following information.

* Name of injured person
* Name of qualified/emergency/school first aider or appointed person
* Date of accident
* Type of accident (eg. bump on head etc)
* Treatment provided and action taken

**Administering Medicines in School:**

Our School **will** administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible a first aider will administer the medicine and complete the medication record.

We must have written parental permission for the designated member of staff to administer medicine. A signed record is kept in the medical file detailing time, dosage and designated member of staff administering.

Non-prescribed medicines eg (throat lozenges) are allowed at the discretion of Head and Class teacher.

**Storage/Disposal of Medicines**

Any medication that needs to be in school is stored either in School staffroom fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child’s classroom; where they can be easily reached where necessary.

First Aid Policy

October 2015

Review date

October 2018