

Windmill Primary School

First Aid Policy

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is regularly carried out.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the 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.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents. A copy of the policy is on the School website and

paper copies are held in the School Office, the First Aid Room and the Staffroom.

- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- First Aiders must have completed the 'Emergency First Aid in the Workplace' training course approved by the Health and Safety Executive (HSE), and keep this training updated.
- The 'Designated First Aider' must have completed the 'First Aid at Work' (HSE) training course and keep this training updated; they will:
 - Take charge when someone is injured or ill.
 - Look after the first aid equipment, restocking first aid boxes as necessary.
 - Ensure that an ambulance or professional medical help is summoned when appropriate.
- First Aiders and the Designated First Aider must be able to leave their normal duties to immediately attend to first aid and emergencies.
- **Copies of all First Aid training are kept with this policy.**
- **A list of First Aiders and the Designated First Aider is kept with this policy.**

First Aid Equipment and Facilities

- The Designated First Aider, directed by the Headteacher, will ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available and restocked when necessary.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents.
- First aid boxes and equipment are taken on all school educational and sporting visits.
- The Headteacher and School Governors provide a suitable First Aid room for medical care and treatment.
- **During Covid-19 Pandemic First Aid will be stationed in an Outside Pod.**
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- **A list of the location of First Aid boxes is kept with this policy.**

First Aid Procedures

- First Aid treatment is given adhering to procedures recommended by Oxfordshire County Council and St. John Ambulance.
- When dealing with Infectious Diseases and Infection Control advice is sought from the Health Protection Agency; following recommendations available on the Oxfordshire County Council's **intranet**, Health and Safety Procedures page.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children.

- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

Administering Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the Headteacher will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- If the Headteacher is absent, the prescribed medicine will be administered by a 'Designated First Aider'
- All prescribed medicines that are due to be administered must be kept in the school office.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office.
- A list of asthma sufferers is displayed in the First Aid room.
- Asthma treatments for pupils (inhalers etc) are kept in their classrooms, either by the pupils themselves; usually in their personal drawers or bags, or in an accessible central area.
- Asthma treatments are to be administered by the pupil.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.

- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis and allergy sufferers are displayed in the First Aid room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.
- The above procedure will also apply on Residential Visits, although a separate 'Medicine Box' will also be taken as well as the First Aid Box.
- All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives information about the child and also is a

consent form agreeing to First Aid and Emergency Medical Treatment being given.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid room.
- Parents are notified by letter and/or telephone of any child that has received a bump to the head, a wasp or bee sting or a significant incident. The pupil is also given a head bump wristband to wear with the date and time of the incident on.
- For more serious injuries, an Online Report is completed in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries). For definitions see Accident Book (In School Office)
- After completing the Accident Form, the form is reviewed by the Headteacher: Telephone HSE 0345 300 9923
Telephone OCC Health & Safety 03300 240849
Copy filed in School Office (kept for three years)
- A Health and Safety Incident Form should be completed if necessary and given to the School Health and Safety leads.
- Accident records and Health and Safety Incident Forms are monitored and reviewed by Governors.

Signed

Headteacher:

Governing Body:

Nov 2021

Date To Be Reviewed:

Location of First Aid Boxes

1. Staff room
2. Rainbow Room
3. Caretakers office
4. Office First Aid Room
5. Star Room
6. Cookery Room
7. Year 5/6 Stairwell
8. After School Club Room(s)
9. School Hall
10. First Aid Room
11. Library
12. Explorers
13. Penguins
14. Hedgehogs
15. Year1/3 Stairwell
16. Gym

ADDENDUM 1

Suspected and/or Confirmed Case of Covid 19 Procedure

If we have a suspected and/or confirmed case of Covid-19 we will follow the up to date guidance from the Department of Education and Public Health England.