



First Aid Policy

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Rationale

First aid is the initial management of any injury or illness that occurs whilst staff, children or other adults are working under the care of St Martin's Primary School. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose:

This policy:

- Gives clear structures and guidelines to all staff regarding first aid;
- Defines the responsibilities of the staff;
- Ensures good first aid cover is available in the school and on visits.

First aid personnel:

Requirements:

- At least one appointed person;
- At least one first-aider trained in Emergency First Aid;
- At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof);
- At least one person who has a current paediatric first aid certificate to be on the premises at all times when early years children are present, and must accompany children on outings;
- See off-site activities below.

Appointed person:

- An appointed person should take charge of first aid arrangements including looking after equipment and calling emergency services.
- St Martin's appointed person is: Karen Hidrio
- But any member of staff might be responsible for or in the position of having to call the emergency services.

Up-to-date lists of First Aiders are posted around the school (see appendix).

First aid kits

- All classes are to be equipped with a small first aid kit with the basic requirements (see below). These are to be maintained by the class teacher, who will replenish items, from the central store in the main corridor, as and when they use them.
- Other first aid kits are located in the Multi-purpose room, the hall, the library and the office.
- The first aid kit in the Multi-purpose room should be used and could be taken outside by the Lunchtime Supervisors. These are to be maintained by the Lunchtime Supervisors.
- First aid kits for school visits are kept centrally in the main office.
- If more materials/equipment are needed the school office will be informed so that more can be ordered.

Other medication –

- Epi-pens will be stored in the classrooms and centrally in the office, where they can be easily accessed.
- All children with an epi-pen will have a care plan, updated annually.
- Identification booklets for those children with an epi-pen are in the relevant children's classroom and the lunch hall.
- All staff are aware of who needs an epi-pen.
- Training or refresher practice is undertaken annually.
- It is the class teacher's responsibility to ensure the epi-pen is taken out on trips.

- Asthma inhalers should be kept in the child's classroom in a safe but accessible place. These should be kept in named wallets with the child's name. Also in the wallet are individual named record books. These must be filled in every time the child uses any of the medication prescribed to them
- Children needing inhalers should have been identified by their parents on the medical form and a care plan should be in place with the details.

- Other medical that needs to be taken in school should be accompanied by consent from the parents and a care plan if appropriate.
- See separate Administration of Medicines Policy

Accident reporting and file:

- All accidents, no matter how small, must be recorded by the member of staff dealing with the situation. These can be recorded in any of our recording books which are located in every classroom and the main office.
- These books are monitored by the Senior Leadership Team to identify any concerns or patterns.
- Any near miss (a narrowly avoided accident or incident) must be reported using the 'near miss' form which is in the staffroom. These forms are monitored by the Senior Leadership Team and action is taken if needed.

- There is an accident file located in classrooms, the Multi-purpose room and school office, the form should be completed for every incident where first aid is administered, however minor.
- If the injury is considered more serious and the parents/carers need to be informed (see specific procedures for certain first aid treatments below), the first aid notification form (Appendix 1) needs to be filled out by the adult giving first aid. This will then be shown to parents/carers to sign.
- Any bump to the head (however minor) should result in the 'Bumped Head form'. (Appendix 2) being filled out, gone through with parents and ask the parents/carers to sign.
- If an injury is more serious, parents must be informed by telephone. A parent might be asked to pick up their child from school if they are not well enough to stay, or asked to come to check on them.
- First aid notification forms and bumped head forms should be stored securely in classrooms (spares are in the school office) until the end of the year, when they can be transferred to their files.
- If a parent needs to be phoned to be informed, this form should be used so the details of the accident and injury can be relayed by the office staff – the parent should still sign at the end of the day.
- Old accident books are stored in the school office.

- For major accidents and where a child goes to hospital, a 'notifiable accident' form

must be completed as soon as possible and sent to the Education department.
Notifiable accidents occur in these circumstances:

- in a death or major injury;
- 24 hrs hospitalisation or
- Causes 3 or more days off school/work
- a visit to casualty or an ambulance call.

Procedure for when an accident/injury occurs:

- When an accident/injury occurs, the attending member of staff assesses and deals with the incident.
- The attending member of staff deals with any basic first aid needs.
- If it is deemed necessary, a First Aider might be called to give a second opinion and/or offer further treatment.
- The attending member of staff will fill in the accident book and will inform the class teacher if necessary.

- If the incident is of a serious nature, a second staff member (and/or a First Aider if one is not present) needs to be called as soon as possible to help with the situation, administer first aid or deal with the other children present.
- If the adult is alone, children can be sent to ask for assistance, providing it is safe for them to do so.
- If immediate medical help is required, an ambulance is called (Parents/Carers should be informed of the situation as soon as it is possible).
- If an ambulance is not immediately necessary but medical help would be advisable, then Parents/Carers should be informed of the situation and if necessary asked to collect.
- The attending member of staff and First Aider will fill in the accident book.
- SLT/admin will ensure any other necessary paperwork is completed if the child is sent to hospital.

Procedure for illness

- If a child has been sick and/or is obviously unwell, then the school office should be informed and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.

Vomiting/Diarrhoea

- If a child is vomiting or has diarrhoea, a member of staff dealing with the situation must contact the caretaker or main office for support. This will include the caretaker cleaning the area (involving absorbent granules, disinfectant etc) and also support for the child who has just been sick. The main office has sick bowls available. The caretaker will organise a deep clean of the area if needed.

- If a child complains of feeling ill, the class teacher will deal with this in the first instance by listening to the symptoms, showing understanding.
- The child should be encouraged to see how it goes (unless obvious). They should be checked in with and monitored. Break times make good points to try to reach.
- Things that might also help (depending on the symptoms and child) are: encouraging sips of water, going to the toilet, sitting quietly in the book corner, getting a bit of fresh air etc...

- If after a consider period of time of monitoring etc... the child appears to be not well enough for school, then the school office should be informed and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.

Emergency Procedures

- All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in the office (Appendix 3 Contacting Emergency Services- Staff Guidance).
- First Aiders are responsible for carrying out emergency procedures in the event of need, although all staff have a duty of care in their absence. Should a child need to go to hospital a member of staff should always accompany and should stay until the parent arrives.
- Staff should never take children to hospital in their own car, it is safer to call an ambulance if parents are not available.

First aid areas:

- The following areas can be used as places to treat or care for any child for longer periods of time, depending what is appropriate:
 - The chairs by the office,
 - The multi-purpose room,
 - Any of the break-out rooms.

Off site activities:

- These include - school trips, sports matches and events, residential.
- All off site visits must include a qualified first aider and for adventurous activities, visits abroad or residential visits it is essential that at least one of the adults holds a current first-aid certificate.
- All accidents when on off site visits must be recorded.
- For every trip the class teacher is responsible for first-aid arrangements.
- A risk assessment has to be carried out for all off-site visits and first aid should form part of this risk assessment.
- The class teacher should assess what level of first aid might be needed and ensure that an adequate first-aid kit is taken.
- Staff members who run sports training should have had first aid training.
- Mobile phones need to be carried in case of emergency.

Specific procedures for certain first aid treatments

Cuts

- All open cuts should be covered after they have been washed and dried.
- Children should always be asked if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing.
- Gloves should be worn when treating an open cut that is bleeding badly.
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on the severity of the bleed, the depth of the cut, the length of time bleeding for, the size of the area, where the bleed was, the child, any complications.
- If ever any doubt – inform the parent.

Bumped heads

- Any bump to the head, should be treated and recorded. A sticker should be given to inform others in the school.
- All bumped heads should be treated with an ice pack and class teachers informed and keep a close eye on them – they should be checked up on and asked after approximately an hour and then periodically throughout the day.
- All bumped heads should be written in the class 'accident record book' with details of how it happened.
- The parent/carer will be informed at the end of the day and asked to sign the book.
- If the child is not collected, the parent/carer will be informed by telephone. This will be recorded and the parent/carer will sign the book the next day.
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.

Burns –

- All burns will be reported in the class accident book.
- Parents will be informed and advised to go to the hospital for all burns, this should be written in the book and parents need to sign to acknowledge this.

Bone, muscle and joint injuries –

- In the event of a sprain/bruise, the process of RICE (rest, ice, comfortable and elevate) is used.
- If there is a suspicion of broken bones, then the parents/carers should be informed and an ambulance called if deemed necessary.
- If the first aider feels further medical attention might be required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on what happened, the child, if there is any visible swelling, any on-going complaints.
- If ever any doubt – inform the parent.

Injury caused by another pupil (accidental or otherwise) –

- If an injury is caused by another pupil then both sets of parents should be informed.

Disposal of contaminated waste –

- Contaminated waste includes any plasters, dressings, wipes, cleaning cloths/tissues and gloves that have been used in association with blood or other bodily waste;
- These items should be double bagged in disposable bags (nappy sacks);
- Small items used could be folded up within disposable gloves as extra protection;
- They should be put in a bin with a black bag in preferably away from children (hall, outside, staff toilets, sanitary waste bin, office).

First Aid Kits -

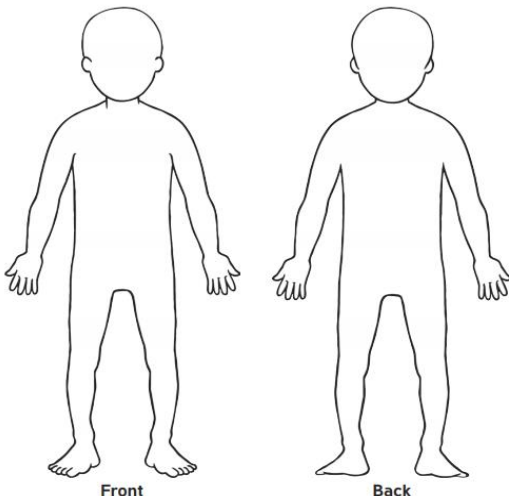
Class First Aid Kits will contain:		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	3
Large sterile dressings	To cover open wounds	1
Gauze pads	To clean around wounds or could be used as dressings	4
Disposable gloves	To protect from cross-infection	2 pairs
Adhesive tape	To secure dressings or for covering earrings	1

Head thermometer	To check for temperature	1
Sick bags	For children who are feeling sick	2
Playground First Aid Kits will contain:		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	6
Large sterile dressings	To cover open wounds	2
Gauze pads	To clean around wounds or could be used as dressings	1
Disposable gloves	To protect from cross-infection	2 pairs
Sterile eye pads	To treat wounds to the eye	2
Triangular bandages	To give support as slings	4
Safety pins	To secure bandages	6
Plastic face shield	To protect from cross-infection	1
Sterile water	To clean eye	2
Bacterial hand gel	To clean hands	1
Ice packs will also be available		
Sports and Residential First Aid Kits		
All of the above with maybe more quantities plus:		
Dry ice packs	To help with swelling and bruising	2
Scissors	To cut clothing	1
Bicarbonate for stings	To reduce the itchiness	1
Roller bandages	To give support to injured joints	2
Sick bags		2
Clean water		
Other items to have within school		
Burn dressing		

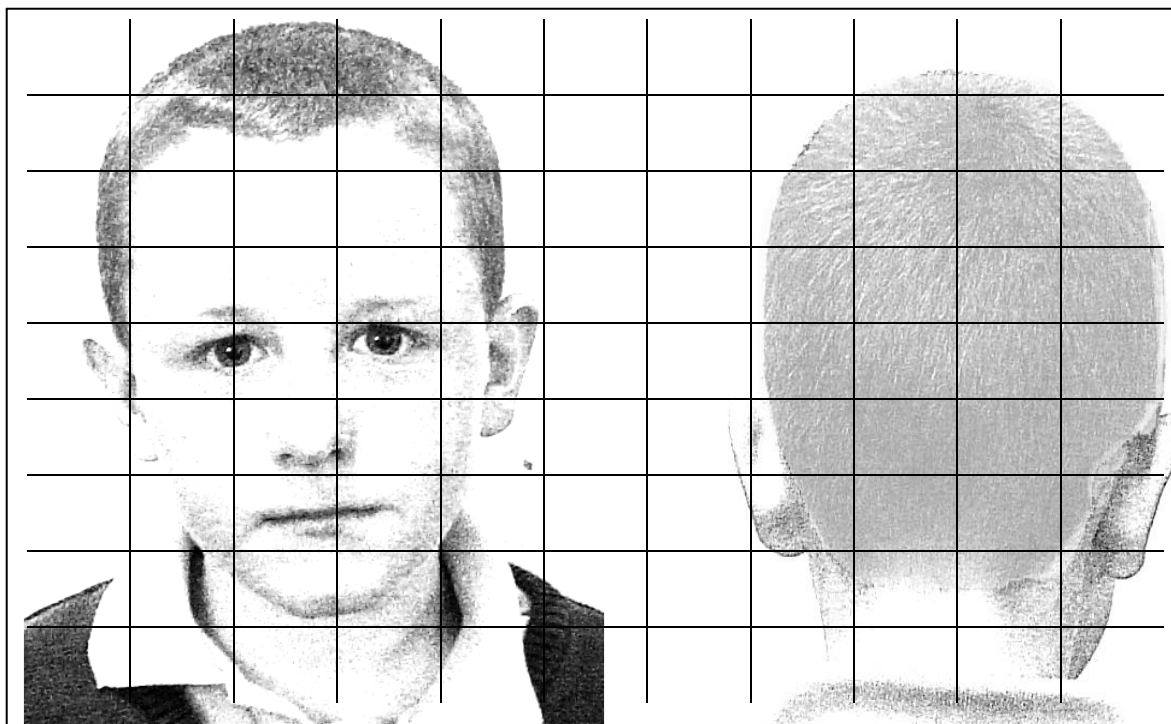
CG September 2023

See also:
Administration of Medicines Policy

St Martin School Accident Report and Notification of Injury Form

Who - Name of pupil involved in the accident:	
When - Date and time of the accident:	
Where - Location of the accident:	
What happened – cause:	
What is the nature and extent of the injury:	 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Front Back </div>
How – what First Aid was given:	
Advice given to parents to seek further medical attention:	
Name and signature of First Aider/ person completing form:	
Parent signature:	<p>I have read and understood the above details of my child's accident and will continue to monitor if necessary.</p> <p>Signed:</p>
<p>The child was not picked up from school by their parent that day so was contacted by:</p> <p>Name:</p> <p>Communication method:</p> <p>Date and time:</p> <p>Signed:</p>	

Appendix 2 -Head Bump Form



_____ (Child's Name and Class) has had a bump on the head today and we've marked the place with a cross.

This is what happened:

A cold compress has been applied. Whilst in school your child has exhibited none of the following symptoms:

Concussion:

Nausea
Sleepiness

Compression:

Noisy breathing
Different sized pupils
Flushed face
Raised temperature
Head pain
Disorientation
Weakness in one side of the body

Should any of these symptoms occur at home we advise you to take your child to hospital.

Name.....

Signed.....

Date.....

Appendix 3

St Martin's School Contacting Emergency Services Staff Guidance	
	Keep Calm
	Dial 999
	Give details of school: St Martin's School La Rue De La Croix Au Maitre St Martin JE3 6HW
	School Telephone Number: 851812
	Give your name
	Give name of child and age (roughly from year group)
	Give description of symptoms
	Inform ambulance of best entrance to access either: Small car park in front of the school. Tell them that the crew will be met and escorted there to the individual needing attention.
	Ensure both front entrance gates are opened for ease of access for the emergency services.
	Contact parents to ensure they meet the ambulance at school or member of staff to accompany to meet parents at hospital.
	Obtain child's records Name Address Date of birth Any medical conditions or allergies
	Ensure all other children are moved away from the scene and path of the emergency services.
	Ensure that there is a member of staff awaiting the arrival of the emergency services so they can guide the medics to the site of the accident.
	Be ready to meet the emergency services on arrival