

# **BEREWOOD PRIMARY SCHOOL**



## **First Aid Policy**

**January 2021**

<b>Revised by School</b>	January 2021
<b>Responsible Person</b>	Ricky Leigh (head teacher)
<b>Responsible Committee</b>	Standards and Curriculum
<b>Ratified by GB</b>	February 2021
<b>Next Review</b>	Spring 2022



## **BEREWOOD PRIMARY SCHOOL**

### A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

### An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

## **FIRST AID POLICY**

### **Policy Statement**

Berewood Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Berewood Primary School is held by Mr Ricky Leigh, headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with HCC Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### **Appointed Persons**

At Berewood Primary School the head teacher is the appointed person.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

### **Emergency First Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

At Berewood Primary School most staff are trained in emergency first aid at work.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other

duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

### **Qualified First Aiders** *(Those completing the HSE approved 3-day first aid course)*

At Berewood Primary School there are the following qualified first aiders who are as follows:

- Mr Prince
- Mrs Heslop

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

### **Paediatric First Aid Trained Staff**

At Berewood Primary School there are four paediatric first aid trained members of staff:

Mrs Handy  
Mrs Palmer  
Mrs Coates  
Mrs Heslop

They are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

### **First Aid Kits**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First aid kits on the premises
  - The main first aid kit is situated in the medical room.
  - A first aid kit is used for break times and is kept in the cupboard in the small room adjacent to the main playground doors.
- Two travel first aid kits ready for use off-site.

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Soft seating and extendable bed
- First aid kit
- Sink with running water
- Medical fridge
- Telephone
- Blankets

### **Emergency arrangements**

Most injuries at Berewood Primary School occur at break times. At break times there is a member of staff on first aid duty. The first aid break times station is by the main playground doors. Any child who is hurt at play time reports to this member of staff first. If the accident is more serious, then they are sent to the office to receive treatment from the First Aid at Work trained staff in the medical room. If an injury is more serious, the first aid staff will be summoned to the incident. Upon arrival at the incident the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to 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 the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is the school's policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- requires a head bump letter

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 is to continue to attempt to make contact with the parents every 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.

### **Record keeping**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

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

The accident books for children and for adults are kept in the medical room and one is available for use at break times for more minor injuries.

More significant injuries may need to be reported to RIDDOR, and are reported through the HCC online reporting form in the first instance.

### **Monitoring, Evaluation and Review**

This policy will be reviewed by the full Governing Body annually



## **Berewood Primary School First Aid Policy- appendices**

### **Medicines in School**

School staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

### **Prescription Medicines**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form (available from school office). On no account should a child come to school with medicine if he/she is unwell, and any parent who asks a teacher to administer a medicine must ask the parent to speak with school office staff.

### **Non-prescription Medicines**

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form (available from the School Office). It must be suitable for the pupil's age. It must be supplied by the parent (not the school) and

must be in its original packaging, with manufacturer's instructions included. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

### **Pupils with Long-term or Complex Medical Needs**

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan. Guidance on the four most significant chronic conditions (asthma, epilepsy, diabetes and anaphylaxis) is provided in *Managing Medicines in Schools and Early Years Settings* and arrangements will be agreed in accordance with this guidance.

### **Asthma**

In accordance with guidance in *Managing Medicines in Schools and Early Years Settings*, the school has developed its own asthma policy.

### **Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a 'Request for child to carry own medicine form'.

### **Staff Training**

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epi-pens, insulin. Training in the administration of specific medicines is supported by HCC and must be completed by trainers with appropriate qualifications. Records are maintained of all training completed by staff.

### **Storage and Access to Medicines**

All medicines apart from emergency medicines (inhalers, epi-pens etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil

requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epi-pens are kept in a clearly identified container in his/her classroom. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. A spare inhaler/epi-pen for each child is kept in the school office.

Medicines that require refrigeration are kept in the medical fridge, clearly labelled in an airtight container.

### Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

### Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

### Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (available from the School Office) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

### Non-Prescription Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a, 'Request for school to administer medicine' form before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

### Travelling Abroad

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

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