



ST CHRISTOPHER'S SCHOOL
(including the EYFS and Before and After-School Care)

First Aid Policy

Covid 19 amendment: All First Aid duties will be carried out by adults attached to the child's Pod to minimise risk of transmission.

Philosophy

We believe that:

- The school has a duty of care to children, staff, parents and visitors who should be safeguarded against serious accident.
- We cannot prevent all accidents.
- To remove all possibility of an accident would be to prevent the child learning how to recognise and deal sensibly and confidently with hazards, which are sure to arise later in life.
- Young children are particularly prone to injury owing to their lack of knowledge, experience and judgement.
- We need a high level of first-aiders in school.
- We must have at least one qualified first aider on site whenever children are on site and on every school trip.
- Young children do have lots of minor accidents, some of which do not require the attention of a qualified first-aider.
- All staff should feel able to administer basic first aid for minor injuries.
- In preparing this policy we have taken notice of the DfE document "Guidance on First Aid".
- The appointed person when someone is injured or becomes ill will be the Headteacher wherever possible or, in her absence, the Deputy Headteacher.

Aims

We endeavour to:

- undertake risk assessments of hazards to make activities and visits controlled and as safe as is reasonable
- provide a high level of qualified first aid cover
- provide all staff with basic first aid in-service training
- keep up to date with latest advice
- maintain stock levels in all first aid boxes
- keep all employees informed of first aid arrangements
- make first aid provision available whilst on school visits
- keep all parents informed of the procedure for responding to children who are ill or infectious, as stated in the Parent Handbook

EYFS

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. A list of staff with current paediatric first aid certificates is displayed in the entrance hall, on the wall by Nursery. We take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Equipment

First aid boxes

We maintain seven first aid boxes in school the contents of which are listed in Appendix 1.

These are located in the:

- Staff room
- Nursery Kitchen (portable)
- Dining Hall
- PE shed
- Kitchen
- Entrance Hall
- Playground

The boxes are regularly checked and restocked but it is the responsibility of everyone to inform the First Aid Coordinator's Assistant, Rosemary Rendall, if any item is noted to be missing or is running low.

There are also 3 'outings' first aid bags for visits. These are located in the staff room. Staff should add any other items required for any special risk identified on the trip.

The playground bag is kept in the wooden bench under the canopy for all staff to use for minor scrapes.

Epipens

Epipens are used in the treatment of anaphylactic shock and are a life-saving procedure. If a teacher has a child in her class that has an allergy that may result in anaphylactic shock she should acquaint herself with the triggers and the approved treatment from the forms stored with the Epipen.

The likelihood of having to administer such treatment is very small but training is periodically provided for all staff on the administration of an Epipen. If a teacher has a child in her class with an Epipen on site it is the teacher's responsibility to ask for training if she has not received it or requires a refresher.

Any Epipens in school are kept in the first aid cabinets in the staff room or, for Nursery and Reception children, in the Nursery kitchen. Each child with an Epipen has supporting documentation specifying permissible treatment, which is signed by the parent and stored with the Epipens. In the event of a child having a medipac the epi-pen would be stored inside the medipac in the child's classroom.

Both of the child's Epipens and documentation **must** be taken on school trips and carried by the adult responsible for the child's group. The child and the Epipens should not be separated.

Inhalers

Inhalers for children with asthma are usually kept in the first aid cabinets in the staff room or Nursery. Each inhaler is named. Children with severe asthma will have their inhalers in the class room with the class teachers where appropriate and a list of these children will be printed and placed in the clear plastic wallet next to the medical cabinet in the staff room.

Signs of an asthmatic attack may include coughing, audible wheezing, difficulty talking and raised shoulders. The sufferer is usually very well aware of the symptoms and even the youngest child will know when prompted if they require their inhaler. It is acceptable to give more than one dose of asthma medication through an inhaler if the asthma is not alleviated. Staff should not hesitate to call an ambulance if the symptoms do not subside – it is better to be safe than sorry.

Head injury alert Green Forms are found in all first aid boxes. The Green Forms must be completed and handed to a member of the Admin Team who will alert the Class Teacher and send an email to parents via ParentMail.

Medical conditions

Epilepsy and Diabetes

Are two more common conditions that staff may come across that may require first aid. If a teacher receives a child into her class suffering from either she should ask the Headteacher to arrange for training from the relevant paediatric team at the child's hospital.

If we receive any child into the school with a condition about which we have no knowledge we will seek knowledge and advice primarily from the parents and then from the medical profession. It is essential that any information, whether verbal or written, is logged in the child's file and brought to the attention of the next teacher during transition meetings.

Head Injuries

1. A first aider must assess any head injury.
2. A Green Form located in all First Aid boxes must be completed which is handed to a member of the Admin Team in person who will alert the Class Teacher with a copy of the form.
3. An email is sent to the parent via ParentMail to confirm the injury and action taken.

Medical Accommodation

The designated room for the short-term care of sick and injured pupils, which includes a washing and toilet facility, is within the Nursery Office. Children who are unwell requiring this room as a rest area will be supervised at all times.

For adults the staff room is suitable.

No casualty will be left unsupervised.

Procedures

In the case of a child having an asthmatic attack, epileptic fit or diabetic coma

We would ensure that an ambulance is immediately summoned and then use the medical room for privacy and comfort, if the child can be moved. The appointed person will have access to a mobile phone for communication with the emergency operator. A paediatric First Aider will administer constant supervision while awaiting the arrival of the paramedic.

In the case of an accident

Some injuries/accidents are reportable to HSE under RIDDOR, see later section on Reporting and Recording Accidents. We recognise that first aiders may need recovery time after dealing with an incident and in serious cases may need professional counselling.

Involving children

- Assess whether first-aider is needed; all staff are considered able to administer first-aid for minor cuts, grazes and bruises.
- A first-aider must assess any head injury (See above for head injuries)
- All accidents for which any treatment is required must be recorded on the Green Forms located in all first aid boxes. These will be submitted to the school office who will email parents to alert them to the nature of the accident and action taken.
- Plasters need only be applied when the wound is still bleeding or subsequent activity risks the introduction of dirt.
- Before applying plasters staff should check the inside lid of the first aid box for any children with allergies.
- If it is judged that a first-aider is required please stay with the casualty and send for assistance using the card system. If the member of staff knows the whereabouts of a first-aider and considers the casualty able to go, always send another child with them.
- Parents or carers will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.

Involving adults

Staff are considered capable of self-administering first aid for minor injuries. All incidents that require assistance by a first-aider must be recorded in the staff accident book or when serious in nature on the Health and Safety Executive (HSE) forms.

Visitors: Please consult a first-aider for all accidents involving visitors. All incidents must be recorded on the relevant form available from reception. If the form is unavailable please make notes to write up later.

When a First Aider is involved

- Send for a first aider
- Call for help of another member of staff.
- Deploy other staff to manage remaining children.
- Stay with the casualty and if possible find out what happened.
- First-aider to collect bag/box and attend scene.
- Inform the first-aider quickly and succinctly what occurred.
- Await instructions from first aider.
- First aider to make initial assessment.
- Staff member sent for help with relevant information and requirements. Headteacher to be informed of any serious incident.
- Admin staff to be deployed to: contact ambulance if required and/or parents with information as necessary; pull up emergency record from computer and print off for emergency services if called.
- Appointed person to have access to mobile phone to communicate with emergency operator.
- First aider to hand over to parent, class teacher or paramedics with all relevant information and instructions.
- First aider to write up incident in relevant place and restock the bag/box.

Hygiene and Infection Control

All staff should take precautions to avoid infecting themselves or others and must follow basic hygiene procedures.

- Staff should be conscientious about hand washing at all times.
- Staff should wear disposable gloves when dealing with any bodily fluids. Blue gloves are latex free.
- Emergency spillage compound to absorb bodily fluids spilt on hard floor surfaces is available in the metal first aid cabinet in the staff room and nursery toilets.
- When at all possible disposable paper towel should be used to clean up spillages, along with suitable disinfectant. If a mop is necessary only use designated mops found in the nursery toilet and caretaker's basement. These should be rinsed after use in a suitable sink (one in the nursery toilets and one in the kitchen toilets) and disinfected.
- Each first aid box contains a yellow clinical waste bag.
- Wet wipes and extra gloves are available in the nursery and YR toilets.

Reporting and Recording Accidents

All accidents for which any treatment is required must be recorded on the green designated forms which must be then handed in to the office. It is the responsibility of the person administering any treatment to do so.

The record should include:

- Full name of the casualty;
- Date, time and place of incident;
- details of injury, including position e.g. L knee;
- what first aid was given;
- name of person dealing with the incident.
- In case of Red File injuries, confirmation that Headteacher has been informed or not

Red Accident Record File

For all accidents where the children, staff or visitors need further medical attention or if a phone call is made to the parents because of the seriousness of the injury a record must be made in the Red Accident Record file which is kept in the Reception Office.

The recorded information is audited monthly and kept in the first aid audit file by the Senior Teacher. This is to monitor and track trends of incidents and the children involved.

The following accidents, at school or on school trips, must be reported to HSE.

- accidents that result in death or major injury*, including as a result of physical violence;
- accidents which prevent the injured person from being away from work, or unable to perform their normal duties, for more than seven consecutive days;
- the person involved is taken from the site of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

***Reportable major injuries are:**

- fracture other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from work in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries click [here](#).

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A copy of the completed HSE form must be added to the Accident Record File.

Reporting to HSE

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to advice via this link](#).

Online: <https://www.hse.gov.uk/riddor/report.htm> Responsible persons should complete the appropriate online report form

By phone: 0345 300 9923 (for reporting fatal/specified incidents **only**)

HSE [online guidance](#) and expert advice is available via the link

Signed*H. M. Crossley* Date: September 2020
Mrs H. M. Crossley (Chair of Governors)

Signed ...*A C Thackray*..... Date: September 2020
Mrs A C Thackray (Headteacher)

Review Date: September 2020
Previous Review: October 2018
Next Review: October 2022

Appendix 1

FIRST AIDERS

All our first aiders are qualified and they receive updated training every three years.

First-aid Co-ordinator

Miss Jemima Drayton

First-aid Co-ordinator's Assistant

Mrs Rosemary Rendall

First Aid at Work*

Rosemary Rendall (Nursery)
Jemima Drayton

Sarah Pryor (PE)-(Emergency First Aid at work)

Paediatric First Aid

Chris Ansell (EYFS/Before-School Care)
Julie Dye (EYFS/After-School Care)
Marrie Taylor (EYFS/Before-School Care)
Louisa Taperell (EYFS)
Laura Fisher (EYFS)
Alison Kay (Year 1/After-School Care)
Janine Clark (Year 2/Lunch)
Sandra Barnes (After-School Care)
Kay Bischofer (EYFS/After-School Care)
Lisa Savill (EYFS)
Jennie Skilton (KS1)

*Staff with First Aid at Work qualifications should be called in the first instance for adult accidents

First Aid Manuals

Staff Room

First Aid Manual
First Aid for Children Fast
Emergency First Aid Manual

Appendix 2

Contents of medical boxes etc

Each box contains:

No. 8 medium size sterile dressing

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No. 9 large size sterile dressing
Eye pad with bandage
Triangular bandages
Scissors stainless steel blunt
Low adherent sterile dressing 5cm X 5cm
Low adherent sterile dressing 7.5cm X 7.5cm OR 10cm X 10cm
Micropore tape
Safety pins
Disposable gloves
Conforming bandages
Resuscitation protective shields
Sterile waterproof plasters – assorted
Dressing strip
White plastic disposable aprons
Sterile eye wash
Antiseptic wipes
Steristrips
Pen
Sick bags
Clinical waste sack
Help card
Crepe Bandages

Outings Bags: These contain the same items that are in the on-site First Aid boxes but the quantities vary.
Hypoallergenic Sunscreen is available if required- see SunSmart Policy

Staff Room Medicine Cabinet:
Medicines Stored for Children in Upper School
Anaphylactic Record Forms for Children
Staff Accident record book
Staff Room
3 Outings Bags
Staff Room Fridge:
Locked box For children's medicines on top of cabinet
Ice & Ice Packs
Nursery Kitchen Medicine Cabinet:
Medicines stored for children in Foundation Stage
Anaphylactic Record Forms for children
Nursery Fridge:
Locked box for children's medicines
Entrance Hall:
Ear thermometer (moved to Covid room)

Playground Bag: Used in conjunction with a bottle of fresh water that is obtained from the kitchen.

Reviewed September 2020

Spillage Compound: Situated in the Hall.