First Aid Policy

Ravensfield Primary School

Updated June 2024

Due for review June 2025

The Governors and Headteacher of Ravensfield Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles: -

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools. Orders are placed by first aiders and class teachers with the main office.

Each class has their own First Aid Box. These need to be stored where they are visible and easy to access. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. Each class going on a trip is provided with first aid bag. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low. Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. Bumped heads should be treated with an ice pack as appropriate and a text sent home by the school office. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded on the school Pod. Children with a bumped had should be given a head injury letter to take home.

First Aid and Medicine information

All First Aid and medical information is recorded on the Pod.

For major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. Any accident that results in the individual being taken to hospital is considered a major accident report forms. These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Asthma

Children with asthma do not require a care plan. In order for children's asthma pumps to be kept in school an asthma form must be filled out. The asthma form is obtainable from the office. Parents need to be directed to the office to fill out the card. The office then will pass the asthma form on to the person responsible for asthma medication at school, currently Ms A Jacques, who will inform class room staff about the child's needs regarding the asthma pump and its usage. It is the parents/carers responsibility to provide the school with up-to date asthma pumps for their children. Adults in the classroom and member of staff specifically dedicated to Asthma throughout the school are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers. Only Blue (reliever) Asthma Pumps should be kept in schools.

Generic emergency salbutamol asthma inhalers: In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency.

These inhalers can be used for pupils who are on the school's asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the main office. The inhalers are clearly labelled.

The emergency inhaler asthma bag contains:

• Two salbutamol inhalers (clearly labelled), inside their original packaging, with instruction on how to use and clean the inhaler.

• List of names of children with Asthma card

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. Kept in the First Aid folders in each classroom.

For further information on administering medicine see **Supporting pupils with medical conditions policy.**

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers. When the emergency inhalers have been used, please notify the persons responsible for asthma medication, currently Ms Jacques

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Complaints

Parents with a complaint about their child's first aid treatment should discuss these directly with Mrs Turnbull or Miss Leyland in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

Links to other policies

This policy links to the following policies:

- Complaints
- Supporting children with medical conditions
- Health and safety
- Safeguarding