

First Aid Policy

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex County Council Policies and Procedures.

Aims

To identify the first aid needs of the school in line 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 school premises and also off the premises whilst on school visits.

Objectives

To appoint the appropriate number of suitable trained people as Appointed Persons and First Aiders which meet the needs of the school.

To provide relevant training and ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To inform staff and parents of the Schools First Aid arrangements.

To keep accurate and up to date accident records and to report to the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (*Appendix 1*)

Maintain effective liaison with Agencies i.e. School Nurse, Physiotherapist etc.

Qualified First Aiders

Vale school has 6 Qualified First Aiders, who have successfully completed a course in 'First Aid at Work' delivered by the St Johns Ambulance. Their main duty is to give help to an injured person. They are also responsible for the upkeep of all main First Aid boxes. Each year group has at least one Teaching Assistant who has undertaken the Emergency first aid at work course.

First-aider - A first-aider is someone who has undertaken training and has an HSE approved qualification. This means that they must hold a valid certificate of competence in either: - first aid at work (FAW); or emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

In establishments providing education or care to children under five, there must always be at least one person on the premises with an Early Years first aid certificate. At least 3 Teaching Assistants in Reception have attended the Early years and Emergency first aid at work (EFAW/EYFA) course and have this certificate.

Appointed Persons - The school has appointed 3 Appointed persons. The role of an appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required.

Health and Safety Regulations state that the number of first aiders and appointed persons must be according to risk but the following table shows the local authority minimum levels for schools, colleges, special support units and PRUs. Heads of establishments must assess the risk of injury locally and decide whether more first aiders and appointed persons are necessary.

Number of children	300 – 999
Minimum number of First Aid at work	2
Minimum number of Early Years First Aid with Emergency First Aid at work	3
Off site Activities - Emergency First aid at work	1
Off site Activities involving under 5's - EFAW/EYFA)	1

Our Procedures

First Aiders are responsible for assessing injury or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for an assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed to consult with parents or carers.

The current first aid Manual is the 10th edition published by Dorling Kindersley in 2014, together with Guidance on First Aid for Schools DfE is available with each main First Aid kit WSCC Insurance covers any claims that may be made against first aiders as long as

- The treatment was given in good faith
- It was in the course of their work
- It was given to someone on WSCC premises, or to someone who is associated with WSCC.

Calling the Emergency Services

Form 1 from Managing Medicines in Schools and Early Years Settings has been completed and provides an aide memoir for staff that may be required to call the emergency services (*Appendix 2*).

Pupils with Long Term Medical Conditions

All pupils with a long term medical condition will have an Individual Health Care Plan. This information is located in the medical room, and the class orange folder. The plans should be referred to in the event of the pupil requiring first aid and should be passed onto a Paramedic should an Ambulance be called upon. Pictures of pupils with very serious medical conditions are on display in the medical room and the staff room. For children with medical needs the school should normally take no more that two weeks to action this when notified of a medical condition or transition from another school.

First Aid Kits

First Aid kits are available for all off site visits and sporting events and are stored in the Wet Room.

First Aid Boxes

These are marked with a white cross on a green background and are located in the medical room in the main building, the large portacabin and the wing. There are also smaller first aid boxes at various locations around the school. The first aid kits are regularly maintained and refilled.

Medical Accommodation

We have a medical room/office located within the main school building . It is well lit with an adjacent toilet. It is near the main entrance and has good access to the car park.

The room is equipped with:

- First aid equipment, a sink with hot and cold running water, soap and paper towels
- Disposable gloves
- Drinking water
- First aid box and materials

Clinical waste bin lined with disposable yellow waste bag
A couch with waterproof protection
Clean blanket and pillows
A chair
Record book
Current edition of the First Aid Manual
A copy of the Health Protection Poster 'Guidance on Infection Control in Schools and other Child Care Settings.

Learning Activities

All lessons that have identified risks are covered by a risk assessment and staff are required to follow subject specific guidelines, e.g. Science wearing goggles when handling chemicals or PE the use of gymnastic equipment.

First Aid Procedures

Procedure When Dealing With An Accident Or Injury

1. Assess the seriousness of the injury and seek the assistance of a qualified first aider if appropriate who will provide the required first aid treatment.
2. First aider to assess seriousness of the injury and decide if further assistance from a colleague or the emergency services is needed. First aider to also decide if child should be moved or placed in a recovery position.
3. If a child has bumped their head, protocol for assessing a child, recommended by WSCC, is followed. If the child's bump is deemed mild, a school head bump leaflet is to be sent home and the class teacher informed of the incident who will continue to monitor the child's condition throughout the rest of the school day and the child will be given a wrist band to wear. For head bumps deemed 'Green' Low Risk, the child's parents will be contacted to advise them of the incident and to decide whether they want to collect the child from school for further monitoring. For head bumps deemed 'Amber' Intermediate Risk/'Red' High Risk, the emergency services and parents would be notified as per the protocol advised.
4. School receptionist (first aid trained) to be informed of more serious injuries/accidents and will inform parents when appropriate.
5. If the school judges that a pupil is too unwell to remain in School, the parents will be contacted and asked to collect their child.
6. All accidents/injuries, excluding minor injuries on the playground, are to be recorded using our accident reporting form.
7. If parents are required to collect a child due to the seriousness of an injury, the office staff are to recommend the parent seeks medical advice.
8. If emergency services are called, parents must also be contacted immediately.

If accident/injury occurs to a member of staff/adults working in the school the above procedures should be followed. All injuries to be recorded in the accident and incident file in the relevant section and reported to the WSCC.

Play Time

The appropriate adult supervision is organised by the Deputy Headteacher to ensure all areas of the outside environment are covered by responsible staff. The outdoor first aid station is manned by a trained first aider. Minor incidents will be dealt with by the team outside, however if a more serious injury occurs, the team will be assisted by a first aider from the Admin team.

Educational Visits

All off-site activities will be staffed by at least one first aider (one per coach) and the appropriate first aid kit will be taken every time pupils leave the school site. If the school holds medicines for a pupil these will be taken together with the appropriate forms.

Extra-curricular Activities On Site

The School Administrator, is the nominated first aider to support club leaders in the event of an accident or injury.

Monitoring and Review of Health and Safety Arrangements

A yearly check of all First Aid Procedures will be carried out by the School Business Manager in conjunction with an appointed Health and Safety Governor.

Termly monitoring of the First Aid Records and procedures will be overseen by the School Business Manager and Headteacher to identify any issues or safety concerns.

Appendix 1 - Updated form implemented Feb 17 with 'wristband'

Record of accidents and incidents involving Pupils

Accidents and incidents involving pupils should be reported to the school nurse, the school doctor or the school first aid officer.

Day / Time / Place of accident (if relevant)	Name of pupil involved	Class	Details of injury and parts of the body affected	Details of treatment given	Name and signature of staff who dealt with pupil	What happened to the pupil immediately afterwards (i.e. did they require treatment in hospital)	Cause of accident and actions taken to prevent a further incident	Have parents been informed and parent addressed if relevant	Was this a major accident? Yes/No If yes, complete details & report of incident via the office	Will parents be informed? If yes, how?
Date:										
Time:										
Class:										
Date:										
Time:										
Class:										
Date:										
Time:										
Date:										

Appendix 2

Procedure for Contacting Emergency Services

Request for an Ambulance

Dial 9 999, ask for ambulance and be ready with the following information.

Consider using school mobile phone (held in front office) if appropriate

1. Your telephone number – **01903 872322**
2. Give your location as follows (***Vale School, Vale Avenue, Findon Valley ,
Worthing, West Sussex***)
3. State that the postcode is **BN14 0DB**
4. Give exact location in the school/setting (***i.e. which year group or classroom,
playground or field etc***)
5. Give your name
6. Give name of child and a brief description of child's symptoms
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7. Inform Ambulance Control of the best entrance and state that the crew will be met by and taken to
8. Take Health Care Plan and pass to ambulance crew if applicable.

Speak clearly and slowly and be ready to repeat information if asked