



EVERTON HEATH PRIMARY SCHOOL

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Headteacher: Ms. Aileen Russell

First Aid Policy

First Aid Policy Statement

The Local Governing Board and Head teacher of Everton Heath 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 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 DFE's guidance on First Aid in school.

This policy has been updated in view of *Covid-19 (June 2020)* and additions and amendments are added in *blue text*.

Signed _____ (Headteacher) Date

Aileen Russell

Signed _____ (Chair of the Compliance Committee) Date

Vanessa Eke

Signed _____ (Chairperson of the Local Governing Board) Date

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Statement of First Aid organisation

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

- Places a duty on the Local Governing Board 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, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake an 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'.
 - The Appointed Person: Currently the Appointed Person is **Mrs Dee Kirby** (School Secretary). She will regularly check that materials and equipment are available. Mrs Kirby will ensure that new materials are ordered when supplies are running low. *Pre-School and Reception Class*, have access to the First Aid Box in the Medical Room. All equipment needs to be stored where they are visible and easy to access.
 - The school has wall mounted First Aid boxes installed in the Medical Room and Beech Classroom. It is the appointed person's responsibility to ensure that these are regularly checked and that the boxes are fully stocked.
 - *Covid -19 (June 2020) Each class have their own first aid box It is the responsibility of the adults of that class to notify the appointed person if stocks in the first aid box are running low.* Responsibility to regularly check the First Aid Boxes lies with the appointed person. If First Aid boxes need replenishing the Appointed Person order extra supplies.

- Playground: Lunch time/Play time First Aid bum bags will be taken onto the playground. It is every supervising adult's responsibility to provide FA in case of a minor accident. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

- *Playground: Covid-19 (June 2020) During staggered playtimes, staff 'bubble' members will have their own first aid boxes. Each 'bubble' will have their designated First Aider for minor incidents. All treatments and incidents will be recorded on separate sheets and photocopied by the office staff to be sent home and the original kept within the central first aid records.*

- **Cuts –**

The first aider on duty 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 book and a copy sent home for parents. Severe cuts should be recorded in the accident book and a separate 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 ARE TO USE RUBBER GLOVES.

Cuts: Covid-19 (June 2020) During staggered playtimes, staff 'bubble' members will have their own first aid bag to deal with small cuts. ANYONE TREATING AN OPEN CUT ARE TO USE GLOVES. Staff also have the option of wearing a 'face mask' and 'apron' which are available in their own bubble emergency supplies box. Staff can also ask the child to wear a mask if they feel this is suitable and appropriate. If any member of staff is uncomfortable dealing with such an injury they may walkie talkie a message through to the main office and ask the child to make their way to the medical room for treatment. (Walking around the outside of the school building).

Severe cuts should be treated by the main office first aider and automatically sent to the medical room which will be steamed and cleaned after every individual treatment.

- **Head injuries-**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack in the main medical room. Parents and Guardians must be informed by telephone. The adults in the child's classroom should be informed and asked to keep a close eye on the child. All bumped head accidents should be recorded in the accident book and have a separate guidance letter sent and signed by parents . Children with a bumped had should be given a head injury letter and an '*I bumped my head*' sticker to take home and wear for the remainder of the school day.

Head Injuries: Covid-19 (June 2020). Same guidance as above.

- **First Aid Books-**

These carbon copied books are kept within a locked cupboard in the medical room. The contents of these books are checked by the Chair of the Governors Compliance Committee after every sub-committee meeting and are kept together for a period of 3 years as required by law.

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/ incident.). 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.

First Aid Books: Covid-19 (June 2020). Each 'bubble' will record their individual incidents and these will be photocopied by office staff and kept in with the central first aid books.

- **Administering medicine in school-**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files and on file in the office. Children with specific Medical conditions that need attention on a daily basis need to have an individual care plan, signed by parents/ guardians. These need to be checked and reviewed regularly.

Medications kept in the school for children with medical needs, are stored in the medical room, in a white cabinet, clearly marked with the green cross or in the medical room fridge. Each child's medication needs to be in a clearly labelled container with their signed individual care sheets. All medicines in school are administered following the agreement of a care sheet and must all be prescribed by a doctor.

Asthmatic Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump Card' form must be filled out. The 'Asthma Pump Card' 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 Pump Card on to the person responsible for Medicine at school, currently Mrs Kirby, who will allocate an Asthma Pump bag to the child and 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 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/easily accessed by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers. Children are provided with bags to carry their Asthma pumps in when not in the classroom. 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 First Aid cabinet in the Medical Room. The inhalers are clearly labelled within their own plastic cases on the windowsill above the medical bed.

In case of an emergency an adult needs to be sent to get the asthma emergency case 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 folder in the Medical Room cupboard).

For further information on administering medicine see next section, also see *Supporting Pupils with Medical conditions* in School 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 First Aid and Medicine, currently Mrs Kirby.

Administering medicines in school : Covid-19 (June 2020). Same guidance as above.

- **Other Medicines-**

Short term prescriptions; During a normal school day medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fills out the 'Parental consent form for administering medicine' form (and are prescribed). Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. Mrs Kirby will inform adults in the named child's classroom regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept in the Medical file in the locked cupboard in the medical room, also one copy needs to be kept with the with the medication. Medication may be administered in school if it is required to be taken four (4) times a day. All staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. Medications that need to be kept in the fridge can be stored in the Medical Room.

Other medicines : Covid-19 (June 2020). Same guidance as above.

- **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 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.

Calling the emergency services : Covid-19 (June 2020). Same guidance as above plus what to do guidance in the event of Covid symptoms. (Appendix)

- **Headlice –**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. We can give advice and guidance to parents/carers on how best to treat headlice.

Headlice : Covid-19 (June 2020). Same guidance as above

Appendix A – Covid -19 Pandemic

First aiders assisting people with possible Covid-19 should follow the guidance below

As a first aider, you may be asked for assistance by a colleague or pupil. This guidance is based on Public Health England (PHE) resources and the Resuscitation Council (UK) to help you provide support.

NOTE : First Aiders who are immunocompromised or have an underlying health condition SHOULD NOT provide first aid assistance.

If you fall within one of the vulnerable groups at increased risk of severe illness from Covid-19, consider working from home immediately and follow PHE guidance.

Before providing assistance to another person, first aiders should ask the individual if they experienced any of the following symptoms:

- Persistent cough
- Fever
- Flu like symptoms
- Shortness of breath
- Loss of taste or smell

CPR

Because of the increased risk of COVID-19 infection during CPR, the Resuscitation Council UK offers the following advice:

1. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the casualty's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
2. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
3. If there is a perceived risk of infection, first aiders should place a cloth/towel over the casualty's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
4. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
5. If the first aider has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
6. After performing compression-only CPR, all first aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should seek advice from the NHS 111 Coronavirus Advice Service or their medical adviser if concerned.
7. It is recognised that some first aiders will still chose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

What to do if you are required to assist someone who is unwell and suspected of having COVID-19

Ensure that you are wearing disposable gloves. Wash your hands thoroughly with soap and water or use alcohol gel if hand washing facilities are not nearby, before putting on and removing all PPE.

Direct the person to an area away from others. This should be in a separate room or at least 2m away from others.

Avoid close or physical contact with the individual.

Ensure the individual has tissues to cover their mouth and nose if coughing or sneezing.

If you do not need to provide physical aid to the individual, help them by calling NHS 111 who will provide instructions on the next steps needed.

After assisting the individual, wash your hands thoroughly with soap and water at the earliest opportunity. Alcohol hand gel is recommended if soap and water is not available.

Avoid touching your mouth, eyes or nose, unless you have cleaned your hands.

Assisting with all minor first aid incidents

Direct the person to an area away from others and ensure other people in the area remain at least 2 metres away from the individual. You should also keep 2 metres distance from the individual as much as possible and avoid close or physical contact with them.

Ensure that you are wearing disposable gloves. Wash your hands thoroughly with soap and water or use alcohol gel if hand wash facilities are not nearby, before putting on and removing all PPE.

If the nature of the injury can be dealt with by the individual themselves, such as: minor cuts, then provide instructions on the actions they should take and provide any relevant first aid materials for them to self-administer, such as plasters, ice packs, eye wash etc.

If ever unsure on how to proceed, call NHS 111 for further advice.

After assisting the individual, wash your hands thoroughly with soap and water at the earliest opportunity. Alcohol hand gel is recommended if soap and water is not available.

Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands.