

First Aid Policy

Children and adults at The Blake School need good quality first aid provision. Clear and agreed systems ensure that all persons in need of first aid are given the same care and understanding in our school. Appropriate first aid can save lives and prevent minor injuries becoming major ones.

First aid given at The Blake School, whether to children or adults will –

- Prevent the deterioration of an individual's condition until expert professional medical help is available
- Promote recovery

As part of their induction process new staff are given a copy of this policy and are shown where first aid supplies are stored.

Training

The school keeps a register of who is first aid trained and when their training is valid until. First Aid training is renewed every three years. A list of all those with first aid training, including paediatric first aid is clearly displayed in the main office, the School Business Manager's office and the staff room.

It is the school's intention that the majority of staff will receive first aid training. A number of staff, particularly those working in the Early Years Foundation Stage, have also received paediatric first aid training. A member of staff with appropriate first aid training is therefore always on site, at all times during the school day and on school trips. No member of staff /volunteer should administer first aid unless they have received appropriate training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To give immediate help to casualties with common injuries and those arising from specific hazards at school, e.g. using equipment for cooking;
- When necessary, to ensure that an ambulance or other professional medical help is called.

The headteacher is the appointed person within the school to take charge when someone is injured or becomes unwell. Should the headteacher not be on site, or be incapacitated, the senior teacher on site will take charge. The decision as to whether or not an ambulance should be called should be made following an assessment of the injured person(s).

An ambulance should always be called on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected and it is not possible to contact the parents
- Whenever the first aider is unsure of the severity of the injuries

If a member of staff is asked to call the emergency services, they must-

- State what has happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the school

First aid in school

All parents are asked to complete a form when their child starts school providing medical information about their child, parents are also asked to check this information annually and update as necessary. This information is shared with appropriate staff. Where a child's medical needs are such that they may require repeated or on-going first aid

or medical attention the procedures outlined in other school policies (Access to Education for Children with Medical Needs, Administration of Medicines, Intimate Care and Nappy Changing) should be followed.

Any pupil complaining of illness or injury during lesson time should be assessed by a qualified first aider (usually the class teacher). The first aider shall then make a judgement as to whether they consider the child fit to remain in school, or their parents/carers contacted in order that they can be collected.

When accidents occur during break and lunch times children are taken into the school building where first aid is administered (TLC). Staff record accidents and inform the office staff if any call home needs to be made. A record of accidents is also kept in a log in school – kept where TLC takes place.

Ice packs, which are stored in the staff room, are used to treat minor bangs and bumps. Packs are placed within the ice pack holders (stored in the staff room) or wrapped in a cloth to prevent cold burns and replaced after 20-30 minutes if necessary.

Where an accident or injury is of a more serious nature care and attention should be given to preserving the dignity of the child and to protecting them from being observed wherever possible. Other adults should be used to move children away from an area calmly and quietly and without causing alarm.

Where the provision of first aid raises **any** concerns, these should be raised with the appropriate senior member of staff immediately. Safeguarding concerns must be dealt with in accordance with the school's policy. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises etc. s/he will immediately report concerns to the Designated Safeguarding Lead.

When children are taking part in off-site visits, staff carry first aid kits and any other first aid equipment that may be needed such as epi-pens and inhalers. In dealing with any accident or incident requiring first aid they should follow the same procedures as in school.

Body spillages

Good hygiene practice, including the wearing of single-use disposable gloves and robust handwashing must be adhered to at all times by all staff dealing with bodily fluids.

All body fluid spillages i.e. vomit/diarrhoea and blood **must be cleaned immediately**.

Contacting parents/next of kin

Parents should be contacted when there is any doubt about the health or welfare of a pupil. Where the decision has been made to contact the parents/carers they will be contacted as soon as possible so that the child can be collected from school.

Parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as possible. Parents will be advised of non-serious (minor) bumps, knocks and bangs via the first aid form that will be completed by the member of staff who administered first aid, and which is sent home with the child at the end of the day.

In the event of a child receiving a bang, knock or blow to the head, howsoever it has been caused, a member of the school office team will be asked to contact the parent to advise them that this has occurred. Where the first aider concerned considers the injury to be minor, parents will be told that the call is 'for advice only'. Children who have received a bump to the head are given a sticker to wear such that all staff are aware that they have had a blow to the head, they are also given an orange form detailing how the injury occurred and all information that may be required should further medical attention need to be sought.

When a child is injured or unwell, every effort should be made to contact one of the child's parents. However, in the event that neither parent can be contacted then the designated person number 3 on the School Information Management System database should be contacted.

In the event that a member of staff, volunteer or visitor is seriously injured every effort will be taken to contact their next of kin without delay. Where such persons feel unwell, or have received a minor injury, they may give their consent to being escorted home by a member of staff who is willing to do so and who has appropriate business insurance on their vehicle.

First Aid boxes

Full first-aid medical boxes can be found in each of the middle areas and in the School Business Manager's Office. These contain sufficient first-aid materials to administer first aid as recommended by the HSE. Inventories are kept of all first-aid supplies within each box. Full lists can be found in each first aid container. Contents of the first aid boxes are checked and replenished at least termly by a named member of each staff team. In the event of there having been a significant incident the contents of the box(es) will be replenished without delay. The named member of the school admin team should be advised of any supplies that are needed.

The school has travelling first-aid containers used for off-site visits. These are kept in each year group department, and contain supplies recommended by the HSE. These containers are checked by staff prior to taking them offsite, supplies are replenished as necessary. The named member of the school admin team should be advised of any supplies that are needed.

Accident Reporting

In the event of a member of staff, volunteer or visitor becoming unwell or sustaining an injury whilst on the school site, or on a school trip, the Headteacher (or in their absence the senior teacher) should be advised.

First aid should be offered to adults as appropriate, being mindful of the need to avoid children becoming anxious. As necessary, children should be moved away from an area calmly and quietly. Professional medical advice must be sought for adults as it would be for children, determined on a case by case basis.

An injured or unwell adult should not continue to work without first of all obtaining permission to do so from the headteacher. Where there is the possibility that further medical attention may be necessary an adult should not continue to work.

Where a member of staff sustains an injury at work this should be recorded via SMARTLOG (online). The headteacher must also be advised of all injuries requiring first aid, or causing distress to an individual, irrespective of how they were caused.

Serious accidents and injuries must be reported, in accordance with legislation to the HSE, the school's online system must also be completed and ODST advised.