



## **Danesfield School First Aid Policy**

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<b>Reviewed by:</b>	<b>SLT</b>
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<b>Approved by:</b>	<b>Governing Body</b>

### Aims:

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures. The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

### What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

### First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children. The school currently has 39 emergency first aiders (15 of which have Paediatric First Aid) with valid certificates. The medical is based opposite the school office, in between the two Year 1 classrooms.

## Covid-19

We have changed our procedures now that all children are back in school and teachers and TAs are responsible for administering minor first aid. If a child displays symptoms of the virus, they will be removed from all other children and brought to Lynnette Kent in the medical room. She will have the full PPE equipment and will attend to the child. Parents will be called to collect their child and based on the results of a Covid test, a decision will be made if the class need to be sent home to isolate.

## Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, heat retaining blanket and microporous tape.
- Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings are found in the medical room.
- Are regularly checked. The First Aid Lead is responsible for maintaining the kits and there are signs around to school to inform staff where the nearest First Aid kit is. The Site Manager also has their own First Aid Kit.
- Are re-stocked as necessary;
- Are easily accessible to adults; and
- Are kept out of the reach of children.

## Accident files:

- The accident files are kept safely on Teams.
- Serious accidents must be recorded file in the Medical room, on the same day, and then handed to the School Secretary to be uploaded onto AssessNET (the electronic Bucks reporting system) within one week, once the outcome has been identified.
- All accident files are reviewed half termly by a member of the first aid team to identify any potential or actual hazards. Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff.

Any information stored in these accident files MUST be written in pen, completed on the same day of the incident, and include:

- The date, time and place of the incident.

- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident files can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accident books should be given to the Head's PA who will store them for reference in future and archives them at the end of each school year.

#### Ofsted requirement to notify parents and the Data Protection Act

Parents must be informed of any head injuries sustained as well as any significant injury or illness whilst their child is in school. The first-aider who treated the injury will be the person who contacts the parent to inform them of what happened and recommended next steps.

Staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take photographs other than of their own child. It is not standard practice to give parents copies of the school's accident record. However, if a parent requests a copy of the accident form then this will need to be authorised by a member of the senior leadership team.

#### Administration of Medicines at Danesfield School

This applies to all pupils, including those who do not have an individual health care plan. Medicines will be safely stored in the Medical room. A written record will be kept by the First aider responsible for administering the medicine and stored in the medical file in the Medical room. This will include date, time, dosage and name of the member of staff who administers the medicine.

- Only emergency medicines will be administered in school at parent's request (e.g. Epi-pens, inhalers, Piriton.) We will only accept medicine that has been prescribed by a GP or hospital doctor.
- If parents wish for any other medicine to be given to their child, such as antibiotics or painkillers, they must come in and administer it themselves.

- If medicines (including asthma pumps) are to be administered in school, the parents must complete and sign an agreement form which must be handed into a member of the office team before any medication can be administered.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance/emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by an NHS doctor and provided in the original container with dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- As and when children leave Danesfield, the school will return all medicines in store to the parents. All other medicines will be kept until the following school year so we have all the correct medication in school when the next academic year begins.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional.

#### Arrangements for children who are competent to manage their own medicine in school

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Headteacher who has a duty to ensure the safety of all children and young people.

#### Medical Emergencies

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate. The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

### Sickness

We will contact a parent/carer if a child becomes ill while in school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school but staff may or may not be informed about it. We use all necessary prevention of any blood borne disease, use gloves and follow procedure to ensure that any blood is cleaned up thoroughly and safely.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety Coordinator and the Emergency First Aiders.

### Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance 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
- If a fracture or break is suspected, and the child is unable to make their way independently to the medical room.

### Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher. Head bump letters will be sent home with children.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Treatment of suspected breaks/fractures

The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

- If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.
- Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.
- Once you've done this, call 999 or 112 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue, then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

### Disposing of blood

We dispose of blooded items in the bin in the medical room. We no longer use the yellow clinical waste bags as they are no longer collected.

### Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in.

### Ice Packs

These are for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are kept out of children's reach and stored in a freezer.

Guidance on the use of ice packs:

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack. If injuries are older than 48 hours and still painful, children should not be in school.

Precautions when using ice and heat. DO NOT USE ICE OR HEAT:

- If the casualty is diabetic

- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

### Asthma

We have many children at Danesfield with Asthma. All pumps are labelled and kept in the medical room. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). The emergency inhalers are kept in the grab bag in the school office.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK

### Epi-Pens

All Epi-Pens are labelled and kept in the medical room.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of-date).

The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

There are emergency Epi-pens in grab bags.

### Training

A central record of all training related to first aid is held by the Headteacher and reviewed annually to ensure that certificates are renewed within timescales.