



Enabling Excellence for Exceptional Futures

Policy name:	First Aid Policy
Policy group:	Health and Safety/ Pupil Safety
Policy status:	Compliance
Linked REAch2 policy(ies)	Pupils With Medical Conditions and Administration of Medication Health and Safety Safeguarding and CP
Policy owner:	Gemma Jackson- Head Teacher
Written/ Adopted/ Reviewed on:	Adopted: February 2020 Reviewed: July 2021- separated First Aid and Medical Conditions Policies
Review date due:	September 2024



Dealing with Injuries

Overview for First Aid provision

Objectives

Green Park Village Primary Academy will ensure that all stakeholders- pupils, staff, contractors and visitors- have the right to feel safe and well and know that they will be attended to with due care when in need of First Aid.

First Aid is defined as being: **the help given to someone who is injured or ill to keep them safe and to cause no further harm. The role of a First Aider is to give someone this help (St John's Ambulance).**

Aims:

- To administer First Aid to a pupil when in need in a competent and timely manner.
- To communicate a pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of staff members trained with a Paediatric First Aid Certificate.
- To refresh the training on a regular basis.

Implementation

The vast majority of academy-based injuries require minimal treatment and can be dealt with by most members of staff acting in a sensitive and caring manner. However, staff are not expected to deal with First Aid issues if they do not feel confident or competent to do so.

The academy has trained Paediatric First Aiders in the Early Years Foundation Stage and across the academy.

Additional training is given if children with diagnosed medical conditions are admitted and a care plan is formulated and agreed between medical professionals, parents/ carers and the academy (refer to Pupils With a Medical Condition and Administration of Medicine Policy).

Responsible person(s)

- A list of Paediatric First Aiders are displayed in all classrooms, offices and the staffroom.
- Gemma Jackson, Head Teacher, is the person responsible for the strategic overview of First Aid provision.
- Lucy Newman, Administrator, is the person responsible for the operational overview of First Aid provision.

Monitoring of First Aid Provision, Resources and Incidents

Resources

All First Aid boxes/bags are checked weekly by the Administrator and contents replenished. All staff using the First Aid boxes/ bags are requested to advise the Administrator if they observe that any contents are depleted in-between the weekly checks by bringing the First Aid box/bag to the office for immediate replenishment. A contents list is in the first-aid box/bag.

Provision and incidents

First Aid administered is reviewed weekly (school records are examined by child and by type of incident) as an extension to the vulnerable pupils' meeting. Any unusual patterns (frequency of First Aid, type of minor injury, type and location of activity prior to the injury) will be recorded (on CPOMS) and monitored as part of the monitoring of vulnerable pupils. Types of minor injury in certain areas or from certain activity in the school will be monitored as part of operational practice review. A health and safety inspection of the site or risk assessment of site or activity may be reviewed in response in order to minimise risk of repeat harm to children.

Location & Storage of First Aid Equipment

First Aid equipment is stored in the medical room, situated off the ground floor corridor and in the sick bay (within the school office). Stock is regularly checked and ordered by the Administrator.

Each classroom has its own First Aid box/ bag containing those items which are frequently used, such as plasters and wipes, located on a labelled shelf (cupboard above the classroom sink).

Administration of First Aid forms (triplicate books) are located with the First Aid boxes/ bags.

Minimal injuries

All First Aid administered is recorded in a triplicate book held by each staff member/ with each First Aid box / bag. This could either in the classroom (if First Aid is administered by the Class Teacher or Learning Support Assistant) or held at the main office (if First Aid is administered by the office staff). The record details the type of injury and what First Aid was administered. The Administrator and Head Teacher monitor the records at least once a term.

Parents of all pupils who receive First Aid, will receive a completed record (white copy) indicating the nature of the injury, any treatment given and the name of the adult providing the First Aid.

Yellow copies go to pupil files for monitoring and reference. Pink copies remain with the First Aider and are archived in line with GDPR policy.

Head Injuries

Ice packs are available in each classroom or in the medical room (ground floor). All head injuries, even minor bumps are recorded in the First Aid triplicate books. For all head injuries, parents/ carers will be called by the Administrator or the adult administering First Aid. Parents and carers are given the white copy of the First Aid record. The Administrator and Head Teacher monitor the records at least once a term.

Yellow copies go to pupil files for monitoring and reference. Pink copies remain with the First Aider and are archived in line with GDPR policy.

Reporting of RIDDOR injuries

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Green Park Village Primary Academy is required to keep records and report certain incidents to the Health and Safety Executive (HSE) within 10 days of the incident.

Under the regulations, the academy must report:

- Deaths;
- Specified injuries (see below);
- Over 7 day injuries;
- An accident causing injury and taken from the scene to hospital;
- A specified dangerous occurrence, where something could have resulted in an injury;
- Specified occupational diseases.

The list of 'specified injuries' in RIDDOR 2013 are (regulation 4):

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
covers more than 10% of the body

- causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Blood Injuries

All staff are aware of the necessity of wearing gloves when dealing with blood. Disposable vinyl gloves are available in the medical room and with each First Aid kit. Injuries which result in blood loss are always covered to avoid infection. There is a disposable yellow bin bag in the medical room to contain items which have been contaminated by blood.

Break-time, lunch-time and lesson time

At break and lunch times, all support staff on duty will carry an emergency First Aid kit to deal with minor injuries. During lessons, each classroom will have a First Aid kit to access. However, where children require further treatment, children should be sent to the office with a buddy (if needed) where the Administrator will deal with the child and record their illness/injury. Staff are always available to attend to an incident via radio call.

Emergency Procedures

Each adult has a radio to summon assistance in an emergency.

First Aid kits are carried on all trips outside academy, including swimming lessons. This is recorded on all risk assessments.

If an ambulance is required, another member of staff will dial 999 to allow a First Aider to remain with the casualty. A copy of the casualty's medical details will be handed to paramedics when they arrive, to accompany the casualty to hospital. Parents will be called. If the casualty is taken to hospital before parents/ carers can be with the casualty a member of staff will accompany the casualty to hospital. Once the casualty has been assessed by paramedics and either taken to hospital, taken home or deemed fit to stay, the relevant incident will be completed on Parago and REAch2 Health and Safety advised.

Sending Children Home

A member of the Senior Leadership Team (SLT) must be consulted before contacting parents. Children will not be allowed to walk home alone. If the member of SLT feels that the child should attend hospital then either an ambulance will be called or the child's parents will be asked to collect the child, depending on the severity of the accident.

Training

Paediatric First Aid training is led by approved providers. A record of staff training is held in the Head Teacher's office. There are five staff members with current Paediatric First Aid training in school.