

# PERRYFIELDS PRIMARY PRU



## FIRST AID POLICY

<b>Review Date</b>	<b>Developed and Reviewed Date</b>	<b>Reviewer (Who?)</b>	<b>Approved By Name and Date</b>
<b>March 2023</b>	<b>February 2023</b>	<b>First Aid Leader SLT Chair of Education Sub-Committee</b>	<b>Management Committee 28.03.2023</b>
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<b>Minutes Reference</b>	12.03.24
<b>Signature of Chair</b>	

## **Statement of intent**

Perryfields Primary PRU is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor;
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users;
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- To establish and maintain safe working procedures amongst staff and pupils;
- To ensure that all medicines are stored safely and administered according to permissions and instructions received from parents and doctors;
- To develop first aid awareness amongst staff, pupils and other supervising adults;
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **Legal framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2012) School Premises (England) Regulations
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2019) 'Automated external defibrillators (AEDs)'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Relationships and Promoting Positive Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy

## **Roles and responsibilities**

The Management Committee are responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.

- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Staff are responsible for:
- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as directed by the headteacher.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

In selecting a first aider, the following factors are considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

The appointed first aid leader is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency.
  - Cardiopulmonary resuscitation.
  - First aid for the unconscious casualty.
  - First aid for the wounded or bleeding.
  - Asthma
  - Epiprn administration
  - Maintaining injury and illness records as required

### **Information for staff**

Perryfields Primary PRU inform employees, pupils, students and others of their first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders or appointed person

### **First Aid Provision**

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins

- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

All first aid containers will be identified by a white cross on a green background. The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

Perryfields currently have 5 Paediatric Emergency First Aid Appointed Persons.

Their qualifications are displayed in the headteacher's office.

The number of first aid personnel is sufficient to cover break and lunchtimes and absences.

The school also ensures that there is a trained and designated first aider attending residential and educational visits. In addition to this, there is a trained and designated first aider present on the school site during these times.

Perryfields first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate. We currently have:

- First Aid stations in the front school and headteacher's office areas;
- A First Aid kit is taken on all school educational visits which is located in the school office. A First Aider accompanies classes on all school visits.
- The Paediatric First Aiders check that boxes are replenished as soon as possible after use.
- The School Finance officer, will authorise the ordering of supplies.

### **First Aid Boxes**

First aid boxes are placed in a clearly identified accessible location in the school office and is fully stocked with suitable first aid materials.

### **Recording and Reporting First Aid Treatment**

All accidents that require treatment are recorded in an accident book recording the following information:

- Person's Name
- Date
- Class

- Injury Treatment
- Teacher informed
- Signature of First Aider

The accident report book is in the main front school office.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher who will decide on further action, including the completion of an “injury or dangerous occurrence report form.” These forms are sent to the Local Authority. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

### **Automated external defibrillators (AEDs)**

The school has procured an AED through the NHS Supply Chain, which is located in the school office. There is an additional AED that is taken on educational visits. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on bi-annual basis.

### **Emergency procedures**

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

### **Offsite visits and events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. AN AED is always taken on educational visits.

For more information about the school's educational visit requirements, please see the Educational Visits Policy.

### **Storage of medication**



Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

### **Illnesses and allergies**

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the individual prescription and healthcare plan.

### **Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

### **Asthma**

Asthma is sometimes described as wheezy bronchitis. It causes the airways in the lung to narrow making breathing difficult. Children with asthma have inflamed airways which react to certain triggers (irritants) eg. Viral infections, allergies, exercise, cold weather, temperature changes, excitement, laughter, glue, paint and tobacco smoke. In school, we recognise that asthma is an important condition which affects many children. We will welcome all children who suffer from asthma and we will ensure that they are able to participate fully in all areas of school life.

It is the responsibility of parents/carers to inform the school if their child/children are asthmatic. In order to make our school asthma friendly we have adopted a non-smoking policy to ensure that pupils are never exposed to the dangers of passive smoking. Chemicals, cleaning materials and paint sprays are not used whilst pupils are present. Pets should be housed away from the classroom. Avoiding these in the school environment can lessen the incidence of asthma attacks.

It is essential that we understand how to deal with medication and inhalers effectively. There are two types of treatment both of which come in an inhaler:

- RELIEVERS – which help the child's breathing difficulties, these are generally in blue containers.
- PREVENTORS – which make airways less sensitive, these generally come in brown/white containers. Preventors are not kept in school.

Children with asthma should have easy access to their inhalers in case they need them for any reason and be responsible for their use. Do not cause delay by locking up inhalers. Make sure all inhalers are always taken on school trips. Liaise with health professionals if a child needs the use of a nebuliser at school.

Full participation in all areas of the school curriculum, including physical education, should be the aim for all, but the most affected, with asthma. Children with exercise-induced asthma should take a puff of their inhaler before they start exercise. They should bring inhalers to the hall, swimming pool and sports field. Children who say they are too wheezy to continue, should take their reliever and rest until they feel better. Teachers should be aware that some children are shy in public when taking their inhalers. We will ensure that other children understand asthma so that they can support their friends.

We will ensure that all staff responsible for administering first aid have received up to date training of what to do if a child has an asthma attack. We will work in partnership with parents, governors, health professionals, school staff and children to ensure the successful implementation of the school asthma policy. Copies of what to do in case of an asthma attack are located at all first aid stations in school.

