

## **First Aid Policy**

**Name of School: Headlands Primary School**

**Person(s) Responsible:**  
**Head Teacher and Governors**

**Review Date: May 2019**

**Distribution: Governors and Whole Staff**

**Web Page: [www.headlands.org.uk](http://www.headlands.org.uk)**

Policy adopted by Headlands Primary in March 2018

*This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.*

It is Headlands Primary's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

## 1. Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

## 2. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## 3. Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

**The Headteacher** is responsible for ensuring that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. He/she should also ensure that the insurance arrangements provide full cover for claims arising from actions of staff, acting within the scope of their employment. The Headteacher should also ensure that there are sufficient numbers of trained first aiders present at all events beyond the school day.

**The Pastoral Leader** is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need. Annual update training for staff is arranged, where appropriate, for administering EpiPen and diabetes training.

**The School Business Manager** is responsible for ensuring that first aid records are kept adequately. He/she are also responsible for ensuring that the correct stock and supplies are held in school to deal with first aid issues that happen in school and on trips.

**Teachers** are responsible for ensuring that there are sufficient numbers of First Aiders on any trips, excursions, or any other events including sports fixtures that they are involved in organising.

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years.

- He/she will be contacted to give immediate help to casualties if required during lesson time or break times. A pupil who has been injured is to be seen by a first aider to inspect and, where appropriate, treat.
- Incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
- Where possible, constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil's medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.

### **All Staff**

- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school, a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary guidelines.
- All staff are expected to do all they can to secure the welfare of the pupils.
- Wherever possible, lunchtime or support staff will deal with first aid issues.
- There will always be office staff available to deal with first aid issues who are first aid trained. Wherever possible, teaching staff should be called from class to deal with injuries as a last resort.

## **4. Reporting**

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the school office.
- Parents are to be informed of a head injury with the standard bumped head letter. A phone call home will be made when a First Aider deems it necessary.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR), some accidents must be reported to the HSE:

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors.

The Headteacher is responsible for ensuring this happens.

The Health and Safety Governors Committee should be informed of all accidents, including all those reported to HSE.

## 5. Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

## 6. Administration of drugs and medicines

In most cases, children taking medication for illness will not be in school. Generally, paediatric medicines can be administered before and after school however where a lunchtime dose is essential this should be administered by the parent who then takes responsibility for ensuring correct dosage etc.

As a last resort and in exceptional circumstances or **dosage states 4 times a day**, if this type of arrangement is not possible, then arrangements must be made with either the pastoral leader or the school office and the Administer Medication form, **appendix 1** must be completed and signed. The medication will then be stored centrally, away from children. It will be necessary to collect unused medicine from the school office at the end of the day.

If long term treatment is required, a Health Care Plan/ Pastoral Care Plan should be set up by the Pastoral Team in conjunction with parents and any relevant medical professionals.

## 7. Storage of drugs and medicines

- Prescribed medicines must be clearly labelled with the medication name and the child's name. They are either kept in the locked cabinet in the school office or the fridge as appropriate.
- EPI Pens and Asthma inhalers are stored in the class medical box in the Teachers classroom cupboard. Extra EPI pen to be kept in the central medical room.

## 8. First Aid boxes

First Aid boxes are located in:

- Each classroom
- Medical Room

Travel bag with first aid equipment is located in Medical Room for off site visits (all emergency details for school visits will be provided and placed in this bag for outings).

## **8.1 First Aid boxes should contain**

- Guidance Leaflet
- Large Sterile Bandage
- Medium Sterile Bandage
- Triangular Bandage
- Eye Pad Sterile Dressing
- Safety Pins
- Sterile Plasters – Assorted
- Adhesive Tape
- Disposable Gloves
- Resuscitation Face Shield
- Emergency Foil Blanket
- Sterile Water
- Scissors
- Gauze
- Tissues
- Accident Report Form
- Bumped Head Letter
- Hydrogel Burn Gel – Ask at office

There is a room for medical treatment, and care of pupils during school hours which is close to a wash basin and lavatory.



# Headlands Primary School



## MEDICATION CONSENT FORM

This form must be completed in full and returned to your child's class teacher or the school office as soon as possible.

Please note that the school will not give your child any medication unless you complete and sign this form and the Headteacher has confirmed that school staff have agreed to administer it.

Child's Name:		Date of Birth:	Boy/Girl:	Class:
Address:				
<b>Emergency Contact Details (Parent/Carer):</b>				
Full Name		Relationship to Child		Telephone Number
Office Use	System Updated		Copy to Class	
<p><b><u>Important Information Regarding Inhalers</u></b></p> <p>Inhalers are usually kept together in your child's classroom and managed by the Class Teacher.</p> <p>If you would prefer your child to carry his/her inhaler with them and manage its use please could you indicate below.</p> <p style="text-align: center;">Yes/No</p> <p>Please note that all inhalers should be clearly labelled with your child's name and be 'in date'.</p>				
<p><b><u>Parent/Carer - Authorisation</u></b></p> <p>I understand that:-</p> <ul style="list-style-type: none"> <li>all medication must be clearly labelled and in the original container as dispensed by the pharmacy</li> <li>all medication should be 'in date' and available in school at all times</li> <li>all medication must be delivered to school by a parent/carers and handed to an authorised/appointed person in school</li> <li>I must notify the school of any changes to the medication/dosage in writing</li> </ul> <p>Signature _____ Date _____</p>				

<b>Name:</b>		<b>Class:</b>
<b><u>Medication 1</u></b>		
<b>Medical Condition or Illness (Reason for Medication):</b>		<b>Name of Medicine (As described on container):</b>
<b>Date Dispensed:</b>	<b>When to be given (Times/taken with meals etc):</b>	<b>Dosage (How much to give):</b>
<b>Length of time your child will need to take this medication (Dates):</b>		<b>Special Precautions:</b>
<b>When was the last dose taken (This information is particularly important for medication containing paracetamol and for Piriton):</b>		<b>Possible side effects:</b>
<b>Any other instructions regarding this medication:</b>		
<b><u>Medication 2</u></b>		
<b>Medical Condition or Illness (Reason for Medication):</b>		<b>Name of Medicine (As described on container):</b>
<b>Date Dispensed:</b>	<b>When to be given (Times/taken with meals etc):</b>	<b>Dosage (How much to give):</b>
<b>Length of time your child will need to take this medication (Dates):</b>		<b>Special Precautions:</b>
<b>When was the last dose taken (This information is particularly important for medication containing paracetamol and for Piriton):</b>		<b>Possible side effects:</b>
<b>Any other instructions regarding this medication:</b>		
<b><u>Medication 3</u></b>		
<b>Medical Condition or Illness (Reason for Medication):</b>		<b>Name of Medicine (As described on container):</b>
<b>Date Dispensed:</b>	<b>When to be given (Times/taken with meals etc):</b>	<b>Dosage (How much to give):</b>
<b>Length of time your child will need to take this medication (Dates):</b>		<b>Special Precautions:</b>
<b>When was the last dose taken (This information is particularly important for medication containing paracetamol and for Piriton):</b>		<b>Possible side effects:</b>
<b>Any other instructions regarding this medication:</b>		

## Appendix 2 – Bumped Head Letter

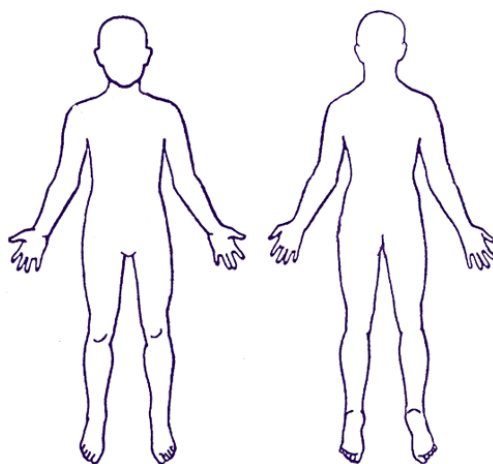
Dear Parent/Carer

### Accident Letter

Child's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Type of Injury \_\_\_\_\_ (See diagram below for location of injury)

Unfortunately your child has had an injury at school today. He/she was assessed by a first aider at school and following some initial treatment (eg washing out, cold compress, close monitoring) it was decided that no further action was necessary.



Back of body

Front of body

It is important for you to understand that **if your child has sustained an injury to the head** then symptoms can sometimes take a while longer to present themselves. As such, if this letter indicates a head injury and you notice any of the following signs, please consult your doctor/hospital:-

- Unconsciousness or lack of conscious (problems keeping eyes open)
- Any confusion (not knowing where they are, getting muddled up)
- Any drowsiness (feeling sleepy) that goes on for more than an hour
- Any problems speaking or understanding
- Any loss of balance or problems walking
- Any weakness in one or more arms or legs
- Any problems with eyesight
- Very painful headache that won't go away
- Any vomiting/being sick
- Any fits (collapsing or passing out suddenly)
- Clear fluid coming out of their ears or nose
- Bleeding from one or both ears
- New deafness in one or both ears

Alternatively you may take your child to the nearest casualty department which is located at Northampton General Hospital on 01604 634700 or contact the free NHS Advice service by dialling 111.

Yours sincerely

*D Smith*

Mr D Smith  
Headteacher



**Appendix 3**  
**- Guidance on how to deal with injuries and accidents in school.**

	What can be dealt with without a first aider?	Types of injury which should be seen by a first aider but don't require recording in the accident book.	Types of injury which require recording in accident book.	Types of injury which require a phone call home (must be also recorded in the accident book).	Types of injury which require reporting to NCC (RIDOR 2013)
<b>Person Responsible</b>	All staff Year Group Teams to monitor children on medical plans.	First Aiders	First Aiders	First Aiders and School Office	First Aiders School Office and Headteacher/ Deputy Headteacher
<b>Where is this recorded?</b>	Not recorded	Not recorded	Accident Book – Catch parents informally if appropriate.	Accident Book – Contact parents immediately	Accident Report Form to keep in school.
<b>Types of injury/accident</b>	Grazes, (check no grit/dirt remaining) Paper cuts Minor bruising Minor scrapes Minor cuts requiring a plaster (check able to have) Insect bite (unless it comes up as a reaction) Rashes (call parents) Illness (Call parents) Wobbly teeth Toothache Blisters Minor nose bleed Minor bite	Deeper cuts / scratches Minor head bumps – must be seen by first aider who will make decision as to record if necessary. Minor sprain / strain Nose bleed last more than 5 minutes Dizziness (first aider to assess why) Minor eye irritations – e.g. eyelash, dust	Dirty cut / foreign body remaining in cut / graze Splinter – infection risk Head bumps – <b>must be seen by first aider</b> Sprain/strain Burn Sunburn (ask parents for suncream/hats etc. Nose injuries Eye injury – foreign body Bee / wasp sting Human bite where the skin is broken or there is bruising	Suspected or actual fractures/broken bones Head bumps / injury Dislocations. Back / neck injuries Choking Airway / ear obstructions Seizures Fainting	Serious fractures /broken bones, other than fingers, thumbs and toes Amputation of an arm, hand, finger, thumb, leg, foot or toe Permanent loss of sight or reduction of sight Crush injuries leading to internal organ damage Serious burns Scalping which require hospital treatment Unconsciousness caused by head injury or asphyxia Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or resuscitation or admittance to hospital for more than 24 hours.

# FIRST AID POLICY

