



**Other related policies:**

- Health & Safety
- Risk Assessment guidance
- Administration of medicines
- Riddor

**This policy was devised and adopted in January 2017**

**Reviewed September 2020**

**Policy to be reviewed in September 2021**

**1.0 INTRODUCTION**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) regulations 1981, Employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace, or in this case the school.

**2.0 Aims & Objectives:**

Dorothy Barley Junior Academy will ensure that all pupils and staff, also 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.

- To administer first aid to pupil, staff and visitors when in need in a competent and timely manner.
- To communicate 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 FAW, emergency first aid at work certificate.
- To refresh the training on a regular basis.

**3.0 Implementation**

A sufficient number of staff members, (whose names are displayed on the staff room and medical room notice boards) have been trained to hold a First Aid Certificate, and with up-to-date CPR qualifications.

Basic First Aid kits are supplied and located in the Medical Room in the Foyer area of the school and in the Hygiene Room. Disposable gloves and aprons are provided and must be worn by the first aider when coming in to contact with any bodily fluid. (See body Fluids guidance)

During break time (10.45 -11.00am) and lunchtime (split lunch 12.00pm – 13.15pm) the first aider/s is/are situated in the Hygiene Room.

First Aid kits and a mobile phone will also be made available for external visits, based on the risk assessment for the visit.

If a parent/carer supplies medication for a pupil it will be available in a locked cupboard in the school office. There is suitable paperwork to be signed by parent and Headteacher prior to any medication being applied / administered (see administering medicines in school).

Administration Assistants are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

Any changes relating to pupils medical condition will be communicated from the Administration/ Admissions and Attendance Officer and updated on Arbor, information is also shared with the Pupil Welfare Officer (PWO) so that class files can be updated and shared with staff.

#### **4.0 Unwell/Injured children in Class:-**

If a child says they feel unwell in class, the Teaching Assistant is to monitor and assess (offer sick bucket or a drink of water). If a child is actually sick then they are accompanied to the main school office by the Teaching Assistant, the school office will call home and the child should be collected and taken home. These incidents are to be logged on the Medical Tracker.

If a child injures or hurts themselves in class, they should be accompanied to the main school office to be treated by a trained first aider, in the Medical Room. This is logged on Medical Tracker. If the class Teaching Assistant is not first aid trained this must be passed over to a member of the office staff as they are all trained to administer first aid. If a class does not have a Teaching Assistant present then the child must be accompanied by another child to the main school office is this right.

All first aid must be logged in the Medical Tracker. If it is a minor injury it will only be logged. If the injury is a bump to the head or an injury that may need to be monitored then a parent incident form will be completed for the child to take home and the class teacher will be informed. The child's parent or guardian will also be contacted by phone. If the parent is not available to speak to a voicemail will be left and if this is not an option a text will be sent. (See Bumped head procedure below)

Once assessed and if found to be necessary the school office may also call home to explain the incident. The parent/ Guardian can decide whether to monitor the injury or take the child home. In some cases first aider may advise to seek further medical advice and a parent notification form will be provided.

Any child that leaves the school building is recorded in the signing out book by the office staff.

#### **5.0 Children who have Care plan in school**

All care plans should be adhered to, if a child has a care plan in place at school and should require First Aid they would be treated as required.

Copies of all care plans can be found on the medical inclusion board in the staff room, medical room, and class information folders and in the child's personal school file in the main office. Yearly reviews and an update of care plans and training is organised by the PWO.

#### **6.0 Accident/Incident/Disease Reporting and Investigating**

If anyone should become ill or suffer injury as a result of an accident/ serious incident the procedures below must be followed:

First Aid should be administered, **but only as far as knowledge and skill admits**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the pupil, staff or visitor. The pupil, staff or visitor should be given all possible reassurances, and if absolutely necessary, removed from danger.

If the pupil, staff or visitor needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. For pupils parent/carers should be contacted to inform them of the incident.

## **7.0 Accident Forms/ Serious incidents**

All minor injuries and first aid treatments given are recorded on the Medical Tracker. Parents are contacted by telephone if a child has received a bump to the head, a wasp or bee sting or a significant incident.

An accident form must be completed for any pupils, staff or visitor admitted to hospital, and logged on Riddor within 24 hours. For pupils not attending hospital, a first aid record form must be completed in the medical room and accident procedures followed.

For more serious injuries, a first aid record form is completed and given to the School Business Manager for investigation. In the event of a medical emergency and the School is unable to contact parents/carers then the Head teacher acts in 'Loco Parentis'.

Medical Tracker is an online system. Completed forms should be passed immediately to the School Business Manager who will investigate the accident or serious incident and report to the Headteacher. Witness statements and supporting documentation must be attached to the form.

## **8.0 First Aid at Break time 10.45am-11.00am**

At break-time there are two First Aiders on duty located in the Hygiene Room. All break-time first aid issues are dealt with here. Any child coming to first aid at break time is logged on to the First Aid record using the online Medical Tracker and treated as necessary.

## **9.0 Lunchtime First Aid Provision and First Aid Points – 12.00pm – 1.15pm**

During lunchtime the first aider is situated in the Hygiene Room.

Any first aid treatment given is logged on the Medical Tracker. If an incident is deemed to be more serious, which requires further immediate attention, a Play Leader Supervisor should be called for assistance, who would then support. The child would be taken to the school's main office. If Play Leader Supervisor is needed to take a child to the Main office then this incident would be logged on the Medical Tracker. A courtesy call may be made to parents or a Group Call text message is sent if the office is unable to contact the parent. The child can be collected from school as necessary following discussion with the parent. The Play leader supervisor will make the class teacher aware of incident.

## **10.0 Bump to Head during school time:-**

Any child that suffers a bump or knock to the head **at any time during the school day**, should be treated with First Aid, logged on to the Medical Tracker and given a 'First aid incident – parent notification' and a 'bumped head' sticker. A courtesy call will be made by the Main School Office to parent or carer. If the parent cannot be reached on the telephone, a voicemail will be left and if this is not an option a text will be sent. The child will be monitored by staff. If the head injury is more serious the emergency first aid procedure would be followed. If a Parent is needed to collect their child from school due to a head bump, the school office would advise them to collect the child and get them checked by a medical professional. This will be noted on the Medical Tracker.

## **11.0 First Aid Record**

There is a First Aid Record kept using the online Medical Tracker system. This is used by office staff and TAs when administering first aid throughout the day.

After lunch the member of staff who has been the designated first aider at lunchtime returns to the office and discusses with the Administration team follow up action if required (e.g. later check on an injury, new dressing maybe required). The Medical Tracker is completed for these accidents and phone calls to parents are made if the

child suffers a bump to the head or sustains any other accident/injury where it is deemed serious/necessary to inform the parent directly. The office staff complete a 'First aid incident – parent notification' and after contacting the parent pass this to the class teacher so they are both aware the child needs to be monitored and the form is given to the person who collects them at the end of the school day.

#### **12.0 First Aid off site/school trips/residential.**

All pupils and staff attending school trips/residential will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies are taken on day trips or residential trips. For residential trips the originals will also be kept at school, for reference and compliance.

#### **13.0 Evaluation**

SLT will continuously monitor the effectiveness of health and safety procedures. Action points will be agreed and discussed with staff. The Headteacher will include curriculum developments in their termly report to the board of governors.