

STOKE DAMEREL PRIMARY ACADEMY POLICY ON THE ADMINISTRATION OF FIRST AID

Stoke Damerel Primary Academy is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors. To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each Key Stage area.
- At least one appointed person in each Key Stage to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

First Aid Boxes

All first aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in:-

- Each classroom
- Playtime/lunchtime first aid bags located in the First Aid room for collection.
- Staffroom
- Main Reception area
- First Aid room
- Foundation Stage
- KS1 shared area

Appointed Persons: Senior First Aiders

In school, the following members of staff are trained to oversee first aid and are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:

First Aid Lead (SLT) Isla Ellis, Tina Roden and Allison Flack.

Information sharing

1. A notice will be placed in each room of the school stating the location of the nearest first aid box and the names of the person trained in emergency first aid.
2. Children will be told what to do if there is an accident.
3. In the event of an accident in the playground during lunchtime, the child will be given first aid attention using the portable first aid kits. If the injury requires more detailed investigation or attention the child will be escorted to the first aid room.

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

- Send adult/suitable child to/for named first aider
- Ensure safety of injured child/and other children
- Do not take action until first aider arrives
- Record any accident you treat in the appropriate folder; 'General injuries', 'Feeling unwell', 'Medicines' noting the date, time, place of incident, child's name, class, what happened, treatment given, name and signature of person making record.
- If dealing with blood or body fluid wear gloves to protect self and child.
- If applying plasters, use antiseptic wipes to clean and check with child that they can have plasters in case of allergy.

Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines, in the folders located in the First Aid room, which includes:-

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.
- If the wound will not stop bleeding or is proving very difficult to clean appropriately then parents must be called and given the option of seeking further medical assistance.

Procedures if a child sustains an injury to the head or other serious injury:

- A first aider MUST see the child
- To record the accident in the first aid folder
- To complete a head/injury form (ensuring teacher and parent are notified).
- Head/injury forms should be handed to their teachers making them aware of child involved.
- If an ice pack is needed these are held in the fridge in the First Aid room
- If a child has serious injury and/or is sent home/sent to hospital due to an injury, a green accident report form (AF1 LL2), available from the office, must be filled in, in addition to recording the accident in the first aid book.

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. All staff present at school in May every three years since 2010 are qualified first aiders in school, including two paediatric trained first aiders which more than meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

School Visits and Journeys away from school

Before undertaking any off-site activities, a member of the Senior Leadership Team will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance.

All visits and journeys away from school will be risk assessed by a member of the Senior Leadership Team in accordance to the Academy's policy on Educational Visits.

Documentation

All staff will receive a copy of this policy and be made aware of the DCSF's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request.

First Aid Accommodation

The First Aid Room has been designed as suitable room for administering first aid. However, first aid facilities are available in the Foundation, Key Stage 1 and Key Stage Two areas for first aid provision.

School trips

When taking first aid for school trips, kits are available in the first aid room and also a trip bucket. Please check these have all the items needed in them before leaving. If you are not sure check with a Senior First Aider. PLEASE RETURN ALL FIRST AID EQUIPMENT TO WHERE IT BELONGS REPORT ANY SHORTAGES TO A SENIOR FIRST AIDER FIRST AID STOCKS ARE KEPT IN THE MEDICAL ROOM

Administering medicines

Medicines can only be given if an Administration of Medicines form (AMEE 2) has been completed by parents and only then if the medicine has been prescribed by a physician or occasionally a pharmacist. When giving medicines details must be entered on the pink form (AMEE 4).

Please refer to the Medicines Policy for further guidance.

Arrangements for First Aid during Playtimes and Outdoor activities

1. Member of staff on duty with responsibility for first aid will administer treatment.
2. Procedure to be followed if injury is serious:
 - a. An adult or responsible child is sent to bring the First Aider
 - b. If the injury is more serious, do not move the child and send for the first aider to attend the scene.
3. All injuries must be recorded in accordance with the procedures for reporting accidents.
4. Lunchtimes – injuries to be dealt with by Mealtime Assistants. Minor injuries ie requiring mediwipe or plaster may be treated by any member of staff but if the injury is more serious the child must be seen by a first aider. All injuries must be recorded in accordance with the procedures for reporting accidents.
5. Sport sessions – Person in charge to ensure that a fully stocked First Aid box is taken to all activities.

6. Off Site Visits – All visits must be arranged through a trip leader who will undertake a risk assessment and advice on adequate first aid personnel. Trip leader to ensure that all pupils' medication is taken with them.

Nut Allergy

There are several children in school with a serious allergy to nuts. All have care plans which are available from Mrs I Ellis, SENCO. Staff receive EpiPen training annually when needed. Parents are requested at regular intervals via the weekly school newsletter, to be aware of the contents and consequences of sending food into school that contains nut or nut products. All children have symptoms of a different nature, details of which can be found in their individual care plan. In the event of a child suffering an allergic reaction, a first aider should be sent for immediately but EpiPen trained staff dealing with this child should take immediate action if though necessary.

This policy has been updated in June 2019

Review Date June 2021