

Timbercroft Primary School



First Aid Policy

First Aid Policy Timbercroft Primary School

Policy Statement

Timbercroft Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for first aid at Timbercroft Primary is held by the Head teacher. The responsible manager is the Head of School. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in each first aid station and are archived in the office.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Determining the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Policy Requirements will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the needs of the school (Guidance on First Aid for Schools DfE)
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid • Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Training: School First Aid Trained Staff

Name	Training/certified	Renewal Date
Emergency First Aid at work and Emergency First Aid including Paediatric		
Kellie Martin	25.2.2024	February 2027
Kirsten Kiddell	25.2.2024	February 2027
Lisa Cole	25.2.2024	February 2027
Emergency First Aid at work and Emergency First Aid including Paediatric		
Name	Training/certified	Renewal Date
Claire Sheed	7.2.2025	February 2028
Sue Heard	7.2.2025	February 2028
Donna Burnett	7.2.2025	February 2028
Sabina Korzonkiewicz-Scheich	7.2.2025	February 2028
Kerry Morris	7.2.2025	February 2028
Julie Parish	7.2.2025	February 2028
Emergency First Aid at work and Emergency First Aid including Paediatric		
Name	Training/certified	Renewal Date
Andy Summersby	30.6.25	June 2028
Maria Seenan	30.6.25	June 2028
Sarah Wyatt	30.6.25	June 2028
Manisha Tah	30.6.25	June 2028
Mandheep Dhillon	30.6.25	June 2028
Nichola Webb	30.6.25	June 2028

High Training Services First Aid is the main training provider for Timbercroft Primary School.

First Aid at Work - this training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid in children. These staff are responsible for administering first aid, in accordance with their training, to those adults that become injured or fall ill whilst at work or on the premises.

Emergency First Aid Paediatric: These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to all children and those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. Other responsibilities which are identified and delegated to these first aiders are (re-stock and inspect first aid kits)

Equipment Organisation

The school has 4 buildings and the following first aid kit requirements are available in each building:

There are 5 first aid kits on the premises. These first aid kits are situated in:

- EYFS office
- School Office
- Elm and Beech First Aid rooms
- Meeting Room (Willow building)

The Contents of the first aid kits are:

- 1 protective face shield
- First Aid Policy
- 10 individually wrapped sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, blue for food handlers.
- 1 triangular bandages, individually wrapped.
- 1 medium wound dressings individually wrapped and sterile. (12cmx12cm) These have bandages attached.
- 1 large wound dressings as above.(18cmx18cm)
- 4 low- adherent dressings (2 large and 2 small) have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- 1 roll of micro-pore tape
- Pins
- 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- 2 Ice packs
- 3 sick bags
- 2 clinical waste bags
- 1 eyewash
- 10 moist wipes
- 4 absorbent powder

Boxes of disposable gloves are available in the first aid rooms. Additional equipment is available in the stock cupboard (Beech Hall)

Travel first aid kits are available from the first aid rooms. Vomit bags are included in addition.

First Aid - Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment appropriate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will always call an ambulance on the following

occasions: • In the event of a serious injury

- In the event of any significant head injury that results in a period of unconsciousness •

Whenever there is a possibility of a fracture or where this is suspected

- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Injury to the head
- Requires attendance at hospital

If an ambulance is required this must be done through a member of the office staff, the caller must speak to the emergency services and follow the instructions given. The parents will be informed immediately after the call to the emergency services.

It is the responsibility of designated support staff (Julie) to bring First Aid Kits to Office for contents checking at the end of every half term. Completed checklists are signed and stored in school office medical cupboard.

Designated Rooms

There are two first aid room for treatment, sickness and administering of first aid during the school day.

First aid areas have the following facilities:

- First aid kits
- Chairs
- Disposal bins
- Incident logs/accident books

If a child presents himself or herself to the first aid room on a regular basis this needs to be reported to the DSL as this could be a sign of a safeguarding issue. A designated member of staff will monitor the number of visits to the first aid rooms weekly.

Notification of Parents/Carers

Our procedure for notifying parents will be to send an email via Medical Tracker or text message. If parents need to be spoken to all telephone numbers available will be used to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour; a letter will also be sent. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Pupils with Special Medical Needs – Individual Healthcare Plans

Please refer to Supporting Pupils with Medical Conditions Policy Autumn 2015 for further advice Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma are recorded in a specific 'Medical Alert Handbook' which are kept in the classrooms, staffroom, first aid rooms and office. A copy of all medical needs are updated as needed or annually. An individual health care plan is drawn up by the school nurse, the school, the parent/carer and child. If needed the child's GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on. Information on children with food allergies is kept in the Medical Alert Handbooks in each dining hall. Training from the school nurse in how to administer adrenaline for relevant staff is conducted annually.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and an email is sent to the parents.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged using Medical Tracker.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Record Keeping

All accidents requiring treatment are recorded within Medical Tracker under the following

information. • Name of injured person

• Name of qualified/emergency/school first aider or appointed person

• Date of accident

• Type of accident (eg. bump on head etc)

• Treatment provided and action taken

Administering Medicines in School

Our School will administer prescribed medicines only to pupils in school under special circumstances (Administration of Medication Policy). Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible a qualified first aider Headteacher or DHT can administer a child's medicine at prescribed times.

We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering. All asthma inhalers are kept in individual boxes in each building clearly marked with the child's name. Non-prescribed medicines e.g. (throat lozenges, creams) will not be administered.

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in school office or designated secure fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's building; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.