



Goose Green Primary School First Aid Policy

**Date: Spring 2022
Review Date: Spring 2025**

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1. FIRST AID POLICY STATEMENT

The Governors and Head teacher of Goose Green Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

2. STATEMENT OF FIRST AID ORGANISATION

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

3. MATERIALS, EQUIPMENT AND FACILITIES

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The Appointed Person: Currently the Appointed person is Georgina Harrison. They will regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

Each class in Nursery and Reception have their own First Aid Box. These are stored where they are visible and easy to access. The school also has First Aid supplies on each level of the main building, in the annex building, in the office and available in the main Playground during outdoor play/learning. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. All staff have access to the first aid supplies stored in the first aid cabinet on the ground floor.

There is a centrally stored supply of first aid bum-bags for school trips kept in the first aid cabinet. It is the responsibility of the adults using these bags to notify the appointed person if stocks in the trip bags are running low, although they are also asked to replenish the bags themselves after each use.

Responsibility to regularly check First Aid Boxes located outside the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

All classrooms and play-leaders have access to PPE which must be worn every time First Aid is administered. It is the responsibility of the adults in class and play-leaders to request more PPE from the Appointed Person should supplies run low.

There are yellow hygiene bins on each level of the school for the disposal of medical waste. All medical/ first aid waste should be placed into these bins only.

4. PLAYGROUND

It is every supervising adult's responsibility to provide FA in case of a minor accident. Should an adult not have FA training, they can request help/ a second opinion from a qualified First Aider.

In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid and Parents/ Carers will always be notified by the office.

5. CUTS

The nearest available adult is expected to deal with small cuts. All open cuts should be covered after they have been treated with a sterile cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the class first aid book, where a copy of this slip will be given to Parents/ Carers at the end of the day. Severe cuts should be recorded in the office's injury book. Parents and Carers should be informed by telephone.

ANYONE TREATING AN OPEN CUT SHOULD USE MEDICAL GLOVES AND FULL PPE.

6. HEAD INJURIES

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with an ice pack and Parents and Carers must be informed by telephone. The adults in the child's class room should be informed and will keep a close eye on the child. All bumped head accidents should be recorded in the office injury book.

7. FIRST AID/INJURY AND MEDICAL FILES

These files are kept in each classroom and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For major accidents/incidents a further form must be completed within 24 hours of the accident/incident. These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Head Teacher.

8. ADMINISTERING MEDICINE IN SCHOOL

At the beginning of each academic year, any medical conditions must be shared with staff and a list of these children and their conditions is kept in the child's classroom/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with medical conditions may need an Individual Healthcare Plan (IHP) provided by a healthcare professional and signed by parents/ carers. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs are stored securely in the office. Depending on the circumstances, some medication may be stored in the classrooms, in a secure, lockable location. Each child's medication must be in a clearly labelled container with their name.

All medicines in school are administered following the agreement of a care plan.

See the separate 'Supporting Pupils with Medical Conditions' policy for more information.

9. ASTHMA

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump' form must be filled out. The 'Asthma Pump' form is obtainable from the office. The office then will pass the Asthma Pump form on to the person responsible for Medicine at school, currently Ms. Harrison, who will allocate a blue Asthma Pump bum-bag to the child and will inform class room staff about the child's needs regarding the asthma pump and its usage. It is the Parent/ Carer's responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and need to be clearly labelled with the child's name. Asthma sufferers should not share inhalers. Children are provided with labelled blue bum-bags to carry their Asthma pumps with them at all times when not in the classroom.

Only **blue** (reliever) Asthma Pumps should be kept in schools.

Generic emergency salbutamol asthma inhalers:

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency.

These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid cabinet and in the office. The inhalers are clearly labelled.

In case of an emergency, an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered) and Parents/ Carers will be notified.

For further information on administering medicine see next section, also see the Supporting Pupils with Medical conditions policy.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.

When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine.

10. OTHER MEDICINES

Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can be administered only if the Parent /Carer gives written consent. Parents/ Carers must give this written consent on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the person responsible for Medicine at school, who will inform adults in the named child's class room regarding the administration of the medicine in question. The written consent form must be kept in the Medical File, also one copy needs to be kept with the with the medication. Medication may be administered in school if it is required to be taken up to four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Medications that need to be kept in the fridge can be stored in the Head Teacher's office or the school office.

11. CALLING THE EMERGENCY SERVICES

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Head Teacher or Deputy Head Teacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ carers should be contacted immediately and given all the information required. If the casualty is an adult/ member of staff, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

12. HEADLICE

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform Parents/Carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

13. CHICKENPOX AND OTHER DISEASES, RASHES

If a child is suspected of having chickenpox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. In this incidence a First Aider and two adults should be present. The child should always be asked if it was ok to look.

14. COVID-19

If a child displays one or more symptoms of COVID-19, a class based adult will bring the child to the school isolation room, maintaining social distancing of 2 metres at all times. The child will remain in the room until the Parent/Carer will be able to collect. Staff needs to ensure that they wear the correct PPE equipment while attending to a child with COVID-19 symptoms.

The child is not to return to school until a COVID test has been taken and the result is negative. Please refer to the most recent government guidance with regards to isolation rules.

Evelyn Holdsworth **Chair of Governors** **16th March 2022**

Simon Wattam **Head Teacher** **11th March 2022**