



Gaywood Primary School

First Aid Policy ~ 2017

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children. As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs.

Contents:

1. First Aid Provision
2. First Aid Boxes
3. Procedures
4. Action at an emergency
5. Incident Reporting
6. Administration of Medicines
7. Body Spillages/HIV
8. Head Lice
9. Appendices

1. First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders (see appendix 1).
- Portable First Aid kits are available and used any time our pupils are off site.
- The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an EpiPen.
- All staff will ensure that they have read the school's First Aid policy.

2. First Aid Boxes

First Aid Boxes are located in:

- Each classroom
- Outside the library
- Main office
- Both halls
- Kitchen
- Staffroom
- Mobile

A photo display is kept in the staff room of any child that has a medical condition.

First Aid Boxes contain: micropore, individually wrapped sterile adhesive dressings, sterile eye pads, triangular bandages, medium/large sized wrapped sterile wound dressings, cleansing wipes, air shields and disposable gloves.

3. Procedures

In school:

- In the event of an injury or medical emergency, if possible contact the appointed First Aider(s).
- Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the designated area (**EYFS/KS1 – Year 1 classroom; KS2- outside library**) for the qualified First Aider to inspect and, where appropriate, treat.
- If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.**
- No member of staff or volunteer helper should administer first aid unless they have had proper training.
- Hands should be washed before and after administering first aid. Disposable gloves should be worn for any incident involving bodily fluids.
- All serious accidents should be reported to the Head Teacher or one of the named First Aiders who should call an ambulance and the child's parent/carer ASAP (numbers located in the office).
- In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital. A parent/carer is asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff must have specific cover from their insurance company.
- If a pupil sustains a serious injury, they should not be moved.

4. Out of School

- While on a visit, the visit leader should take a mobile phone and staff also take appropriate medication for the pupil, inhalers etc.
- If the trip is via minibus or coach, teachers must take a first aid kit.
- The visit leader should also take a copy of the 'Red Book' emergency information.

5. Educational Visits

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits procedures' (as set out in the Educational Visits Policy) when organising a visit. All staff should have a copy.
- A Risk Assessment will need to be carried out as part of an educational trip.

6. Action at an Emergency (To be undertaken by a trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?
- IF THERE IS NO RESPONSE:
 1. Open airways by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
 2. Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send for a helper to call an ambulance and give 30 chest compressions, then 2 rescue breaths. Continue CPR until the paramedics arrive or until you get a response. This can be quite strenuous and it is best to have another qualified First Aider there to relieve you.

7. Incident Reporting

- All incidents must be reported. All incidents must be written down in the accident book. These are located next to the first aid box **in Year 1 class, outside the library and in the main office.** (see appendix 3)
- This paperwork is filed and kept for up to twenty-five years. It is located in the School office.
- Parents are informed of head injury or an injury that leaves a mark by a phone call asking them if they wish to come and check their child.
- If a serious incident or death occur, an online HSE Accident Reporting form must be completed.
- Staff should complete the accident reporting form (see appendix 2) if they sustain an injury at work. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

8. Administration of medicines

All medicines administered within school are done so in a safe and monitored environment. This is implemented through our medicine policy using forms published on the DfE website.

9. Contamination / Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the **first aid kits**.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- Use an air shield for mouth-to-mouth breathing.
- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water.
- All body fluids (Vomit, diarrhea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A bodily fluids cleaning pack is available for body spillages and is kept in the main office. Wash the area with warm water and disinfectant and

dry. Single use latex gloves should be worn. Once spillages have been put into sealed bags, they must be put in the external dustbins for domestic waste disposal. Hands must be washed and dried after the removal of protective gloves.

10. Head Lice

- A note in the newsletter or a general information letter is sent to the parents/carers of all pupils in a class if there is a case of head lice in class.

4



Your 3-day & Paediatric First Aiders are:



Mrs J. Bramham
(Reception Teacher)



Miss M. Nowrung
(Reception Teacher)



Mr B. Overton
(Y6 Teacher)



Mrs C. Burton
(Teaching Assistant)



Mrs L. Huggett
(Teaching Assistant)



Mrs S. O'Shea
(Teaching Assistant)



Mrs J. Paterson
(Teaching Assistant)

First aid boxes are in each classroom, halls, staffroom, outside the library and office.

Appendix 2

Incident Report Form - Gaywood Primary School

The injured person, a responsible person completing the form on behalf of an injured person, or a responsible person reporting the incident must complete parts A, B, C and D. Please complete in block capitals.

A. About the incident

1. Type of incident (*Tick applicable box*)
- Accident resulting in injury
- Near miss/ accident not resulting in injury
- Dangerous occurrence
- Violent incident (*Physical or verbal*)
- Antisocial behaviour (*not violence but causing distress or disruption*)
- Work-related ill health (*including illness with gradual onset*)
- Damage to building or property
- (Complete all of Part A then go to Section D)

Date of incident/onset of illnessⁱ
 / /

Time (24 hr clock Incident Only)

 :

Address/site where incident happened

Exact location on above address/site

Describe task or activity taking place and what happenedⁱⁱ

C. About the person injured/involved

1. Name
2. Home address and post code
3. Home phone number
4. Age 5. Male
 Female
6. Status of injured person (*Tick applicable box*)
- NCC employee - Employee number
- Client (*Go on to 10*)
- Pupil (*Go on to 10*)
- On training scheme/work experience
- Voluntary worker
- Someone else's employee (*E.g. contractor*)
- Member of public (*Go on to part D*)
7. Job title/occupation
8. Department
9. If 'Someone else's employee' ticked above give name and phone number of employer
10. Name and address of normal work base, e.g. unit or school (*If different to address in box A.4*)

B. Outcome of the incident

1. How was the person involved affected?
- Near miss/ No physical injury
- Dangerous occurrence
- Verbal assault
- Minor injury
- Unconscious/needed resuscitation
- Taken directly to hospital from the scene of the incident for treatment of the injury
- Hospitalised for over 24 hours
- Specified injury or fatality (*Defined under RIDDOR*)
- Ill health (*Describe nature of illness below*)
2. List injuries/illness
3. Part of body affected

D. About the person who has completed Parts A - C (* Delete as applicable)

I am the injured person named in part C a responsible person reporting the incident and confirm that this report records the incident as described.

Signed: Print Name: Date: / / Dept/School:

Once Parts A-D are complete please pass this form onto the responsible line manager.

ⁱ For gradual onset injuries or ill health conditions an estimated date will suffice

ⁱⁱ For gradual onset injuries or ill health insert details of how the injury is work related or exacerbated

E. Line manager's investigation of the incident

(Parts E and F to be completed by the relevant manager/supervisor)

1. Tick one box that best identifies the kind of incident

- | | |
|---|--|
| <input type="checkbox"/> Contact with moving plant or machinery, or material being machined | <input type="checkbox"/> Electric shock |
| <input type="checkbox"/> Hit by a moving, flying or falling object | <input type="checkbox"/> Injured by an animal |
| <input type="checkbox"/> Hit something fixed or stationary | <input type="checkbox"/> Physical assault |
| <input type="checkbox"/> Injured while handling, lifting or carrying | <input type="checkbox"/> Threatened assault/verbal abuse |
| <input type="checkbox"/> Slipped/tripped/fell on same level | <input type="checkbox"/> Antisocial behaviour |
| <input type="checkbox"/> Fall from height | <input type="checkbox"/> Near miss/no physical injury |
| <input type="checkbox"/> - How high was the fall? <input type="text"/> | <input type="checkbox"/> Dangerous occurrence |
| <input type="checkbox"/> Trapped by something collapsing | <input type="checkbox"/> Work related ill health |
| <input type="checkbox"/> Drowned or asphyxiated (lack of oxygen) | <input type="checkbox"/> Road traffic accident |
| <input type="checkbox"/> Exposed to heat/fire/explosion | <input type="checkbox"/> Damage to building, property or equipment |
| <input type="checkbox"/> Exposed to or contact with a harmful substance | <input type="checkbox"/> Other (please specify) |

2. Why did the incident happen? *(Describe below)*

3. Please tick any relevant factors that contributed to the incident

- No risk assessment of task/activity
- PPE not worn/provided
- Insufficient training/instruction
- Inadequate supervision
- Work pressure/lack of concentration
- Work procedures not followed
- Condition of the workplace
- Behaviour (third party/client)
- Lone working
- None of above

4. Has this incident (same task, activity, etc.) occurred before in your area of responsibility? *(Not necessarily to the same person)* Yes No

5. Has the incident resulted in absence from work? No absence from work or change in work activities
 Up to 3 days absence from work
 Over 3 (record injury) or 7 days absence, expected absence, or incapacity for usual work (report injury to HSE)

6. Did the injured person receive First Aid? Yes No Name of First Aider:

Have you involved the injured person in the investigation and discussed the outcome with them? Yes No
 If not please do so

8. Follow up action *(Describe what has, or will be done to prevent a recurrence)*

Action taken, or to be taken <input type="text"/>	Name of person responsible for action <input type="text"/>
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9. Were there any witnesses to the incident? Yes No
 Provide names and addresses or telephone numbers *(Attach any relevant statements)*

10. If a violent incident or antisocial behaviour were the police informed? Yes No Crime number

F. About the person who has completed Part E *(To be signed by the person completing part E)*

The information contained in this incident report is correct to the best of my knowledge.

Signed: Date: / / Tel:

Print Name: Position:

G. What to do with the completed form

Please forward the completed form to.....

- The completion of this form will provide information required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and the Social Security (Claims and Payments) Regulations.
- Completion of this form is not an admission of liability.
- Information on this form will be stored on a database in accordance with the Data Protection Act.

Office use only
 HSE informed

APPENDIX 3

1. Write pupils name, date, time & class.

ACCIDENT/INCIDENT/ILLNESS REPORT SLIP		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer
Asthma				Unable to do
Bump/Brui				Well enough after First Aid
Cut/Graze				
Headache/H				IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Temperature				
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

2. Write how the child was hurt and where on the body.

3. Tick the injury and outcome.

4. Write details of treatment – actions or any other comments.

5. Sign your name

It is important that you write clearly and complete all sections of the form and hand the blue section to the child (or class teacher for younger children). For head injuries please make sure you see a three or four day qualified first aider and contact the parents/carers.