



Frosterley Primary School
First Aid Policy
November 2019

Introduction:

Frosterley Primary School is mindful of its responsibility to provide a safe environment for those who visit, work or attend our school. The health, safety and well-being of these individuals are paramount. As such we abide by the practical guidance formulated by Durham County Council in its document 'School Health and Safety Procedure – First Aid at Work'. Our school aims to provide adequate and appropriate equipment, facilities and qualified first aid personnel to administer first aid to children, staff and visitors at all times whilst people are on the school premises or when children and staff are undertaking educational visits off site.

Risk Assessment:

There must be sufficient equipment and paediatric trained first aiders to meet statutory requirements and assessed needs. Suitable and sufficient risk assessments are carried out by staffs for all procedures and activities which are on-going within our school and prior to all additional activities. All risk assessments identify potential risks and measures to reduce risk and hazards. All risk assessments are kept in the Health and Safety Risk Assessments File. Medical needs are identified within the risk assessments and the administration of medicines may be referred to in the school's Administration of Medicines Policy. A review of the school's first aid needs is undertaken annually to ensure provision is adequate and training and qualifications are up-to-date. First Aid equipment is regularly reviewed to ensure it is appropriate and there are sufficient supplies.

Personnel:

A high proportion of school staff have received suitable training and are qualified Paediatric First Aiders. They are present in the Foundation Stage, Key Stage One and Key Stage Two. They are also present at Breakfast Club and available whilst After School clubs are being held. They also accompany all visits off the school site regardless of the provision at the site being visited.

Qualified Paediatric First Aiders:

Foundation Stage (Nursery and Reception) Mrs Vecchio, Mrs Ford and Mrs Goodliffe.

Key Stage One: Mrs Vecchio, Mrs Ford and Mrs Goodliffe.

Key Stage Two: Ms Simons and Mrs Calvert.

Other staff qualified:

Mrs Gowland (Breakfast club supervisor)

Mrs O'Flaherty-Edworthy (After School Club Supervisor)

Mr Crawford (Caretaker)

Each member of staff is able to leave their duties to undertake first aid assessments and administration. They undertake a rota for break time.

Main Duties:

- To assess and give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, to ensure that an ambulance or other professional medical help is called or referred to.
- Where necessary to complete accident reporting procedures.

- To administer medication at the first aiders discretion as long as all paperwork has been appropriately completed by the child's parent/guardian.
- When appropriate to notify expectant mothers of the presence of infectious illnesses present in the school environment.

All staff must follow basic hygiene procedures and should take precautions to avoid infection or the spread of infection. All staff must use single use disposable gloves and employ stringent hand hygiene procedures. Additional care should be taken when dealing with the spillage of blood, other body fluids or use/contaminated dressings/equipment.

All staff should be aware of the qualified paediatric first aiders and how to contact them in an emergency.

Equipment:

All first aid kits are easily accessible and clearly labelled (white cross on a green background). They are located conveniently around the school site in communal areas. Staff should familiarise themselves with where the nearest First Aid kit is located. Appropriate numbers are kept in the different areas of the school and kits are available for travel purposes and visits off site. These boxes are regularly checked and the contents should comply with the HSE regulations.

In addition to the statutory requirements other equipment such as asthma inhalers and spacers, and insulin and testing equipment are kept in the staffroom. Usage and dates of expiry should be noted and all medication should be administered in line with the 'Administration of Medication Policy' procedures.

All staff should receive additional and regular training in order to administer specific medication in a safe manner. If there are any concerns an ambulance should be immediately called for with a request for the presence of a paramedic and details of the needs of the child.

Medical Information:

Details of individual pupil's medical needs, addresses, contact numbers and registered doctor are recorded on the school's database. In addition, a medical file is kept in the medical cupboard in the staffroom. Within this file, children with medical needs are recorded. This information is also provided for individual teachers for their class needs and is available for teaching assistants and supply teachers. This information is reviewed each September but additional needs are added throughout the school year.

Information is also provided around the school directing people to the location of first aid assistance.

Summoning Assistance:

If it is the judgement of any member of staff in attendance where there is a serious risk to the injured person which may include an unknown condition, an ambulance should be summonsed immediately.

If appropriate a request for the presence of a paramedic should also be made. It is the view of this school that no unnecessary risks should be taken with regard to the health and safety of those who enter our school building. We accept that from time to time we may appear

over cautious but this is preferable to placing a child or adult at serious or life threatening risk.

Procedures for Informing Parents/Guardians:

All serious or significant incidents must be reported to parents/guardians as soon as possible, usually by telephone. All children who bump their heads should have their parents/guardians telephoned to inform them of this in case later symptoms develop. The Paediatric First Aider is responsible for this or its delegation to another member of staff whilst they undertake their duties. Minor incidents should be reported to the class teacher who can then inform parents/guardians if required.

Records:

There is a statutory duty for school to report accidents resulting in death, major injury or transfer to hospital. In addition to these accidents, Frosterley Primary School also reports serious injury or recommendations for a visit to the surgery or hospital. The Paediatric First Aider should complete the Accident Report Forms which should be passed to the Head Teacher for processing and dispatching to Durham County Council Health and Safety department. They will then undertake an investigation and make recommendations should they deem it necessary.

Insurance:

The school undertakes a full Employers Liability Insurance which insures against potential negligence claims in respect of first aid provision, as well as personal accident cover for staff, pupils and visitors to our site. When children and staff undertake residential experiences of an outdoor and adventurous nature, additional insurance is undertaken for those specific activities. Please refer to the Educational Visits Policy.