

AVENUE PRIMARY SCHOOL



FIRST AID POLICY

Autumn Term 2022



Mission Statement

‘Expect the Best ...To be the Best’

School Aims:

- To ensure that all pupils whatever their race, gender, age or ability feel valued and supported to achieve their best
- To promote positive learning attitudes and behaviour and create safe and effective learning environments where all children and staff show mutual respect for one another
- To provide effective and strategic leadership at all levels
- To deliver high standards of teaching that enable children to make progress and reach high standards of attainment.

Aims of the Policy

This document has been produced in conjunction with the School’s Health and Safety policy. Staff should also refer to the school’s Managing Medicine Policy.

At Avenue Primary School we acknowledge our responsibility to ensure the safety of our staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.

The School will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

Objectives:

The school will ensure that:-

- The appropriate number of first aiders and appointed persons required to meet the needs for the school are identified and they receive the relevant training. There are a number of staff trained in:
 - First Aid at Work (a 3-day course with a 1-day annual refresher – there must, by law, be at least three members of staff qualified in First Aid at Work; these members receive an allowance).
 - Emergency First Aid (1-day course).

- Paediatric First Aid (2 days).
- First Aiders will receive any follow up or refresher training in order to carry out their duties as needed. A list of staff currently trained can be found in Appendix one.
- Adequate and appropriate equipment and facilities are provided in order to administer needed first aid treatment
- The appropriate first aid arrangements are in place for off-site activities / trips. These are documented on a Risk Assessment prior to the educational visit taking place
- The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, parents evenings etc.
- Staff and parents are informed and aware of the school's first aid arrangements
- Records of all accidents / incidents are kept and where required, reported to the Local Authority Health and Safety Team.

Arrangements:

The school recognises that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by allocating a sufficient number of appropriately trained first aid staff. The school has carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and has safe working procedures in place as a result.

In line with the school's Health and Safety Policy and the guidance from the Local Authority, the school ensures that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, before and after school clubs; out of school hours events and; cleaning / catering arrangements etc. Consideration has also been given to ensure that first aid cover is available should the main first aider(s) / welfare assistant be absent from work.

The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.

Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

Procedures

Staff should ensure when dealing with:

Children:

- All accidents are recorded and a First aid slip is given on every incidence. In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians//Carer at the end of the school day. The staff dealing with the incident should complete the record book and also the first aid sheet.
- During the school day, a copy of the slip is given to the child to take back to class and then take home. For children in EYFS, a copy of the slip is given directly to the class teacher.
- All slips should go home on the day of the incident.
- For head injuries the parent/carer is informed. A separate sticker will be given to children to show a head injury.
- All first aid slips are retained for 3 years.

- Serious accidents requiring ambulance or further treatment, a First aid and an accident form is completed. This is done by the witness, the first aider and a Deputy Headteacher/Headteacher. This accident form must be given to the Headteacher's PA and sent to the LA, where it will be kept for 25 years.

Children returning from absence with a broken limb need a Risk Assessment before they can return to school. This will document their mobility, reasonable adjustments and safety measures being put into place. This is completed by a Senior Member of Staff and a copy is given to the class teacher.

Adults:

- Complete the accident form with their line manager, Deputy Headteacher or School Business Manager. This form is given to the Headteacher's PA and sent to LA and kept for 3 years.

Medical room

The Medical Room is located opposite the Food Technology Room. The room needs to be maintained to a high standard of cleanliness and tidiness. This is overseen by a Deputy Headteacher and the Pastoral Manager.

Administration of First Aid

In the event of an injury, a designated member of First-Aid staff should be sent for immediately or the child should be sent to the Medical room for treatment. They should not be sent unaccompanied. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require professional medical assistance, a member of the office staff should be contacted immediately and Senior Leadership Team alerted. An urgent authorisation from the Headteacher /a Deputy Head Teacher will be sought. The first aider will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of an asthma attack that has not responded to treatment (see Medication and Supporting pupils with medical conditions policy)
- Whenever there is a suspected fracture or break
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment
- On conditions that are detailed on an individual's Health and Care Plan

If an ambulance is called, the caller must speak to the emergency services and give the following information

- State what happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the school

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available 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 is to continue to attempt to make contact with the parents every half hour. 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.

Administration of Medicines

Please see **Medication and Supporting Pupils with Medical Conditions** policy for the storage and administration of medication.

Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. All club personnel have access to pupil's information via the school office or Senior staff. Through law the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services if a designated trained First Aider is not available. Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

Pupils with Special Medical Needs – Individual Healthcare Plans

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. First Aiders must be mindful of these issues when administering First Aid to pupils. Please refer to Medication and Supporting Pupils with Medical Conditions policy for further advice.

Managing Medications

First Aid out of school on Educational Visits or residential visits

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

- A trained First Aider will always be in attendance and will have a 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.
- 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.

- A first aid slip is completed while on the visit, if a call is needed home this is completed by the school office. When the first aider returns to school, first aid slips are placed back in the medical room folder and stored accordingly.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a completed Medication Form is completed by parents/carers. If medication is given a first aid slip is completed that shows this.
- 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.
- For all incidents the school's 'Critical Incidents' plan as outlined in every risk assessment, will be followed.
- On a residential visit, Medicines of any description (including Pain Killers) are only administered to a child with a Medication consent form with the medication showing appropriate prescription instructions to follow

First Aid Kits

Appendix Two shows the contents of first aid kits that are used throughout school as well as a list taken on Educational visits.

Monitoring and Review:

At Avenue Primary School we are aware of the need to monitor and review the school's First Aid Policy on a regular basis in order that we take account of new initiatives, revised Local Authority procedures and Government Legislation. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

The Governing Body is responsible for overseeing, reviewing and organising the revision of the Managing Medicines Policy.

Date Reviewed: Autumn 2022
Review Date: Autumn 2023

Signed: Chair of Governors Date:.....

Signed: Headteacher Date:

**Avenue Primary School
Staff First Aid trained**

1.	Lovely Khatun
2	Shelina Rahman
3	Estel Echemunor
4	Austin Cole
5	Nalini Menon
6	Rohini Ravindrakumar
7	Naseem Patel
8	Sarah Munroe
9	Tanim Saleji
10	Yasmin Ravat
11	Farhana Patel
12	Donna Blackman
13	Ambia Jubayer
14	Jagdeep Sanhotra
14	Nada Djumic
15	Aziza Merchant
16	Maureen Liscombe
17	Baljit Amin
18	Farzana Islam
19	Hanifa Patel
20	Shazia Qureshi
21	Meena Bhola
22	Secil Felek
23	Yasmeen Khan
24	Azra Ahmed
25	Aruloli Raja

26	Kerryanne Bingham
27	Rita Kumari
28	Shaheda Patel
29	Sadia Israr
30	Fahmida Shibly (Maternity leave)

Avenue Primary School First Aid Equipment Organisation

The contents of the first aid kits in the Medical room are:

The contents of the first aid kits / cupboards in the medical room contain the following:

- First aid folder
- Sending children home folder
- Gloves
- Plasters (all sizes)
- Gauze and Micropore tape
- Vomit Bags
- Moist Wipes
- Wound Dressings
- Instant Ice Packs
- Dressing with Bandages
- Triangular bandage
- Tissues
- Blue paper towels
- Safety pins
- reusable Ice packs (staff room freezer)
- Blankets

When going on school trips, please check your first aid bag for the following:



Please ensure your first aid kit has:

- First aid slips
- Gloves (in class)
- Blue tissues (in class)
- Plasters (all sizes)
- Gauze and microporous tape
- X2 Vomit bags
- X8 Moist wipes
- X5 Wound dressings
- X3 Instant ice packs
- Dressing with bandage
- Scissors
- X1 Triangular bandage

APPENDIX THREE

**Avenue Primary School
Contacting Emergency Service procedure
Request for an Ambulance**

Ensure the Headteacher / a Deputy Headteacher is aware of the situation

Dial 999, ask for an ambulance and be ready with the following information:

- Your telephone number (dial 9 for an outside line) 020 8553 5682
- Give your location as follows:
Avenue Primary School
Meanley Road
Manor Park
London
- State that the postcode is **E12 6AR**
- Give exact location in the school
- Give your name

- Give name of child and a brief description of child's symptoms
- Inform Ambulance Control of the appropriate way to come to the school and state that the crew will be met and taken to