

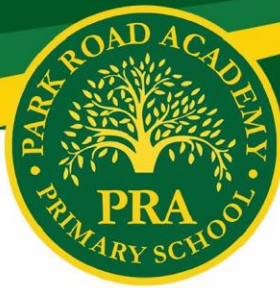


Park Road Academy Primary School



First Aid Policy

2024 - 2026

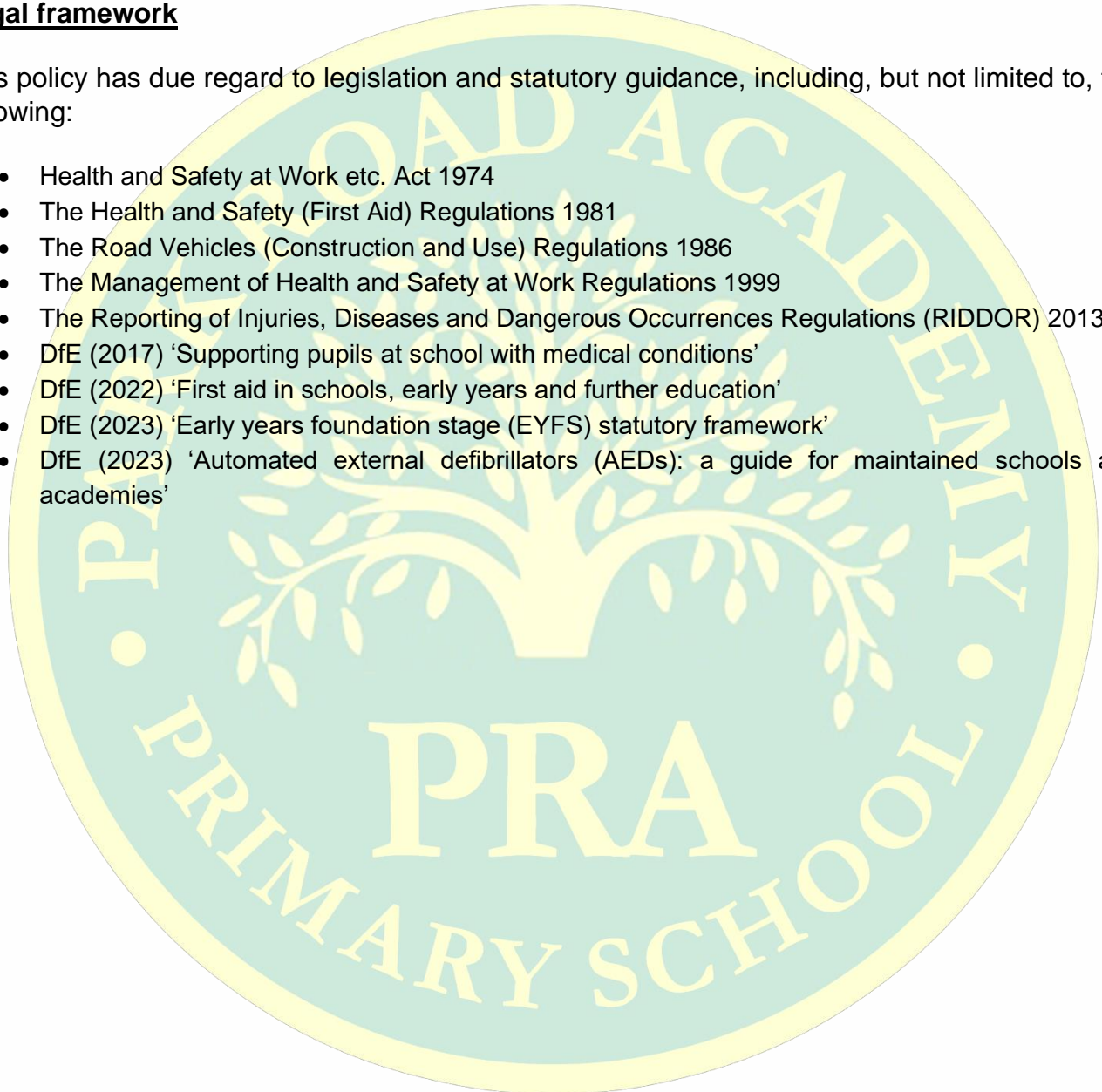


First Aid Policy 2024 – 2026

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'





Statement of 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

Arrangement for First Aid

Materials, Equipment and Facilities

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

The First Aid coordinator will regularly check that materials and equipment are available. She will order new materials when supplies are running low.

Each class will have their own First Aid kit. These need to be stored where they are visible and easy to access. It is the class teacher's responsibility to check their class supplies and notify the co-ordinator if stocks are low.

The school has First Aid stations across the building.

If First Aid Kits need replenishing the appointed person should be immediately notified and extra supplies should be requested.

Dependent on the severity of the accident, SLT should be notified (E.g. instances where an ambulance is called).

All accidents are recorded in the accident book, situated in the main office. The form is signed by the parents and a copy is saved in the accident form file, situated in the main office.



Emergency incidents

Staff members are instructed to clearly articulate "Code RED" over the walkie talkie to signify the urgency of a First Aid situation. This alert prompts the Senior Leadership Team (SLT) to respond promptly. Such protocol is implemented to ensure expedited and effective coordination in managing critical situations, thereby upholding the safety and well-being of all individuals involved.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat severe cuts, however a fully trained First Aider must attend to the patient to give advice. Minor cuts should be recorded in the accident book. Severe cuts should be recorded in the accident book and parents informed by phone call.

Major injuries need to be reported to the appointed person.

ANYONE TREATING AN OPEN CUT SHOULD USE PROTECTIVE GLOVES.

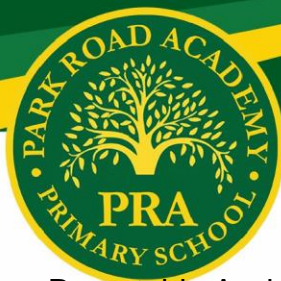
Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Children should receive an 'I BUMPED MY HEAD' wrist band. The adults in the child's classroom should keep a close eye on the child. All bumped head accidents are reported on Operoo, parents will receive a notification via email and will be expected to sign to acknowledge this.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

Allergic reaction

The majority of staff members are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a First-Aider should examine the child and follow care plan instructions. Please also see the policy for medication in schools.



Record Keeping

First Aid and Medicine Files

The school follows the HSE guidance on Reportable Accidents/ Incidents for Children and Visitors. Accidents are documented in the first aid file in the main office.

Employees/ staff

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff

should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteachers will review the accident/ incident and will decide if it needs to be reported to the HSE.

Notifying Parents

The school uses 2 different forms for parent notification. These are:

- Accident minor injury's slip - Form on Operoo
- Major Incident form - Trafford RIDDOR form on <https://www.hse.gov.uk/riddor/>

Procedures

Calling the Emergency Services

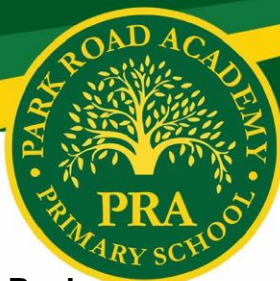
In case of a major accident, it is the decision of the fully trained First Aider if the emergency services are to be called. Staff members are expected to support and assist the trained first aider in their decision.

The Headteacher 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, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Head Lice

Staff members do not touch children and examine them for head lice. If we suspect a child or children have head lice we will inform parents/carers. A standard letter should be sent home with all the children in that particular class. If we have concerns over head lice 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 head lice.



Chicken Pox and other Diseases or Rashes

If a child is suspected of having chicken pox, measles etc.; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. Staff members should call a First Aider and two adults should be present during any examination. The child's permission should be granted for a check to take place.

For the inspection of other rashes the same procedure should be followed. If we suspect the rash to be contagious (scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before they return to school. In most cases, once treatment has started, it is safe for children to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot symptoms and began treatment as soon as possible, thus avoiding the further spread of disease/rash. It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit)

Automated external defibrillators (AEDs)

The school has procured two AED through the NHS Supply Chain, are located on the corridor near staffroom and school office. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.
- 10 antiseptic or sterile moist wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 10 assorted adhesive dressings.



- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

Children will sit in comfort and wait at the school office for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Asthma, Allergen and Anaphylaxis Policy.

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

Author(s): R McKinlay, L Richardson

Produced: March 2017

Ratified: April 2017

Review date: March 2019



Reviewed: September 2019

Reviewed by: K Hart

Review date: September 2021

Reviewed: March 2024

Reviewed by: L Taylor

Review date: March 2026.

