



## **Furzeham School - First Aid Policy**

Date of review: Spring 2024	Date of next review: Spring 2025
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### **Policy Statement**

The Governors and Headteacher of Furzeham 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.

The Governors are committed to the Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The provision of First Aid within the school will be in accordance with Thinking Schools Academy Trust guidance on First Aid in school.

### **Statement of First Aid organisation**

The School's arrangements for carrying out the policy include nine key principles or duties:

1. Place a duty on the Governing Body to approve, implement and review the policy
2. Place individual duties on all employees
3. Report, record and where appropriate investigate all accidents
4. Record all occasions when first aid is administered to employees, pupils and visitors
5. Provide equipment and materials to carry out First Aid treatment
6. Make arrangements to provide training to employees, maintain a record of that training and review annually
7. Establish a procedure for managing accidents in school which require First Aid treatment
8. Provide information to employees on the arrangements for First Aid
9. Undertake a risk assessment of the First Aid requirements of the school

### **Arrangements 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 2022'. Stock will be kept in the drawers in the medical room.

#### **The locations of First Aid boxes/kits and accident books in school are as follows:**

- All Classrooms (in medical box/stored in a highly visible location)
- After School and Breakfast Club room 9 (in cupboard by sink)
- ICT Hub and Mezzanine Room (both on windowsills)
- School House (in kitchen cupboard)
- The main kitchen has their own equipment
- Reception Office (main one in black bag under desk)
- ***New requirement*** - BS8599-1 is the British standard for 1<sup>st</sup> Aid materials – this new first aid kit is located in the Main School Office

At lunchtime, First Aid will be administered in the medical room and lunchtime staff will all have their own waist bags with wipes, plasters, gloves for very minor injuries and there will be one for staff at morning playtime.

External providers (sports activities etc.) are responsible for having their own first aid kit.

**Locations for the three emergency inhalers on school site are:**

- Medical room (in cupboard)
- Breakfast and After-school club room
- Admin Office

Pupils that are prescribed inhalers will use the School's emergency inhaler in instances that they cannot use their own inhaler. A list of pupils which have been authorised by their parent or carer is kept in the main school office and extended school provision room.

**Additional First Aid Equipment** (see later notes re epi-pens, inhalers and medical equipment for special conditions)

- Cold compress gel packs are stored in the office fridge and the kitchen nursery
- Sick packs are stored in the medical room
- Sick bowls are kept with the medical kits (see above)
- Aprons and gloves, and yellow hazardous waste disposal bags are stored in the medical room
- Specialist equipment - thermal blanket, etc. are either in the cupboard or in the medical room
- Record books (new) are in the cupboard in the medical room
- The main first aid file is kept in the Main Office
- Record books (old) are in the filing cabinet in the medical room and are archived for six years in the school loft

**People responsible for re-stocking first aid and kits**

- The First Aider is responsible for overall stock ordering of First Aid materials and record books etc.
- Teaching Assistants are responsible for re-stocking the boxes and the First Aider is responsible for re-stocking the break time first aid bag. Materials are stored in the medical room.
- The Senior Midday Supervisor is responsible for ensuring that the lunchtime First Aid bags are fully stocked and that the person responsible for main first aid at lunchtime has stocked their box
- Education Visits Co-ordinator is responsible for ensuring that appropriate risk assessments are carried out for any trips or visits and that the appropriate medical equipment is signposted to the First Aider accompanying

**People responsible for First Aid in school**

- Everyone has a duty of care and responsibility to ensure that everyone is safe and that First Aid is administered in-line with School and TSAT policy.
- The Headteacher and the Designated Governor for Safeguarding are responsible for ensuring that the school complies with Health and Safety regulations, has a sufficient complement of qualified First Aiders in school and that the First Aid needs of the school community are met.
- Designated Safeguarding Lead and Headteacher are responsible for updating of the policy and ensuring that it is in-line with good safeguarding practice including communicating general information about First Aid to parents and for reporting to the Designated Governor for Safeguarding.

- The First Aider has an overview of First Aid provision and is responsible for monitoring the record books along with a person who has Health and Safety Qualifications and also for ensuring that the school community is aware of the needs of any children for any aspect of their education.
- The following member of staff has current 'First Aid in the Workplace' - Mrs Hopper.
- The following member of staff has a current Sports Coach First Aid Awareness - Mr Ward.
- The following members of staff have current Paediatric First Aid training qualifications: Miss Armstrong, Mrs Bevan, Mr Bennett, Mrs Graves & Miss Howell.
- Photographs of all staff first aiders are displayed in the school.
- The Senior Midday supervisor is accountable for ensuring that the lunchtime staff are trained in basic First Aid treatment.
- All admin staff are responsible for collating medical information and ensuring that it is passed on to the relevant people and for reporting serious accidents to the Regional Facilities Manager.
- All staff are trained in the use of epi-pens and inhalers and anyone should be able to administer these in an emergency.
- Kitchen staff are responsible for ensuring that they comply to regulations in-line with Thinking Food policies
- In the event of a specialist medical condition or treatment it is the responsibility of the Senior First Aider in consultation with the SENDCO to ensure that the relevant training and provision is in place.

### **Break-times/Lunch times/PE and Off-site activities**

**Individual pupil's medication** such as inhalers, epi-pens etc., must be recorded on the pre-visit risk assessment and be taken on any off-site visits and outside when any games activities or activities on the Green are taking place. It is the responsibility of the class teacher to ensure that they are aware of the medical needs of any pupils in their care and that they are carried out in-line with policy. It is the responsibility of the Senior First Aider to ensure that the materials are available and will make a monthly check to see if the relevant materials are available outside in-line with policy. This will be recorded in the First Aid File.

All Mealtime Assistants and one Teaching Assistant will have a basic medical bag if outside at break/lunch times. This will include: wipes, plasters and gloves and will administer to very minor grazes.

A member of staff who has been trained in First Aid will accompany all off-site visits. This will be recorded on the pre-visit risk assessment and checked by the Education Visits Co-ordinator.

### **Fire Evacuation, Off-site activities and PE lessons**

All classroom medical boxes will be taken to all PE lessons, off-site activities and fire evacuations.

### **Information on First Aid arrangements**

The Headteacher will inform all employees at the School of the following:

- Arrangements for recording and reporting accidents
- Arrangements for First Aid
- Those employees with qualifications in First Aid
- Location of First Aid kits

In addition the Headteacher will ensure that signs are displayed throughout the School providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes
- Any relevant information about a child that needs to be immediately accessible. The school nurse will liaise with the SENCO to ensure that Care plans are drawn-up, signed and communicated to relevant persons

All members of staff will be made aware of the school's first aid policy.

### **Procedure if a child falls ill during the school day**

Parents will be contacted to come and collect their child. If the school office is unable to contact the parent they will ring the next nominated person on the contact details.

If a child is sick, it is the responsibility of the person immediately attending the child to ensure that arrangements are made for the area to be made safe/clean. This will mean signposting the area using Hazard signs, informing anyone likely to come into the area, contacting the office and using a sick pack to minimise the effects.

### **Accident Reporting**

A first aid incident form will be completed for any accident or injury requiring more than a wipe/plaster and will be sent home that evening with the child concerned. If it is decided that the parent needs to be told on collection or immediately, it is the responsibility of the class teacher to make sure this is carried through. Advice may be asked of a first aider. See notes re bumped heads. The first aid recording books and main file will be monitored half-termly by the Senior First Aider and a member of staff with Health and Safety qualifications. The Office Manager will implement the Trust's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine
- For non-employees and pupils an accident will only be reported under RIDDOR:
  - Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or
  - It is an accident in School which requires immediate emergency treatment at hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Regional Facilities Manager or Head of Health and Safety will be sought:

- Where a pupil has an accident it will be reported to the Regional Facilities Manager
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the Regional Facilities Manager

Any staff accidents will be reported to the Regional Facilities Manager by the Office Manager.

### **Pupil accidents involving their head**

The Governing Body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. The procedure therefore is:

- Parents or guardians are telephoned immediately following the accident when their child receives a bump to their head which is considered to require first aid
- Where emergency treatment is not required, an accident form will be sent home to the child's parents or guardians. A copy of this will be retained in the school's first aid records

### **Transport to hospital or home**

The Headteacher in consultation with the Senior First Aider will determine what is reasonable and sensible action to take in each case, for example where:

- The injury is an emergency, an ambulance will be called, following which the parent will be called. Details of what to say when contacting the emergency services are displayed in the school office and medical room.
- Staff will not transport pupils to hospital unless in extreme circumstances where consent has been given by the parent. The staff member must seek approval from the Headteacher. The staff member must also have business car insurance and must travel with another adult.
- Hospital treatment is required but it is not an emergency, a member of the admin team, following agreement from a Senior Leadership person will contact the parents for them to take over responsibility for the child

### **General arrangements for ill/sick children and staff**

- Care will be taken to ensure that children or staff that are not fit for school follow DFE health and safety guidance (see Managing Specific Infection Diseases: A-Z Oct 2023 and any related staff policies). Any relevant information which may have a bearing on the school community will be communicated to the Headteacher and persons concerned (such as German measles and pregnant women etc.) by the admin team
- The admin staff will pass on any relevant information regarding this to parents and carers as the point of first contact and will seek advice from the Senior First Aider if unsure
- Attendance policy and procedure will be followed

### **Arrangements for children returning to school following a significant injury/accident or medical procedure**

- A risk assessment must be carried out. It is the responsibility of the admin staff to ensure that this has taken place on return of the child and before going to class providing it has been reported by the parent to the office. It is the responsibility of the class teacher to make sure that the relevant information has been collated and any special arrangements carried through. A form has been devised see Appendix A to facilitate this process. The forms will be kept in the First Aid file in the main office on completion. If for some reason the parent doesn't make the office aware, the class teacher must inform the office who will contact the parent to make sure the form is filled in
- Any relevant emotional or practical support can be provided by the Pastoral support staff on request

**Administering of medicines in school** - see separate policy

This will contain arrangements for children with specific conditions who require temporary or regular medication.

In the event of a sickness bug or outbreak:

- The school community will be made aware by email via the Headteacher
- The caretaker will carry out rigorous additional cleaning of handles/doors, stair rails etc.
- Children will be reminded to wash hands
- General care
- LA or NHS policy will be followed if a specific illness such as norovirus is evident. Data of pupils who are ill from this are communicated by the admin team in-line with policy
- In the event of a school closure it is the decision of the Governing Body

This policy takes into account the following:

- Data Protection Policy (GDPR)
- Privacy Notice for Pupils

**FURZEHAM PRIMARY AND NURSERY SCHOOL – PARENT RISK ASSESSMENT**

Form to be completed by parent/carer prior to the return of a child following an accident resulting in injury or medical procedure (for instance following a broken limb).

Name of child ..... Date of return to school.....

Nature of injury .....

**Specific information** (please circle as appropriate)

- Is the child returning for
  - a. Whole day
  - b. Part day - If so please indicate start and finish time.....
  
- Did the injury occur as a result of an incident in school? YES/NO/Not applicable
- Has the child's parent/carer received any GP instructions regarding the child's return to school? YES/NO

If yes, please give details:

.....

➤ Does the child need assistance moving around school or up and down stairs? YES/NO  
If yes, your child's class teacher or teaching assistant will provide support as necessary.

- Is adult help required within the classroom? YES/NO
- Are there any adaptations needed within the classroom? YES/NO
- 

If yes, please indicate measures needed to ensure safe return

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Does the child need to use the lift? YES/NO (only applicable if your child is based on the first floor)

If yes, your child's teacher or teaching assistant will support your child in the lift.

➤ Can the child use the toilet unaided? YES/NO  
If no, what has been arranged /agreed? .....

- Do they need to use the disabled toilet? YES/NO
- Is your child able to go outside for break and lunchtime play? YES/NO

If no, then your child will have their lunch break/playtime in their classroom supported by either the class teacher or teaching assistant. Opportunity for fresh air will be taken at a time during the day as appropriate.

➤ Can your child take part in all curriculum lessons? YES/NO  
If no, please indicate which lessons your child cannot take part in e.g. writing, PE

.....  
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If your child is unable to write the class teaching assistant may provide support (scribe) or a laptop / digital device may be used.

If your child is unable to take part in PE he/she will be provided with additional curriculum learning.

- Does the child need any medication? YES/NO

If yes, please ensure the relevant 'administering medicines' form has been filled in. An admin team staff member will administer the medicine

- Does the child want us to know/do anything else? YES/NO

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- Is anything different/challenging happening in school where additional provision needs to be made? (School play, PTA event, school trip etc.) YES?NO

If yes, please indicate below

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Thank you for completing your child's risk assessment. All information, in the interests of keeping your child safe, will be shared with relevant staff members. The school will ensure that all measures are implemented to the best of our ability to ensure that your child can access the school's curriculum, however the school cannot be held responsible for unforeseen incidents that could result in further injury or complications.

Signed by Parent/Carer:.....

Printed: .....

Date: .....

-----OFFICE ONLY

COPY on file .....

*We obtain this data to enable us to function effectively as an education provider or for statutory reasons. For further information on how yours or your child's data is used, shared, kept secure and retained please refer to our Privacy Notice which is can be found on our website <https://www.furzehamprimary.org/policies-1>.*

*If yours or your child's data changes at any point, please contact us at Furzeham Primary & Nursery School s that we can amend the data.*

If this document is lost and found please return securely to The Thinking Schools Academy Trust, Park Crescent, Chatham, Kent, ME4 6NR, contact us on [privacy@satrust.org.uk](mailto:privacy@satrust.org.uk) or call on 0333 360 2000.