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or when HFL release new guidance

'Learn to love and love to learn; in God's love each one will shine'

St. Andrew's Church of England (VC) Primary School **First Aid Policy**

Rationale:

Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**)

Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**) St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

We work to enable every child to fulfil their potential, whether academic, social, physical, moral or spiritual. We are committed to providing high quality, inclusive, learning opportunities for all.

The health of our children and indeed of everyone within the school community, is of paramount importance to us. When a member of the school community is injured or unwell, we will provide the immediate care that will enable them to either return to their normal activity or be enabled to access further, more specialised care.

Legal background:

We will ensure the assessment and provision for first-aid needs such that the requirements of the First-aid regulations (Health and Safety (First Aid) Regulations 1981) are met. This legislation relates to the provision of first aid for employees and pupils if they are injured or become ill at school. In addition it meets the mandatory expectations under **The Early Years Foundation Stage Statutory framework (EYFS)** for all schools and early years providers in Ofsted registered settings attended by children up to the end of the academic year in which the child has their 5th birthday.

Provision of First Aiders:

The basic legal requirement is that at least one First Aider trained in First Aid at Work (FAW) and at least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present.

At St. Andrew's all teaching staff and most support staff are trained to First Aid at Work Level. EYFS staff are trained in Paediatric First Aid and 1 Paediatric trained staff is on the premises at all times when the children are present. All teaching staff and most support staff are additionally trained to use the defibrillator.

Some members of support staff are trained to support children with Type 1 diabetes.

It is the responsibility of the Headteacher to ensure that:

- all First Aiders undertake training every three years and have a current certificate.
- new persons are trained when first aiders leave.
- there is always adequate provision to cover absence, leave, offsite or extra-curricular activities etc;
- staff who administer first aid according to their training and in the course of their employment will be covered by employer's liability insurance.

Provision of Resources:

- First Aid bags/boxes with recording folders are kept in the Dining Room, Staff Room and Foundation Stage Building and in all classrooms
- 3 defibrillators are kept in the Staff Room. These are easily accessed and checked on a monthly basis, this is recorded in the Defib folder in the Staff Room First Aid cupboard.
- The mobile emergency First Aid bag hangs on the wall in the staffroom. Additionally, each class has its own mobile grab bag.
- The LSA in each classroom regularly checks that the contents of all first aid boxes are complete and replenished as necessary. Extra stock is kept in school and restocked immediately as necessary. A check is made at least termly.
- First Aid Room: The School Premises (England) Regulations 2012 require that every school have a suitable room that can be used for medical treatment / the short term care of sick and injured pupils when required. This area should be equipped with a sink, be reasonably near a WC. The room can be used for other purposes so long as it is readily available for medical use when needed. At St. Andrew's, this is the Dining Room/Staffroom.

Serious incidents:

- In the case of serious or potentially serious injuries, professional medical assistance should be sought at the earliest possible time so as to avoid the danger of inappropriate diagnosis or treatment.
- Staff should not take children to hospital in their own car. An ambulance will be called if needed.
- If a parent is not available at the time of the incident, then a member of staff should accompany the child to hospital by ambulance and stay until parent or guardian arrives.
- Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.
- In the case of a Critical incident, a member of staff should always accompany the child/children to hospital. The school will follow the procedure for completion of incident/accident records in accordance with the HCC guidance.

Dealing with bodily fluids:

- HCC guidance on Protection from blood borne viruses and basic infection control will be followed.
- First aid training courses should highlight the importance of preventing cross-infection in first-aid procedures. 'Universal Precautions' must always be followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.
- This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures should always be applied:
- Always cover any open wounds on your own hands with a waterproof adhesive dressing;
- Disposable gloves (unpowdered latex, nitrile or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids.
- Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements.
- Waste to be double bagged in plastic and sealed by knotting.
- Equipment for cleaning up bodily fluids is part of each class's First Aid equipment.
- Further supplies are kept in staff room.
- Disposal of used equipment to be put in the yellow bins (kept in the Disabled toilet/ the conservatory and in Nursery in the EYFS building). – emptied by PHS.

Administration of medicines - Refer to Managing Medicines in School policy

Specific Medical Needs:

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Please see the school **Supporting Pupils with Medical Needs at School policy**.
The DFE guidance of supporting pupils with medical conditions at school:

www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions should be referred to for pupils with such conditions.

In addition some staff carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

Health Care Plans:

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are completed by Lead First Aider and parents together; reviewed by the SENCo and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

Head injuries:

Injuries to the head need to be treated with particular care. High energy head injuries or those with any evidence of following symptoms may indicate serious injury and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory;
- persistent headache;
- blurred or double vision;
- vomiting;
- clear fluid coming from ears or nose;
- loss of balance;
- reading or writing problems;
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg;
- general weakness;
- seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries

<http://www.nhs.uk/Conditions/Head-injury-minor/Pages/Symptoms.aspx>

Where pupils receive a head injury their parents/carers are informed – personally at the end of the school day unless the symptoms described above occur, in which case telephone contact is made immediately. For minor bumps the parent is informed via a bumped head note that indicates the site of the injury as well as symptoms to look out for and recommended treatments.

Provision of Information:

First aid arrangements are detailed in the Health and Safety policy, compulsory reading for all staff.

These arrangements (including the location of equipment, facilities and personnel) form part of induction training for all new and temporary staff.

Cupboard in the Staffroom holding First Aid resources is clearly labelled.

Record Keeping:

The school holds the following records:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or other staff (e.g. AED, Epi-pens);
- First aid cases treated (accident / incident reporting). These were described by Ofsted (April. 2018) as 'meticulous'.

Further Information:

Further advice and information on first aid matters can be obtained from the Health and Safety Team on 01992 556478 healthandsafety@hertfordshire.gov.uk

DfE good practice guide, [Guidance on First Aid for Schools](#)

Please note information regarding first aid training providers in this advice is no longer current.

DfE Pastoral care / first aid guidance

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

HSE First Aid homepage <http://www.hse.gov.uk/firstaid/index.htm>

APPENDIX A

As a guide suggested contents lists for first aid bags are as follows:

Main First Aid Kit in Dining Room/First Aid Area (inc First Aid book):

- Large assortment of hypoallergenic dressings
- Large assortment of hypoallergenic plasters
- Sterile wipes
- Small bandages
- Large bandages
- Gauze pads
- Micropore tape
- Safety pins
- Scissors
- Tweezers
- Vent aid face shield
- Thermometer
- Triangular bandages
- Medical Tape
- Sterile Eye Wash
- Ice Packs
- Pack of disposable gloves
- Disposable apron
- Foil blanket
- Yellow bags.

Classroom First Aid Kit (inc leaflet giving advice on first aid):

- Large assortment of hypoallergenic dressings
- Large assortment of hypoallergenic plasters
- Sterile wipes
- Triangular bandages
- Medical Tape
- Sterile Eye Wash
- Ice Packs
- Pack of disposable gloves
- Micropore tape

• **Travel First Aid Kit** (inc leaflet giving advice on first aid);

- Large assortment of hypoallergenic dressings
- Large assortment of hypoallergenic plasters
- Sterile wipes (minimum 5)
- Two sterile eye pads;
- Saline eye wash
- 2 individually wrapped triangular bandages
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings
- Scissors
- Tweezers
- At least 3 pairs of disposable gloves.
- 2 Foil blankets
- Yellow bag
- Bandage
- Micropore tape
- Vent aid

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

British Standard BS 8599 provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

APPENDIX B

First-aid need assessment scenarios

These case studies provide some scenario-based examples of first-aid needs assessments, they demonstrate the general principles involved but are not definitive and schools should not assume the outcomes shown are directly transferable to their situation.

Primary school

A primary school of 320 pupils also includes an attached preschool that takes children from the age of three. Across the site there are 26 staff on duty at any one time. The majority of hazards are considered low, although there is for example, a higher-hazard area in the on-site kitchen. The school is aware that four pupils have asthma and two hold Epi Pens.

The first-aid needs assessment indicates that the suggested requirements are:

First-aid personnel	Required Yes/no	Number needed
First-aider with a first aid at work (FAW) certificate	No	N/A as there are less than 50 staff
First-aider with an emergency first aid at work (EFAW) certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with additional training (specify)	Yes	Staff should also have training in any specific health care needs such as anaphylaxis. In addition to the EFAW training a minimum of 2 staff should be trained in paediatric first aid (12 hours) to satisfy the EYFS requirements. To support the appointed EFAW first aiders inset training has been provided to ensure key first aid skills are held by a wide number of other teaching and support staff, MSAs etc.
Appointed person	No	N/A
First-aid equipment and facilities	Required Yes/no	Number needed
First-aid container	At least 2	1 in the attached pre-school area and 1 in a central location easily accessible to the rest of the school (e.g school office). <i>The food operator should also provide a first aid kit.</i>
Additional equipment (specify) (e.g. automated external defibrillator AED))	N/A	N/A
Travelling first-aid kit	Yes	Available for offsite visits
First-aid / medical room	Yes	1