

Wallace Fields Infant School and Nursery



First Aid Policy

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: Spring 2020

Next Review: Spring 2021

Wallace Fields Infant School is proud to be a part of Inspiration Academy Trust.



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Document History

Date	Version	Amended By	Comment (e.g. reason for version change)
16.11.15	1	Ceri Jewell	Annual policy review
08.01.16	2	Katie Muir	Added in names of First aiders staff and governors
18.01.2017	3	Collette Pasley	Updated names of first aiders
08.09.17	4	Katie Muir	Updated names of first aiders
17.10.17	5	Collette Pasley	Updated names of first aiders & Governor responsible for First Aid Update regarding Pink Knapsack for Playground
12.07.18	6	Collette Pasley	Updated names of first aiders Update regarding Treatment Plans
8.10.18	7	Collette Pasley	Updated First Aider Names
19.12.2018	8	Collette Pasley	Bumped Head Flow Chart
20.03.2019	9	Collette Pasley / Tara Cooke	Storage of medication Noted on First Aiders (KP on Maternity Leave)
26.05.2019	10	Collette Pasley	Updated for Sun Safety & Application of sun screen ASC and PTA Events Paediatric First Aid required for Infant School Updated First Aiders to reflect maternity leave
12/06/19	10	Nicky Mann	Proof read
17.02.2020	11	Collette Pasley	Updated (in red) First Aiders New Playground First Aid Procedures Removed Playground Bum Bag information no longer relevant Treatment Plan Section Included the 5 rights of medication chart
13/03/20		Nicky Mann	Final proof read

This First Aid policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised annually.

Aims

- To identify the first aid needs of the School in line with the Health and Safety at Work Act 1974
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits
- This policy should be read in conjunction with the school's Health and Safety Policy

Objectives

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report the Health and Safety Executive (HSE) where appropriate under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

Roles and Responsibilities

Head Teacher: is responsible for implementing the policy, identifying responsible staff members for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current Health and Safety legislation.

All staff: are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

The Appointed Person/s: need not be a First Aider, but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

First Aiders: First Aiders must have attended a recognised Paediatric First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called
- Provide information packs for new staff as part of their induction programme
- Maintain a first aid notice board
- Give all staff information on the location of equipment, facilities and first aid personnel

How many first aid personnel are required?

Schools are low risk environments, but the Head will consider the needs of specific times, places and activities in deciding on the schools provision.

Guidelines state:

Low Risk Environment	Fewer than 50 staff/pupils	At least one appointed person
	50 – 100 pupils	At least one first aider
	More than 100 pupils	One additional first-aider for every 100 employed

Other areas considered:

- School trips first aid provision
- Adequate cover provision in case of absence, including trips
- Out of hour's provision, e.g. Clubs Events and PTA Events

Arrangements will be made to ensure that the required level of cover of both First Aiders and Appointed Persons are available at all times when people are on school premises.

After School Clubs at WFIS & Nursery are required to be Paediatric First Aid Trained and Auto Injector trained in order to run their after school club at the school

PTA Events at WFIS & Nursery are required to have First Aid on site at their events, this is provided by a) a member of WFIS & Nursery who have undergone Paediatric First Aid training, for larger events that the PTA are hosting (for example Fireworks night and Circus) the PTA will have St John Ambulance on site.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by Ofsted/Surrey County Council. Appointed persons will undertake one-day emergency first aid training. Specialist training in first aid for children will be arranged in a three year cycle.

All staff will have the opportunity of onsite first aid training every three years. Designated Appointed Persons and First Aiders, will receive refresher training on a more regular basis.

A record of the training organisation is kept along with names of those trained, date trained, date of expected retraining, date carried out and certification

The School's Trained first aiders are:

Tara Cooke	School Office
Collette Pasley	School Office
Hannah Barron	Shining Stars Nursery
Hanna Botting	Shining Stars Nursery
Alison Golding	KidsQuest
Nicola Richens	Rockets & KidsQuest
Megan Steeper	Butterfly Class
Maria Townsend	Butterfly Class / KQ / ASC – training booked (12th and 13th May 2020)
Aimee Selfe	Bumblebee Class
Dominique Broadbent	Kingfisher Class
Patricia Wadey	Badger Class
Annabel Langley	Owl Class
Hilary Walker	Kingfisher Class
Lucie McIntyre	HLTA / ASC / Nature Explorers Across the school – training booked (24th March 2020)

The Governor with the responsibility for Health and Safety is Jon Albert

First Aid materials, equipment and facilities

The schools 'First Aid Area' is located adjacent to school office reception where fully stocked medical materials, equipment and accident logs are stored.

In addition to this area, there are FIRST AID Boxes located in:

- Main Hall
- Nursery
- Reception

Playground First Aid

No child/class should be "sent" out for playtime or lunch without an adult

- Class Teacher on playground duty MUST have the Pink Knapsack (this includes EpiPen's and any other required medication held in school) with them when they are on duty. Pink Knapsack is located in the first aid room (spare TA takes out the Pink Knapsack)
- Effective February 2020 new playtime first aid procedures in place – first aid station will be insitu in the playground during all morning and lunchtime play
- First Aid bags to be checked weekly by the lead First Aider on the playground to ensure they have everything require for minor accidents in the Playground First Aid book
- Any minor bumped heads in the playground should always be given a bumped head sticker and details written in the Playground First Aid book
- Any minor grazes or broken skin injuries should be given an appropriate sticker informing parents and details written in the Playground First Aid book book
- Pupils with more serious injuries should be accompanied to the office **BY AN ADULT** so correct details can be relayed to the parents and in order to deal with injury accordingly
- Any calls required to parents at the end of playtime session should be noted in the Playground First Aid book, Mrs Miller or Mrs Pasley in the school office notified in order for calls to be made.

Red Card System

Playground Medical bag and Class room is provided with a Red Card which says 'Come now-Class location'. This card is designed to flag the requirement of immediate help in an emergency situation. If staff attend an emergency where they cannot leave, this card is to be given to another adult/child and brought directly to the main Office staff/Leadership team and someone will come to the scene immediately.

Pupil Treatment Plans

Any pupil at the school that has specific medical needs/allergies etc. will have an individual Treatment Plan, which details all the information the school need to be aware of. These are kept in the treatment plan folders in:

- First Aid area
- Staff Room
- KidsQuest
- Shining Stars Nursery
- School Kitchen
- Relevant Class rooms
- And for serious medical conditions, in the playground Medical Bum bag

Staff are asked to familiarise themselves with any pupils are who have medical issues on a termly basis and sign to say they have done so.

Medicines for Chronic Conditions

We only administer medicine to children who suffer from ongoing medical condition e.g. Asthma. In this situation no medicine is given without the written consent of the parent. All medicines that are given in school should have written instructions from the parent and /or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage levels.



We ask Parents where possible that medication should be prescribed in dose frequencies which will enable it to be taken outside of school hours. Medicines should be brought to the school, and handed to a member of the office staff preferably by the parent. The medicine should be in a container clearly labelled with the child's name, the type of medicine and the dosage instructions. In cases where there is doubt about the correct dosage, advice is sought from the School Nurse Team.

Storage of Medicines

Pupils medicines are kept in the container supplied by the parent, and are clearly labelled with:

- The name of the child
- Dose/frequency of administration
- Instructions for administration
- Date of dispensing
- Cautionary advice
- Expiry date

Parents are responsible for ensuring medicines do not exceed their expiry date. Instructions regarding any specific requirements for the disposal of equipment/waste product, e.g. syringes, gloves are kept with the medication and equipment.

Guidance from Surrey County Council (Supporting Pupils with Medical Conditions)

Medicines should be locked away in a lockable cabinet or non-portable container, with the key being readily available to appropriate named members of staff to ensure access in case of emergency. The exceptions to this may be:

- a) Medicines for use in emergency situations such as: asthma, anaphylaxis, diabetes and epilepsy, when immediate access would be essential.
- b) Medicines needing refrigeration

The refrigerator should itself be in a secure location to compensate for the impracticability of locking it. If this is not possible, medicines should be kept in a locked box in the refrigerator.

NB. Under no circumstances should any medicine be transferred into another container, they must be kept in the container supplied and labelled by the pharmacist which should include the name of the child / young person, instructions for administration and dosage.

Pupil Medications: which are required to be administered 4 times a day (for example if a pupil is on a course of antibiotics for a short term illness). This medication is kept in the fridge in the First Aid area in a container which requires a code to open.

Staff Medication: for staff members with ongoing medical conditions and require their medication to be in school, this is stored in a Fridge in the First Aid room which is dedicated to staff medications only.

Sun Safety and Application of Sun Lotion

Wallace Fields Infant and Nursery School believe strongly in promoting Sun Safety to ensure that our children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight.

As part of our Sun Safety Policy we will:

- Educate children throughout the curriculum about sun safety;
- Encourage children to wear clothes that provide good sun protection, and use sunscreen where appropriate;
- Seek shade, particularly in the middle of the day and to use shady areas during outdoor play;
- Encourage staff and parents to act as good role models by practising sun safety;
- Regularly remind children, staff and parents about sun safety through newsletters, posters and activities for pupils;
- Drink plenty of water during hot, sunny weather;

As part of our Sun Safety Policy, we ask parents to:

Apply sun screen to your child before the start of the school day

For Early Years age children accessing morning Breakfast club or afterschool care, sunscreen will be reapplied at midday in Rockets.

For pupils who need sunscreen to be reapplied at Rockets or Kidsquest, parents are asked to:

- Provide the sunscreen product for school use. The sunscreen must be:
- Replenished by the parent as needed.

The sunscreen product will be stored in the child's spare clothes bag on their peg.

Children will be encouraged to apply their own sunscreen. If it is considered necessary for teachers/staff to assist with the application of sunscreen, the sunscreen will only be applied to face, neck, arms, hands and lower legs.

Intimate or Invasive Treatment

If there is a need to administer intimate or invasive treatment, two of our appointed persons/First Aiders will be present. This will ease practical administration of treatment as well as minimise the potential for accusation of abuse. Staff will protect the dignity of the child as far as possible.

Reporting Minor Accidents

First Aiders must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event; personal details of those involved

and a brief description of the nature of the event or disease. This record can be found in the First Aid folder in the First Aid area.

Reporting Major Accidents

First Aiders must complete Serious Injury form and discuss incident/outcome with the Senior Leadership Team. This form can be found in the First Aid folder in the First Aid area.

The following accidents must be reported to HSE

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days
- Accidents resulting in a person being taken from the site of the accident to hospital detailing e.g. if it relates to:
 - Any school activity, both on or off the premises
 - The way the school activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the Health and Safety team within 5 calendar days.

Record keeping

First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Head will ensure that a record is kept of any first aid treatment given by First Aiders or Appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident

Monitoring

Accident records can be used to help the Head and the Governing Board identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes. The Head Teacher/Business Manager will establish a regular review and analysis of accident records.

The governing board will also receive an annual report from the Head Teacher on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

