



Hollinswood Primary School & Nursery

First Aid Policy

June 2021



Covid-19 Pandemic Arrangements

Hollinswood Primary School & Nursery has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from June 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

- **Buildings & Facilities**
- **Emergency Evacuation**
- **Cleaning & Waste Disposal**
- **Classrooms**
- **Staffing**
- **Group Sizes**
- **Social Distancing**
- **PPE**
- **Response to suspected/confirmed Covid-19 cases**
- **Curriculum/learning environment**
- **Communication**

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided. Please see link below for the risk assessment.

<C:\Users\Donna.OReilly.EDIT.002\Telford and Wrekin Council\Hollinswood Primary School - TAW204 Documents\Admin\COVID-19\Risk Assessments and Health and Safety Info\Risk Assessment for Hollinswood Prim COVID 19 Response V3 05.03.2021.pdf>

Introduction –

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures and read in conjunction with the [Corporate Health & Safety First Aid Guidance for Schools – June 2019](#).

What is first aid? –

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication –

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

The school currently has the following qualified staff:

- First aid at Work – 4 Staff
- Paediatric First Aid – 23 Staff
- Emergency First Aid at work – 4 Staff
- Forest School/Outdoor First Aid inc Paediatrics – 2 Staff.

Posters displaying the names and locations of first aiders are on display around the school.

Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599- 1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and disposable tweezers.
- Are regularly checked. These are checked and restocked at the end of every half term by Sue Newbrook.
- Are re-stocked as necessary.
- Are easily accessible to adults.
- Are kept out of the reach of children.

Accident book:

- The accident books are located with each first aid kit.
- All staff know how to complete them.

- All accident books are reviewed on a regular basis to identify any potential or actual hazards and reported to the Health, Safety & Safeguarding Committee.
- Our accident books keeps a record of any first-aid treatment given by first aiders and other members of staff. These accident books MUST be written in pen, completed on the same day of the incident, and include:
 - The date, time and place of the incident.
 - The name of the injured or ill person.
 - Details of the injury or illness and first-aid given.
 - What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).
 - The information in the accident books can:
 - Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
 - Be used for reference in future first-aid need assessments.
 - Be helpful for insurance and investigative purposes.

All completed accident forms must be given to the School Admin Team, who will file them in pupil files for reference in the future.

Ofsted requirement to notify parents and the Data Protection Act

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. This will be through the school accident form.

Staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take photographs other than of their own child.

Administration of Medicines at Hollinswood Primary School & Nursery

This applies to all pupils, including those who do not have an individual health care plan.

Medicines will be safely stored in the School Office medicine cabinets or Staffroom designated fridge (if the medicine requires cold storage). A written record will be kept by the Office Staff of medication administered and stored in the pupils file.

This will include date, time, dosage and name of the member of staff who administers the medicine. Th Admin team or Teaching Assistant for that child will take responsibility for this task on a daily on a rota basis to ensure that no pupil forgets to take their medication.

- Any parent can request that their child is given medicine in school.
- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which must be handed into a member if the admin team before any medication can be administered.

- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance/emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with clear dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- At the end of the school year in July the school will return all medicines (including asthma inhalers) in store to the parents.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional.

Arrangements for children who are competent to manage their own medicine in school

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Headteacher who has a duty to ensure the safety of all children and young people.

Medical Emergencies at Hollinswood Primary School & Nursery

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance.

Sickness

Our policy for the sending home of ill or infectious children is discussed with parents. This includes procedures for contacting parents (or other authorised adults) if a child becomes ill while in the school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are notified if there is a case of head lice in the school.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the First Aiders and the cleaning team.

Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort.

Parents/Carers must be contacted for all bumps/grazes to the head. All head bumps must be recorded on a first aid slip and a copy sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.

If any of the below symptoms occur in a child who has had a bump to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

- Becomes unconscious,
- Is vomiting or shows signs of drowsiness,

- Has a persistent headache,
- Complains of blurred or double vision,
- Is bleeding from the nose or ear, and/or
- Has pale yellow fluid from the nose or ear.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the first aider must be called immediately to assess the situation.

Treatment of suspected breaks/fractures. The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

- If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.
- Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.
- Once you've done this, call 999 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

Disposing of blood

Blooded items should be placed in the yellow clinical waste bin in the KS1 girls toilet on the Bushell site or the Disabled toilet on the Farah site.

Splinters

Splinters should not be removed by first aiders. The parents must be called to advise of the splinter and parents should attend school to either remove it themselves or seek further medical advice/assistance.

Ice Packs

Ice packs are for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the staffroom freezers.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5-10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 5-10 minutes. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

Asthma

We have many children at Hollinswood Primary School & Nursery with Asthma. All inhalers are labelled and kept in classrooms

All inhalers should accompany children when they are moving around school e.g. PE lessons, break and lunch times, sports day etc.

They also need to accompany children when they leave the school site e.g. on a trip, swimming, visiting another school, etc.

Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). These are located in the school offices.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK.

Epi-Pens

All Epi-Pens are labelled and kept in the child's classroom. As with asthma inhalers, the child's Epi-Pen will accompany children when they are moving around school e.g. PE lessons, break and lunch times, sports day etc. and also when they leave the school site e.g. on a trip, swimming, visiting another school, etc.

All staff have annual Anaphylaxis and Epi Pen training.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of date).

The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

The spare AAI's are kept in the school offices.

Training

A central record of all training related to first aid is held by the School Business Manager and reviewed annually to ensure that certificates are renewed within timescales.

Providing first aid to a child with suspected COVID19/During COVID19 Pandemic

Any first aid incident requiring close attention from the first aider requires the use of a face mask to be worn by the first aider.

If a child or member of staff becomes unwell with symptoms of coronavirus while in the setting and needs first aid before they return home, and a distance of 2 metres cannot be maintained, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the first aider. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

All recommended PPE is available for staff members in the isolation rooms/school offices.

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