

# Handale Primary School First Aid Policy

# (Including Covid 19 procedures)

**2020 -2022**

Introduction

Handale Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Handale Primary School is held by Mrs. Marie Oakley supported by other members of staff who have received Emergency First Aid training.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

* Carrying out a First Aid Needs Assessment annually to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Needs Assessment will be reviewed following any significant changes that may affect first aid provision
* Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
* Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
* Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The Headteacher will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. The appointed people have attended the FR safety and training; First aid training. Early years staff have also attended paediatric first aid training

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services if required and taking charge when someone is injured or falls ill

During the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

* First Aid boxes to be located at key points around the school site (EYFS, medical area opposite the office and in the upstairs staff room).
* Travel first aid kits, when a trip is arranged (these travel first aid kits are located in the medical area opposite the school office).
* School purchased Asthma Inhaler – for emergency use only is in the main school office

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every week, replenish the necessary stock and make the Headteacher aware of any potential problems.

The contents of first aid kits are:

* An updated list of pupils with medical conditions or needs
* At least 20 individually wrapped sterile plasters (assorted sizes), appropriate to a school setting
* 2 sterile eye pads
* 1 individually wrapped triangular bandage
* A pack of safety pins
* A selection of wrapped sterile un-medicated wound dressing
* Disposable nitrile gloves – located beside the first aid box
* 1 ‘Vent Aid’ resuscitation aid
* 1 ‘Burn Cool’ gel-soaked dressing
* Yellow clinical waste bags
* Scissors
* Tweezers
* Adhesive micropore tape
* Disposable apron
* Hypo-allergenic plasters.

The medical area is used as the first aid area for treatment, sickness, and the administering of first aid.

Emergency Arrangements

Following an accident, the first aider/appointed person 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/appointed person should always 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 there is the possibility of a fracture/break or where this is suspected
* Whenever the first aider is unsure of the severity of the injuries
* Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child’s injury or condition.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents as regularly as possible. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital in the ambulance (and under no circumstances in a staff vehicle) and remain with them until the parents can be contacted and arrive at the hospital. In these circumstances, the accompanying adult must be fully aware of the specific medical and religious needs of the child. If they are unsure, the Headteacher should be contacted in all circumstances, to verify the latest information regarding the child.

Records

All significant accidents/incidents requiring first aid treatment are to be recorded with (at least) the following information:

* Name of injured person
* Name of the qualified first aider/appointed person
* Date of the accident
* Type of accident (e.g. bump on head etc)
* Treatment provided and action taken

**Covid 19 (and other infectious diseases) Procedures**

These procedures will be reviewed regularly following government and Public Health England

 Guidance.

If a pupil becomes ill with suspected Covid 19 symptoms

* Persistent new cough
* High temperature (Fever)
* Loss of taste and / or smell

 The child will be moved to the designated Covid Isolation area and asked to sit in there whilst the First Aider puts on the relevant PPE (Face mask, apron, and gloves)

 The first aider will take the child’s temperature and Mrs Rowe or Miss Ferguson.

 will contact parents to pick the child up immediately.

 The child will be offered reassurance but no physical contact.

 The First Aider will remain with the child at least 2m away from the child.

 The adult picking up the child will be informed of the need for the child to remain absent from

 school for seven days and encouraged to seek medical advice.

 When the child has left school the First Aider will remove and double bag the PPE, wash their hands

 thoroughly and return home immediately to change and wash their clothes.

 Any surfaces the child has come into contact with will be cleaned thoroughly and an alternative room

 used for the next 72 hours as an isolation room.

 If an adult becomes ill with symptoms of Covid 19 they will leave school immediately and return home, they will be advised to seek a Covid test and not return until either they have a negative Covid test and/ or they have self-isolated for 7 days.

 In all cases confidentiality is key and the incidents will not be discussed with anyone outside of those

 dealing with the incident.

**GDPR**

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General](http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf) [Data Protection Regulation (GDPR)](http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](https://publications.parliament.uk/pa/bills/cbill/2017-2019/0153/18153.pdf). This applies to all personal data, regardless of whether it is in paper or electronic format. For more information see our Data Protection Policy 2018 and Privacy Notices.

Next review: Summer 2022

Daren Fowler - Chair of Governing Body Helen Blakeley - Headteacher