

First Aid Policy



Scheduled for approved by Governors: 16th November 2022

Review Date: October 2023

Written by: Mrs Elizabeth Shears



Current Staff Trained	
Mrs Lisa McIver	Emergency First Aid at Work
Miss Joanne Atkin	Paediatric First Aider
Mrs Sarah Roberts	Paediatric First Aider
Miss Jenny Murphy	Paediatric First Aider
Miss Gemma Rice	Paediatric First Aider
Mrs Lisa McIver	Paediatric First Aider (from January 2023)

Statement of Commitment

Turncroft Nursery School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, and during on school visits
- To ensure that trained Paediatric First Aid staff renew, update or extend their HSE approved qualifications at least every three years
- To have a minimum of 2 trained First Aiders on site at any one time, whenever EYFS pupils are present. Such people will be able to responsibly deliver or organise emergency treatment
- To ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS pupils, such a person will have a current paediatric first aid qualification
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- To provide accessible first aid kits at two locations on site, along with several portable kit for trips and visits
- To record and make arrangements for pupils and staff with specific medical conditions
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation
- To communicate clearly to children and staff where they can find medical assistance if a person is ill or an accident has occurred
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS

Practical Arrangements at Turncroft Nursery School

Location of First Aid Facilities

The first aid room is located near the bathroom for first aid treatment and, for pupils to rest/recover if feeling unwell, provision is made outside Mrs Fort's room. This includes; a bed, first aid supplies, a water supply and sink, an adjacent bathroom and hygiene supplies such as gloves, plastic aprons and paper towels

- A portable first aid kit must always be taken on school visits and on the daily walking school bus

Responsibilities of the Trained First Aiders

- Provide appropriate care for children or staff who are ill or sustain an injury
- Record all accidents using the proforma in the accidents file (to be found in the hub) this is then filed in the main office where any patterns may be noticed. A copy may be given also to parents, depending on the nature and severity of the accident.
- In the event of any injury to the head, however minor, ensure that a 'bump to the head' form is sent home to parents/guardians and a copy placed in the accidents file.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the appointed person of all incidents where first aid has been administered.

Responsibilities of the Appointed Person

- Ensure that all staff are familiar with first aid and medical procedures
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers)
- Specific medicines, such as inhalers are kept in the Childcare Manager's Office out of reach of the children. All staff are given the door code to access any medication.
- Medication requiring refrigeration will be kept in the children's kitchen fridge, this is always kept locked
- Ensure that a list is maintained of all children with particular medical needs and appropriate measures needed to care for them
- Monitor and re-stock supplies and ensure that first aid kits are replenished
- Ensure that the school has an adequate number of appropriately trained First Aiders
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits
- Review First Aid/accidents records each term to identify any trends or patterns and report to Governors
- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local places we visit, to ensure appropriate first aid provision
- Contact emergency medical services as required
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

What to do in the case of an accident, injury or illness

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted

if the location of a trained first aider is uncertain. Any child or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The child or member of staff should not be left unattended. The first aider will organise an injured child's transfer to the sickness area if possible and to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider, Office Manager or other Senior Leader. This will be followed up in writing and a record kept at school. A written record of all accidents and injuries is maintained in the accident book.

Contacting parents

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a bump to the head injury advice sheet should be given to the parents of any child who sustains a head injury)
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the child is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. Alternatively, a member of staff will accompany the child until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the Key Person. ALL incidents must be communicated to the parent/s in writing and a copy placed in the accidents file. A parent should sign the school copy agreeing that they have been notified.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any child taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a child becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Accident reporting

An accident form must be completed for any accident or injury occurring at school, or on a school trip. This includes any accident involving staff or visitors. The accidents file will be monitored by the Headteacher as certain injuries require reporting (RIDDOR requirements).

Children who are unwell in school

Any child who is unwell cannot be left to rest unsupervised in the sickness area. If a child becomes unwell, a parent should be contacted as soon as possible by the First Aider, the Office Manager or the Headteacher.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a child who goes home ill is registered out of the school building.

First Aid equipment and materials

The appointed person is responsible for stocking and checking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. The first aid boxes contain:

- At least 20 adhesive hypo allergenic plasters (including blue plasters)
- 4 triangular bandages (slings)
- Safety pins
- Cleaning wipes
- Adhesive tape
- 2 sterile eye pads
- 6 medium sized unmedicated dressings
- 2 large sized unmedicated dressings
- Disposable gloves
- Yellow clinical waste bag

First Aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate paediatric first aid and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. A First Aid kit for school trips must be collected from the First Aid room). This must be returned for replenishing on return. Any accidents/injuries must be reported to the appointed person and to parents and documented in the accident file in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury the appropriate health & safety procedure must be followed.

Pupils using crutches or having limited mobility

Parents must inform the school of the nature of injury and the anticipated duration of immobility. Following this, a risk assessment will be drawn up and parents will meet with a senior member of staff to discuss the content and sign to say they agree. The Key Person will arrange for a 'group buddy' to help with any physical tasks e.g. getting coat from the cloakroom etc. Information about the condition will be discussed in staff meetings to enable staff to be fully aware of the child's needs. Arrangements will be made for the child to arrive/leave early to allow for a safe transfer around school. Parents must inform the school of any particular difficulties.

Emergency care plans and treatment boxes

The appointed person ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the staff room. A copy is also kept in the sick room. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the sick room.

Children with medical conditions

A list is available in the school office of children with serious allergy or medical condition. This information is useful for risk assessments prior to a school trip. If staff become aware of any condition not on these lists they must inform the appointed person.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed;

- When dealing with any body fluids wear disposable gloves
- Wash hands thoroughly with soap and warm water after the incident
- Keep any abrasions covered with a plaster
- Spills of the following body fluids must be cleaned up immediately

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a waste bag) then placed in the waste bin in the sick room, or immediately in the outdoor bin. Avoid getting any body fluids in your eyes, nose, and mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to Governors.

Linked Policies

- Health and Safety
- Intimate Care
- Child Protection and Safeguarding
- Asthma Policy

Appendices

1. Ambulance Information Sheet
2. Accident Form
3. Bump to the head letter
4. Existing Injuries Form

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