

CHOWBENT PRIMARY SCHOOL

First Aid Policy

(To be used in conjunction with the school's Health & Safety Policy)



Date policy agreed by Governing body: 07/11/23

Signed _____ Chair

First Aid Policy

Policy Statement

The Governors and Headteacher of Chowbent Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on first aid in school.

Checklist for dealing with minor injuries

(see 1.5 for more serious injuries)

All injuries must be recorded in the **school's accident report (duplicate book) book** – date, time, location, pupil's name, what the injury was, what treatment was administered, who administered the treatment, what happened to the person immediately afterwards e.g., went home, went back to class. A copy of the completed slip should be sent home to parents. The class teacher **MUST** be informed of the accident.

Visitors to school who have an accident must see a qualified first aider and the Headteacher informed:

Minor injuries in class:

Teacher/TA/First Aider to administer treatment.

Class teacher informed.

School accident report (duplicate book) completed and note sent home informing parents.

Minor injuries at playtime and lunchtime:

Staff/First Aider on duty to administer treatment.

Class teacher informed.

School accident report (duplicate book) completed and note sent home informing parents.

Minor injuries in class, at playtime or lunchtime requiring first aid treatment by a qualified First Aider:

First Aider to administer treatment.

Class teacher informed.

School accident report (duplicate book) completed and note sent home informing parents.

Parents rang by the first aider if deemed necessary - due to severity and need for parental monitoring later.

Head Injuries

First Aider to administer treatment.

Class teacher informed.

School accident report (duplicate book) completed and note sent home informing parents.

Parents **MUST** be contacted by phone.

If any child is considered to need hospital treatment see 1.5 below and **complete a Wigan Council Incident Report Form** (available from the school office).

Serious - Cardiac Arrest (Adults & Children)

Call 999 Immediately – Defibrillator located in main corridor of school between the Headteacher's office and the main office. **Start to use it** and get assistance immediately from a first aider.

Regardless of how minor an injury is it must be treated, school accident report (duplicate book) completed and the class teacher informed

Extract from the Health & Safety Policy - Accidents and First Aid

In the following any reference to the Headteacher shall mean 'Headteacher, or in his/her absence the Assistant Headteacher, or in his/her absence the Safeguarding Lead.

1. Accidents and First Aid

1.1 First Aiders

The first aider(s) in school are listed in Appendix A. There is a notice in the school entrance hall and next to first aid boxes stating who the first aider(s) are.

First aiders must be trained to a standard approved by the Health and Safety Executive.

The main task of the first aider will be to take charge of the situation in the event of serious injury or illness, to ensure that an ambulance is summoned and the ambulance crew are directed to the casualty. The parents of the pupil should be notified and the appropriate accident report completed.

1.2 First Aid Boxes

There are first aid boxes located in: -

- 1) Infant Resource Area
- 2) Junior Resource Area
- 3) Main Corridor
- 4) School trips pack – Junior Resource Area

These contain a selection of plasters and dressings. Disposable plastic gloves, aprons and bags (for contaminated waste) are stored near the first aid boxes.

Boxes should be stocked as a minimum in accordance with current H&S guidelines (see Appendix B).

The designated first aiders are responsible for maintaining the contents of the First Aid boxes and should inform the School Business Manager if stock is becoming depleted.

First Aid kits must always be taken with classes on school trips. The box should include sterile adhesive dressings, one large sterile unmedicated dressing, two triangular bandages, safety pins, moist clean wipes and/or paper towels, bottle of water, sick bags.

1.3 Dealing with Injuries / Sudden Illness

When dealing with bleeding or other cases of spillage of body fluid:

- a) Keep people away from the area until spillage is dealt with.
- b) For sickness use sickness clean up kit located in junior resource area.
- c) Wear disposable aprons and plastic gloves.
- d) Mop up body fluids using appropriate absorbent materials.
- e) Thoroughly clean all contaminated areas (including sink areas) with a proprietary cleaning agent (as advised by the LA).
- f) Dispose of all contaminated waste (paper towels etc. including gloves and apron), treating them as infected waste i.e., put in an 'infected waste' plastic bag and tied securely before disposal via site manager.
- g) On completion of work, hands should be thoroughly washed.

1.4 Minor Injuries:

- a) Ensure that any cuts or broken skin are covered with waterproof or other suitable dressings.
- b) All accidents which occur to children whilst in the care of school staff must be recorded in the school accident report (duplicate book) and a copy given to the child to take home.
- c) Welfare staff should report any injuries to the appropriate member of the teaching staff in order that they are aware of the situation.
- d) Teachers should inform parents of the injury.
- e) Any teacher who is concerned about the condition of a child after an accident should inform the Headteacher. The Headteacher will decide as to whether it is necessary to contact parents.

1.5 Serious Injuries / illness: (Worse than average)

Injuries involving immediate hospitalisation or inspection by a doctor (e.g., broken limbs, deep cuts, concussion etc.)

- a) Contact a First Aider and inform the Headteacher.
- b) If hospitalisation is required then an ambulance should be summoned. It is desirable if reasonably practicable for a responsible adult to accompany the child taken from school by ambulance. If this is impossible, a brief note giving details of the accident/illness together with the child's name and address should be given to the ambulance crew and the parents informed as soon as possible.
- c) If a child is transported in a car belonging to a member of staff there must be at least two adults (including the driver) available to take the child and the appropriate car insurance in place.
- d) Notify the parents of the pupil. On no account should urgent treatment be delayed pending the arrival at school of parents.
- e) Record the injury in the school accident report (duplicate book).
- f) **Complete a Wigan Council Incident Report Form** (available from the school office). Keep a copy in the office and return the original to the H&S Officer.
- g) The Headteacher will inform the Health and Safety Executive as soon as possible by telephone and by completing form F2508.

1.6 Accidents involving adults

- a) Any accident involving adults must be reported to the Headteacher.
- b) Any member of staff who suffers any injury whilst at work must ensure that it is recorded on a Wigan council incident report form.
- c) **Complete a Wigan Council Incident Report Form** (available from the school office) and follow advice contained within.
- d) Any accident which occurs at work and prevents a member of staff from working for 4 days or more must be reported on form F2508 to the Health and Safety Executive. It must also be reported to Health and Safety.

Further information is contained within the HSE Guidance notes 'Accidents/Incident Reporting - Forms and Procedures'.

1.7 Serious - Cardiac Arrest (Adults & Children)

Call 999 Immediately – School has a defibrillator, on the wall, located between the Headteacher's office and school office.

Appendix A

Fully Qualified First Aiders

Inset Day 5th September 2022

In-house Full First Aid Course for all staff below

Mrs. V. Walker

Mrs. J. Kendal

Mrs C Smith – top up paediatric first aid certificate

Miss H Matthews – top up paediatric first aid certificate

Miss G Wright

Miss A Rogers

Miss H Smith – top up paediatric first aid certificate

Mrs V Wright

Mr J Churnside

Paediatric First Aid Trained

Miss H Matthews Paediatric First Aid

Mrs C Smith Paediatric First Aid

Mrs H Smith Paediatric First Aid

Appendix B : Guidelines for Contents for School First Aid boxes

(from The Management of Health and Safety, Education Health and Safety team Issue 2 Sept. 1997)

Contents	Travel Pack	1-10 Persons	11-50 Persons	51-100 Persons
Guidance Leaflet	1	1	1	1
Individually Wrapped Plasters	6	20	40	40
Sterile Eye Pad	1	2	3	4
Triangular Bandage	2	4	4	6
Safety Pins	2	6	12	12
Small Sterile Dressing	2	4	6	8
Medium Sterile Dressing	1	2	4	6
Large Sterile Dressing	1	2	3	4
Ex Large Sterile Dressing	0	0	1	2
Cleaning Wipes	10	10 (if req.)	10 (if req.)	10 (if req.)

While this is an approved list, it is acceptable to add or remove items and change quantities of items to suit our circumstances.

Appendix C : Communicable Diseases

Available from school office.