



KEA SCHOOL FIRST AID POLICY

Approved by: Governing Body

Date: 12.12.2022

Last reviewed on: October 2022

Next review due by: October 2024

Signed:

Statement of Intent

Kea School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Kea School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Asthma Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

The headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance

Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils and visitors.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
 - Ensure that all staff, pupils and visitors are aware of the procedures in the event of any illness, accident or injury.
 - Ensure that medicines are only administered at the school when express permission has been granted for this and staff have undertaken the relevant training.
 - Ensure that all medicines are appropriately stored.
 - Promote effective infection control.
- 2.5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

- 2.6. The lead first aider is responsible for examining the contents of first aid boxes. These are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- 2.7. First aid boxes are located in the following areas:
- 2.8.
 - Main school first aid room
 - All classrooms have a medical box and first aid logging sheets
 - 2 first aid bags for off site visits

3. First aiders

- 3.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school administrator
- 3.3. The lead first aider has a responsibility to ensure all first aid kits are properly stocked and maintained. The lead first aider is also responsible for maintaining supplies.
- 3.4. All staff are first aid trained and two members of staff have the paediatric qualification and one has the FAA Level 3 Award in First Aid at Work QCF.
- 3.5. First aiders have a responsibility to record all first aid incidents and notify the relevant members of staff if needed. The first aid record includes:
 - Date, time and location of incident
 - Name of injured or ill person
 - Details of injury or illness
 - Details of first aid given
 - Name and signature of first aider
 - Confirm if Parent/Guardian or next of kin informed
 - Complete additional bumped head letter if needed
 - Report to the office to log any staff/visitor injuries in the accident report book

4. Emergency procedure in the event of an accident, illness or injury

- 4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or seeking the advice of another first aider.
- 4.2. In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay.
- 4.3. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to injured person. The purpose of this is to keep the accident victim alive and, if possible, comfortable, before professional medical help arrives.
 - In a life-threatening situation an ambulance will be called.

- The school has access to an automated external defibrillator, situated on the front of the school building facing the carpark. This is checked regularly by a member of school staff
- For less serious injuries the parent(s) or next of kin will be contacted. Only after receiving a parent's/next of kin's clear instruction would two members of school staff take the accident victim to a doctor or hospital. Moving a victim to obtain medical help is only carried out if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Headteacher – the headteacher is called for immediately for serious incidents
 - The parents/carer of the victim(s) - the parents/carer of the victim is called for immediately for serious incidents

5. Reporting to parents

- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 5.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, the school office or pupil's class teacher will telephone the pupil's parents as soon as possible.
- 5.4. A list of emergency contact details is kept in the school office.

6. Visits and events off-site

- 6.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the headteacher before the event is organised.
- 6.2. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

7. Storage of medication

- 7.1. Medicines are always securely stored in accordance with individual product instructions, except for individual pupils who have been given responsibility for keeping such equipment with them e.g. Asthma pump.
- 7.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the

medicine.

- 7.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 7.4. An emergency supply of medication is available for pupils with medical conditions that require regular medication. E.g. emergency insulin, asthma inhaler, EPI pen. Only children, who are on the school's asthma register, will be allowed to use the school's emergency asthma inhaler.
- 7.5. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and severe allergies. A Care Plan will be created between the school, parent/carers and any relevant healthcare professionals.

8. Illness

- 8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

- 9.1. Parents will be asked to complete and sign a medical consent form (forms part of admission form) when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 9.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

10. Monitoring and review

- 10.1. This policy is reviewed every two years by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.