



Saint Pierre School,  
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

## First Aid Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Deputy Head	Danielle Hemmings	Sept 2021	Sept 2022
<b>Read in Conjunction with:</b> Health and Safety Policy Intimate Care Policy			

### **Saint Pierre School – First Aid Policy**

(COVID change: if concerned about a child's possibility of COVID symptoms then PPE mask and gloves to be worn by anybody administering first aid)

### **COMMITMENT TO SAFEGUARDING**

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to make sure that procedures are in place to meet this responsibility. This is a whole school policy, including the Early Years and is reviewed in the summer holidays of each academic year.

#### **Aims**

- To identify the first aid needs of the school as set out in the Management of Health and Safety at Work Regulations 1992 and 1999;
- To ensure that appropriate first aid provision is available at all times – during normal school hours in school time and also during any school visits, including the annual residential.

#### **Objectives**

- To ensure an appropriate number of suitably trained First Aiders are available at all times at school;
- To provide relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To inform staff and parents of the Saint Pierre's First Aid arrangements;
- To keep a record of all accidents and report to the Health and Safety Executive any serious accidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

#### **First Aiders**

All staff are offered basic First Aid training and the vast majority of staff do take part. Year 5 and Year 6 children also regularly take part in their own First Aid training. A Basic First Aid training course was completed by the following staff on 3/9/19 Miss Campion, Mr Davis, Miss Cole, Mrs Thompson, Mr. Lane, Mrs. Hemmings, Miss Smith, Mrs. Tipper, Ms. Andrews.

We have several Paediatric First-Aiders on site to provide in-depth cover for the youngest children. Currently, they are Miss Hoffman (exp Feb 2023), Miss Partner (exp May 2023), Miss Frith (exp Jan 2023), Miss Corbett (exp May 2023), Mrs Davies (exp May 2023), Mrs Thompson (exp May 2023), Mr

Davies (exp May 2023) . This is more than adequate and well in line with current regulations. See Appendix 1 for list of current First Aiders and their qualifications.

### **First Aid Facilities**

The vast majority of 'unwell' children are sat outside the main school office whilst first aid and/or medicine are administered. The First Aid room which doubles up as the Staffroom with a sofa bed and an adjacent toilet, is on the top floor.

First aid boxes are located in the school office, in the Nursery, on the ground floor next to the fish tank and in the main hall by the sink area, on the first-floor landing near the photocopier, half way up the first flight of stairs and in the Year 6 classroom at the top of the school. All locations are marked with the appropriate signage. Portable first aid kits are available in all classrooms and are taken to offsite activities, such as Games at the local park, Chalkwell. Contents of FA kits are checked weekly during term time.

### **Administering First Aid**

Even those members of staff with First Aid training are not obliged to treat injuries. Staff should only treat injuries that they are comfortable in doing.

### **Minor Injuries**

All First Aid treatment is given by a qualified First Aider. In the very rare event that a First Aider is not present, the member of staff is advised to use their best judgement about immediate treatment.

During break times, children who are injured are normally taken to the school office.

If a child is hurt or is injured during a lesson, the teacher should assess the situation and administer first aid, summon First Aid assistance or take / send the child to the Office. The child should be accompanied by a Teaching Assistant or by another child.

If a member of staff is injured or becomes ill, they should arrange emergency cover for the class by summoning a Teaching Assistant then report to the Office/Headmaster / Head of Early Years.

### **Plasters**

Before applying plasters, the First Aider should ascertain whether the child is allergic. Currently, as of (20<sup>th</sup> September 2021) there are no children who are allergic to plaster but one member of staff – Mr. Davies. Should this change, staff will be informed immediately via an update at the Weekly Staff Meeting or and the Form Teachers will be made aware immediately. Small wounds could be cleaned and temporarily dressed with wet tissue.

### **Stings and Insect Bites**

Spray relief can be applied, as long as we have parental permission. The First Aid (Allergies List) list has the names of those children who are allergic to bee / wasp sting and how these children should be treated and whether they need an epi-pen.

### **Serious Injuries**

Serious injuries should be dealt with to the best of First Aider's capability. One of our Paediatric First Aiders should be called to draw upon their greater expertise. The injured party MUST not be moved in case of spinal injury. An ambulance should be called as soon as possible.

If a child has vomited, the area should be cleaned thoroughly by a responsible adult. If vomit has gone on to children's clothing, they should change into spare clothing / PE kit if physically able to.

### **Head Injury**

All bumps or injuries to the head including, ears, nose, chin etc. Should be recorded on first aid forms and the child will be given a red wrist band to wear for the rest of the day and the following day. This will alert all staff that the child has had a head injury in the last 24 hours and to be alert. This will also alert parents, who have access to 'Head Injuries Advice Sheet' from the NHS

on our school website. If the head injury raises concerns to a member of staff or a bump / large mark appears then parents should be informed immediately.

### **Medicine**

There is no legal obligation to administer medicine and staff are within their rights to not administer medication to children. The following are (having passed the course) able to administer medicine- Julie Aldridge, Emma Andrews, Bridget Campion, Amber Cole, Abi Corbett, Ellie Davies, Kurt Davies, Laura Frith, Danielle Hemmings, Gemma Hoffman, Jan Horsnell, Sam Ingram, Grace Partner, Poppy Smith, Susan Thompson, Charlotte Tipper and Jill Wilson.

Only medicine that has been prescribed by a doctor will be given by a willing First Aider. Medicine will not be given unless we have a completed Administering Medicine Form signed by parents. Ideally, the administration of medicine should be witnessed by another member of staff. Once medicine has been administered, staff must complete the necessary Administered Medicine Form. The necessary forms are available from the school Office.

Wherever possible, only minimum amounts of medicine should be brought into school. Medicines will be stored in either the school Office or in the fridge in the kitchen – both locations are prohibited access to children. All medicines brought into school should be clearly named.

Any staff should make the SLT aware if they have to take any medication which may affect their ability to fulfil their role in caring for the children effectively. Staff unable to function effectively will be asked to go home. Staff medicine must also be stored safely.

### **Nurofen / Paracetamol / Piriton / Anti-histamine**

A small supply of the above medicines is kept securely in the school Office. This medicine is made available for children who develop minor 'problems' during the course of the day e.g. ear ache or a minor irritating rash. Parental permission will be gained before any medicine is administered unless parents cannot be contacted and then the Headmaster / Head of Early Years will act in, 'loco parentis' and decide if it is in the best interest of the child to be given medicine. A record will be kept when this medicine is administered – as previously.

### **Allergies and Special Medical Needs**

A record of all children with allergies and special needs is kept updated by the school secretary Ms Horsnell, and a regularly updated list to given to all Form Teachers and to Mike, the Chef in the kitchen.

Asthma pumps are kept in the school office in a named rack. Children should take responsibility in remembering to take their pumps to off-site activities such as Games and Swimming, but staff should remind children to do so, especially the younger children. Should children need to use their inhaler, then this is supervised by a First Aider and a record kept of the dosage given. Children in Early Years who require an asthma pump will of course be assisted by a First Aid member of staff.

### **Allergies**

It is important that staff make themselves aware of the specific allergies of children, especially those in their own class and more especially those children whose allergies could lead to a severe, even critical reaction.

Again, Ms Horsnell will keep an updated list of children's allergies which she will pass on to all Form Teachers and Mike, the Chef.

Children whose allergies are so severe as to require an EpiPen will need at least two epi-pens kept in the school Office. Again, it is vital that these EpiPen's accompany the children wherever they go. It is the responsibility of the teacher in charge of the activity / trip to make sure that this happens. Staff did receive special certificated training, including the use of epi-pens in March 2016 and will receive adequate training should a child who requires an EpiPen join the school. Upcoming training to be given by a nurse in October 2021.

### **Special Medical Needs**

Saint Pierre School will do all it can to cater for any specific medical requirements and will closely with parents and care practitioners to ensure that the child receives excellent care.

#### **Diabetes**

A number of staff, including Ms Horsnell and Mr Ainscough have undergone special training to enable them to advise, supervise or even administer insulin if required.

#### **School Trips (see Educational Visits Policy and Health & Safety Policy)**

It is essential that when planning any visit, the person responsible for the trip should plan in First Aid provision as part of the Risk Assessment. At least one trained First Aider will accompany every trip. Should the trip include Early Years children, then one of the Paediatric Trained staff should accompany this trip.

School will do everything possible to ensure that pupils with specific medical needs will be included in all activities with the necessary First Aid measure required discussed with parents. However, if sufficient First Aid cover cannot be supplied then, after serious consideration, the child might not be included in the activity.

The implications of the Disability Discrimination Act 1995, now apply to schools and educational visits and, because of this, any decision to not take a pupil would then be directly related to the risk assessment.

Otherwise, the school should take the pupil and manage their behavioural and medical needs appropriately.

Where a pupil's disciplinary problems are related to his/her disability, the school will be careful to avoid accusations of discrimination if it just reacts to the behavioural symptoms rather than the underlying cause. A Risk Assessment must be made to ascertain the appropriate management strategies. Reasonable adjustments must be made and seen to be effective.

#### **Blood and Body Fluid / Substance Spills Management**

Without a full-time caretaker, it does fall to staff on occasions to clean up with spillages. Special Kit is available in the cleaner's cupboard. Standard precautions apply:-

- Clear the affected area;
- Deal with spillage immediately;
- Make appropriate use of protective clothing, including the wearing of gloves;
- Remove spillage fully before adding cleaning agent;
- Wash hands thoroughly after dealing with any such incident.

#### **Procedure for Calling an Ambulance**

When the situation has been assessed by the First Aider and SLT, the decision to call the emergency services will be made. This call should be made by any member of staff or instruct the Office to do so. Staff are allowed to use their own mobile phones to call an ambulance. If an ambulance has been called, staff should make this information perfectly clear to other staff, without scaring the injured child.

If required, the playground will be cleared of children and the side gates will be opened if the ambulance needs to access the playground. Parents will be informed as soon as possible that an ambulance has been called for their child and the reasons why. This call will be made by the school secretary or a member of SMT.

A member of staff will accompany the child to hospital, wait for the parents to arrive and then return to school by taxi, which school will pay for.

#### **Transport to Hospital**

If a non-emergency trip is required to hospital, the child will be driven by a member of the SMT and accompanied by another member of staff, eg the child's Form Teacher. One member of staff will remain with the child at the hospital. When able, the second member of staff will return to school by taxi. The child's parents will be informed.

#### **Record Keeping of Accidents**

Saint Pierre will ensure that records of accidents are kept for three years in a folder in the grey filing cabinet marked, 'Accidents – Record Book'. There are currently two separate Accident Books – one for Early Years and one the rest of the school. When writing up an accident or injury, the information should include:-

- The date, time and place of accident;
- Details of injury and what first aid was given;
- What happened to the injured person immediately afterwards;
- Name of the person dealing with the accident.

An accident report must be completed for every accident which involves head injuries or an accident which parents need to be informed of. As well as that, parents must be via the red wrist band every time a child bumps their head, unless a bump or concerning mark appears in which case they should be contacted immediately by phone. This is so that parents can monitor their child in case of delayed concussions.

### **Parental Permission for Medication**

A specific form must be completed by parents before any medication will be administered. School will accept an email or a completed form which is available from the school office and can be found in the grey filing cabinet under, 'First Aid – Medicine Forms'. Completed forms and the medicine are handed to the school secretary for filing and the medicine for storing – either in the medicine cabinet or the fridge in the kitchen, if required. The information on the form should include the child's name, time for medicine, date, dosage and doctor's details. The member of staff who administers medicine should then complete the form after giving the medicine.

### **Reporting Incidents**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR), some accidents must be reported to the Health and Safety Executive. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include:-

- The date and the method of reporting to the HSE;
- The date, time and place of incident;
- Personal details of those involved;
- A brief description of the nature of the event / disease;
- This will be recorded in the Incident Book.

### **Accidents To Be Reported By The School**

The following accidents must be reported to the HSE if a member of staff is injured during an activity connected with work while working on the school premises:-

- Accidents resulting in death or major injury (including as a result of physical violence);
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

Major injuries, dangerous occurrences and reportable diseases must be immediately reported to the HSE with all details of fatal and major injuries and dangerous occurrences without delay. This must be followed up by a written report on Form 2508 within ten days.

Other reportable accidents do not need immediate notification, but they must be reported to the HSE within ten days on Form 2508.

An accident to a pupil or a visitor must be reported to the HSE on Form 2508 if:-

- The person involved is killed or is taken from school to visit the hospital and the accident happens in connection with school.

These accidents must be reported within ten days.

In HSE's view, an accident must be reported if it relates to:-

- Any school activity, on or off the school's site;
- The way a school activity has been organised and managed (eg the supervision of a field trip);
- Equipment, machinery or substances;
- The design or condition of the premises.

Similarly, in the Early Years Department, the school must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is practicable but certainly within 14 days of the incident occurring. Saint Pierre School will also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care and must act on the advice from those agencies.

#### List of First Aiders

Staff name	Course	Provider	Date	Expires
Charlotte Tipper	Paediatric 12 Hour EYFS	S.E. Essex College	18/11/14	18/11/17
Gemma Hoffman	Paediatric First Aid (RQF) Level 3	Highfield Qualifications	11/12 <sup>th</sup> Feb 2020	February 2023
Julie Aldridge	Paediatric First Aid Level 3	ProTrainings	15/02/17	15/02/19
Laura Frith	Paediatric First Aid (RQF) Level 3	Highfield Qualifications	15/16 Jan 2020	January 2023
Grace Partner	Paediatric First Aid Level 3	PJ First Aid Training	21/22 May 2020	May 2023
Ellie Davies	Paediatric First Aid Level 3	PJ First Aid Training	21/22 May 2020	May 2023
Abi Corbett	Paediatric First Aid Level 3	PJ First Aid Training	21/22 May 2020	May 2023
Susan Thompson	Paediatric First Aid Level 3	PJ First Aid Training	21/22 May 2020	May 2023
Kurt Davies	Paediatric First Aid Level 3	PJ First Aid Training	21/22 May 2020	May 2023
Bridget Campion	Basic Life Support / First Aid	Tutor Care	9 January, 2017	9 January, 2019
Kurt Davies	"	"	"	"
Susan Thompson	"	"	"	"
Abigail Corbett	"	"	"	"
Amber Cole	"	"	"	"

#### Anaphylaxis Training

Staff name	Course	Provider	Date	Expires (recommended)
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Susan Thompson	Allergens, asthma, anaphylaxis & auto-injectors	S. Essex Partnership NHS Forum	17/03/16	16/09/17
Bridget Campion	"	"	"	"
Laura Frith	"	"	"	"
Danielle Hemmings	"	"	"	"
Kurt Davies	"	"	"	"
Gemma Hoffman	Allergy Training Session	"	17/09/13	16/09/16 (Recommended)

**Location of First Aid Kits (6 small cases; 2 travel bags and 2 'bum bags')**

- Kit 1 - Office – near office door;
- Kit 2 - In hall – next to boys' toilet door;
- Kit 3 - Sports' shed – screwed next to door;
- Kit 4 - Year 4 Classroom;
- Kit 5 - Nursery Classroom;
- Kit 6 - Outside Year 1 Classroom.

The First Aid Kits will be replenished as and when required but will be checked systematically every half term by Abi.