



# First Aid Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

## Rationale

First aid is the initial management of any injury or illness that occurs whilst staff, children or other adults are working under the care of Trinity Primary School. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

## Purpose:

This policy:

- Gives clear structures and guidelines to all staff regarding first aid;
- Defines the responsibilities of the staff;
- Ensures good first aid cover is available in the school and on visits.

## First aid personnel:

Requirements:

- At least one appointed person;
- At least one first-aider trained in Emergency First Aid;
- At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof);
- At least one person who has a current paediatric first aid certificate to be on the premises at all times when early years children are present, and must accompany children on outings;
- See off-site activities below.

Appointed person:

- An appointed person should take charge of first aid arrangements including looking after equipment and calling emergency services.
- Trinity's appointed person is: Sally Sleath
- But any member of staff might be responsible for or in the position of having to call the emergency services.

Qualified First Aiders (3-day course):

- Sally Sleath
- Rob French
- Rae Hamon
- Kelly Cutting
- Sonia Tomas
- Emma O'Connell
- Abby Osgerby

Paediatric First Aiders:

- Claire Churcher
- Lisa Burden
- Tania Fernandes

- Cindy Skinner
- Sally-Ann Fillieul

**Emergency First Aid at Work:**

- Sophie Allo

**First aid kits**

- All classes are to be equipped with a small first aid kit with the basic requirements (see below). These are to be maintained by the class teacher, who will replenish items, from the central store in the main corridor, as and when they use them.
- Other first aid kits are located in the hall and the office.
- A larger first aid kit is stored in the Foundation Stage area, outside of the kitchen.
- A larger first aid kit is taken outside by the Lunchtime Supervisors. These are to be maintained by the Lunchtime Supervisors.
- First aid kits for school visits are kept centrally in the main corridor.
- If more materials/equipment are needed the school office will be informed so that more can be ordered.

**Other medication –**

- Epi-pens will be stored centrally in the staff room, where they can be easily accessed.
- All children with an epi-pen will have a care plan, updated annually.
- Identification posters for those children with an epi-pen are in the relevant children's classroom, staffroom, community room and intervention room.
- All staff are aware of who needs an epi-pen.
- Epi-pen training or refresher practice is undertaken annually.
- It is the class teacher's responsibility to ensure the epi-pen is taken out on trips.
- Asthma inhalers should be kept in the child's classroom in a safe but accessible place. These should be kept in named wallets with the child's name.
- Children needing inhalers should have been identified by their parents on the medical form and a care plan should be in place with the details.
- Other medical support that needs to be taken in school should be accompanied by consent from the parents and a care plan if appropriate.
- See separate Administration of Medicines Policy

**Accident reporting and file:**

- There is an accident file located in the break-time box, the form should be completed for every incident where first aid is administered, however minor.
- Each LTS also has an accident sheet in their file – this is given to Mrs Sleath when full to look through and then file in the office.
- If the injury is considered more serious and the parents/carers need to be informed (see specific procedures for certain first aid treatments below), the class accident book also needs to be filled out by the adult giving first aid. This will then be shown to parents/carers to sign.
- The class accident book is stored securely in classrooms.
- If a parent needs to be phoned to be informed, this form should be used so the details of the accident and injury can be relayed by the office staff – the parent should still sign at the end of the day.
- Old accident books are stored in the school office.
- For major accidents and where a child goes to hospital, a 'notifiable accident' form must be completed as soon as possible and sent to the Education department.

### **Procedure for when an accident/injury occurs:**

- When an accident/injury occurs, the attending member of staff assesses and deals with the incident.
- The attending member of staff deals with any basic first aid needs.
- If it is deemed necessary, a First Aider might be called to give a second opinion and/or offer further treatment.
- The attending member of staff will fill in the accident slip/form and will inform the class teacher if necessary.
  
- If the incident is of a serious nature, a second staff member (and/or a First Aider if one is not present) needs to be called as soon as possible to help with the situation, administer first aid or deal with the other children present.
- If the adult is alone, children can be sent to ask for assistance, providing it is safe for them to do so.
- If immediate medical help is required, an ambulance is called (parents/carers should be informed of the situation as soon as it is possible).
- If an ambulance is not immediately necessary but medical help would be advisable, then parents/carers should be informed of the situation and if necessary asked to collect.
- The attending member of staff and First Aider will fill in the accident book.
- SLT/admin will ensure any other necessary paperwork is completed if the child is sent to hospital.

### **Procedure for illness**

- If a child has been sick and/or is obviously unwell, then the school office should be informed and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.
  
- If a child complains of feeling ill, the class teacher will deal with this in the first instance by listening to the symptoms, showing understanding.
- The child should be encouraged to see how it goes (unless obvious). They should be checked in with and monitored. Break times make good points to try to reach.
- Things that might also help (depending on the symptoms and child) are: encouraging sips of water, going to the toilet, sitting quietly in the book corner, getting a bit of fresh air etc...
- If after a consider period of time of monitoring etc... the child appears to be not well enough for school, then the school office should be informed and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.

### **First aid areas:**

- The following areas can be used as places to treat or care for any child for longer periods of time, depending what is appropriate:
  - The chairs by the office,
  - The library
  - The hall
  - The community room
  - The well-being room

### **Off site activities:**

- These include - school trips, sports matches and events, residentials, Riley Field.

- For every trip the class teacher is responsible for first-aid arrangements.
- A risk assessment has to be carried out for all off-site visits and first aid should form part of this risk assessment.
- The class teacher should assess what level of first aid might be needed and ensure that an adequate first-aid kit is taken.
- For adventurous activities, visits abroad or residential visits it is essential that at least one of the adults holds a current first-aid certificate.
- Staff members who run sports training should have had first aid training.
- Mobile phones need to be carried in case of emergency.

### **Specific procedures for certain first aid treatments**

#### **Cuts**

- All open cuts should be covered after they have been washed and dried.
- Children should always be asked if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing.
- Gloves should be worn when treating an open cut that is bleeding badly.
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on the severity of the bleed, the depth of the cut, the length of time bleeding for, the size of the area, where the bleed was, the child, any complications.
- If ever any doubt – inform the parent.

#### **Bumped heads (potential to lead to concussion)**

- Any bump to the head, should be treated and recorded. A sticker should be given to inform others in the school.
- All bumped heads should be treated with an ice pack and class teachers informed and keep a close eye on them – they should be checked up on and asked after approximately an hour and then periodically throughout the day.
- All bumped heads should be written in the class 'accident record book' with details of how it happened.
- The parent/carer will be informed at the end of the day and asked to sign the book.
- If the child is not collected, the parent/carer will be informed by telephone. This will be recorded and the parent/carer will sign the book the next day.
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.

#### **Burns –**

- All burns will be reported in the class accident book.
- Parents will be informed and advised to go to the hospital for all burns, this should be written in the book and parents need to sign to acknowledge this.

#### **Bone, muscle and joint injuries –**

- In the event of a sprain/bruise, the process of RICE (rest, ice, comfortable and elevate) is used.
- If there is a suspicion of broken bones, then the parents/carers should be informed and an ambulance called if deemed necessary.
- If the first aider feels further medical attention might be required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on what happened, the child, if there is any visible swelling,

- any on-going complaints.
- If ever any doubt – inform the parent.

Disposal of contaminated waste –

- Contaminated waste includes any plasters, dressings, wipes, cleaning cloths/tissues and gloves that have been used in association with blood or other bodily waste;
- These items should be double bagged in disposable bags (nappy sacks);
- Small items used could be folded up within disposable gloves as extra protection;
- They should be put in a bin with a black bag in preferably away from children (hall, outside, staff toilets, sanitary waste bin, office).

<b>Class First Aid Kits will contain:</b>		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	3
Large sterile dressings	To cover open wounds	1
Gauze pads	To clean around wounds or could be used as dressings	4
Disposable gloves	To protect from cross-infection	2 pairs
Adhesive tape	To secure dressings or for covering earrings	1
Head thermometer	To check for temperature	1
Sick bags	For children who are feeling sick	2
<b>Playground First Aid Kits will contain:</b>		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	6
Large sterile dressings	To cover open wounds	2
Gauze pads	To clean around wounds or could be used as dressings	1
Disposable gloves	To protect from cross-infection	2 pairs
Sterile eye pads	To treat wounds to the eye	2
Triangular bandages	To give support as slings	4
Safety pins	To secure bandages	6
Plastic face shield	To protect from cross-infection	1
Sterile water	To clean eye	2
Bacterial hand gel	To clean hands	1
Ice packs will also be available		
<b>Sports and Residential First Aid Kits</b>		
All of the above with maybe more quantities plus:		
Dry ice packs	To help with swelling and bruising	2
Scissors	To cut clothing	1
Bicarbonate for stings	To reduce the itchiness	1
Roller bandages	To give support to injured joints	2
Sick bags		2
Clean water		
<b>Other items to have within school</b>		

Burn dressing		
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CG May 2019/ KM Feb 2021 / March 2022 / SS January 2023 / SS November 2023

See also:  
Administration of Medicines Policy