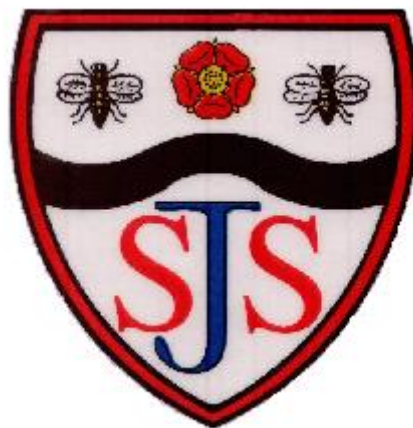


# Shadsworth Junior School

## First Aid Policy



**Approved by:**

Jackie Gallagher

**Date:**

**Last reviewed on:**

Spring 2018

**Next review due by:**

Spring 2020

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This Policy takes consideration of:

- First Aid Risk Assessment undertaken by Mrs Christina Worswick (Business Manager) and Miss Jenifer Wainwright (SSA for Health and Education) dated 20<sup>th</sup> February 2017,

and

- Blackburn with Darwen School Policy Guidance, Section 3 – Incident and Accident Reporting.

This policy covers:

- i. All school students, whether participating in onsite or offsite activities.
- ii. All school employees.
- iii. All visitors to the school site, including children and adults.
- iv. All onsite contractors.

### **Responsible Personnel**

Appointed Person: Jenifer Wainwright

The appointed person need not be a First Aider but should have undertaken some level of first aid training. They are responsible for:-

- Taking charge when someone becomes injured or unwell
- Overseeing the management of the first aid equipment
- Ensuring all paperwork is completed, stored and archived correctly
- In an emergency situation, the appointed person will ensure an ambulance is called, ensure the injured person is not moved, ensure the ambulance is received at the nearest point of entry for the school.

First Aider(s): *(Full itemised list attached as appendix A)*

All first aiders will have completed appropriate training courses and attended scheduled refresher courses, in accordance with statutory guidelines. They are responsible for:-

- Giving immediate help to casualties with injuries or illnesses
- When necessary, ensure that an ambulance or other professional help is sought
- Completing school accident/injury record.

### **Who should administer first aid and medicines?**

In class - SSAs  
On the playground - Designated SSA on duty

P.E.	-	Christopher Baker / SSAs
Creativity Room	-	Mandy Smith / SSAs / Class
School minibus	-	SSAs / Martin Quinn
Swimming	-	SSAs / Onsite lifeguards
On-site after school clubs	-	Office Staff
School trips	-	SSAs

For any off-site activity, a small first aid kit is kept on the school minibus at all times. Further, SSAs are responsible for collecting and carrying the travel first aid kit and school mobile telephone. The accident book should be completed at the earliest opportunity on return to school.

Any member of staff who requires assistance with first aid may contact Mr Quinn or Miss Wainwright, via the office, who will be available to offer immediate assistance.

### **First Aid Facilities**

The Medical Room, on the ground floor, should be used solely for the purposes of caring for unwell children and administration of first aid. In accordance with statutory guidelines, the Medical Room:-

- Is within easy access of the bathrooms
- Has a sink for hand washing facilities
- Has a pedal bin for disposal of first aid waste
- A lockable cupboard for storage of medicines

The Medical Room is also used for the storage of all documents (current and archived) relating to the administration of first aid and medicines.

Children who are waiting to go home and need supervising can be moved to the reception area if it is appropriate.

### **First Aid Equipment**

The Medical Room contains our largest first aid kit in school and, whenever possible, first aid should be administered here.

Additional first aid kits are found in the following locations:-

#### **1) Resources Room**

*In accordance with statutory guidelines, this first aid kit is for immediate response for the first floor and is not to be removed to lower floor or taken for off-site activities.*

2) **P.E. Cupboard**

*This travel first aid kit is for off-site trips, as well as for P.E. on the school field.*

3) **Minibus**

*This small first aid kit is kept in the glove box of the school minibus at all times.*

4) **Office**

*This kit is to support after school activities and is to be carried outside by office staff in the event of a fire drill.*

All first aid containers are marked with a white cross on a green background. The location of the first aid kits are clearly signposted around school, with details of the nearest First Aider.

Each first aid kit contains a list of their minimum legal requirements and a first aid manual. The responsibility for checking first aid use-by dates, stock and minimum legal requirements is that of the appointed person.

### **Hygiene and Infection Control**

It is the responsibility of all staff to practice good hygiene procedures when administering first aid. Ideally, first aid should be administered close to a sink. Single use disposable gloves must be used whenever treatment involves blood or other bodily fluids.

Extra care should be taken when disposing of soiled dressings or equipment. A small pedal bin is provided in the Medical Room for disposal of clinical waste. Items should be bagged and placed into this lined bin, which is emptied every evening.

Should any surfaces be soiled following first aid treatment, the first aider should report this matter to the site supervisor to ensure the area is properly sanitised.

### **Reporting Accidents/Incidents**

It is the responsibility of the member of staff administering first aid to make arrangements for somebody in the school office to contact home by telephone when necessary.

Whenever a child has received an injury to the head, a "Bumped Head Letter" (attached as Appendix B) must be sent home.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - stipulates that some accidents must be reported to HSE. Jenny Hetherington and Nina Ireland are responsible for ensuring HSE are informed in accordance with RIDDOR procedures, as well as any OFSTED. On the HSE website, there is a list of reportable injuries,

diseases and dangerous occurrences relating to staff, volunteers and visitors. ([www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm)).

Reportable accidents relating to children:-

- Accidents resulting in death or major injury
- Accidents where a pupil is taken to hospital
- Accidents resulting in “an absence for three days” injury
- Fractures other than to fingers, toes or thumbs, including a dislocation.
- Specific diseases
- Dangerous occurrences/gas incidents

These must be reported within ten days.

Playground accidents due to collisions, slips, trips and falls are not usually reportable unless they occur due to the condition of the premises, equipment or lack of supervision. A member of SLT should be notified.

### **Record Keeping**

The accident/incident logs are to be kept in the Medical Room at all times and it is the responsibility of the member of staff administering first aid to complete the accident book, detailing:-

- The date, time and place of accident/incident
- The name and class of the injured person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider/person dealing with the incident
- Whether the child was sent home/parents informed
- Any outside medical treatment the child received following the accident/incident.

A sample page from Accident/Incident Book attached as Appendix C.

For major accidents/incidents, a Blackburn with Darwen “Accident/Near Miss/Violence to Staff Report Form” must be completed by Jenny Hetherington or Nina Ireland. This form is completed and submitted online at :

<https://schoolsincidentreporting.blackburn.gov.uk/>

and a copy is kept at school with our medical records. Blackburn with Darwen will advise of any action required, if necessary.

## **Procedure for Calling An Ambulance**

1. First aider to stay with injured person and instruct another adult to obtain school mobile/press 9 for an outside line on internal phones.
2. Dial 999 and request an ambulance
3. Ambulance controller will need to know:-
  - Approximate age and gender of injured person
  - Exact location and postcode (Arran Avenue, BB1 2ET)
  - What has happened, where and how long ago?
  - Is the patient breathing?
  - Is the patient conscious or had a period of unconsciousness?
  - Does the patient have any conditions that may affect their health? Has this incident happened before?
  - Is the patient allergic to anything?
4. First aider must follow the instructions of the Ambulance Controller regarding care of the patient.
5. As soon as the ambulance has been called, first aider to request a member of staff to meet ambulance at the front door.
6. First aider to request that parent (in case of pupil) or named contact (in case of member of staff) is notified and ask whether this person can come to school to travel in the ambulance. If a parent cannot arrive in time, two members of staff will accompany the child, one in the ambulance and one in their own car. As soon as the parent arrives, the staff may leave.
7. As soon as possible, complete accident or incident forms and BwD Report Forms.
8. Thereafter, Jenny Hetherington or Nina Ireland to review policies and procedures.

An ambulance should always be called in the event of any suspected:-

- Serious injury or illness
- Significant head injury
- Significant spinal injury
- Severe loss of blood
- Period of unconsciousness
- Fracture or dislocation
- Or any circumstances when the first aider is unable to or feels they cannot adequately administer first aid.

## **Review**

**First Aid Trained Staff**

<b><u>Surname</u></b>	<b><u>Forename</u></b>	<b><u>Course</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Alderson	Samantha	EFAW	01.09.16	31.08.19
Arkwright	Jeanette	EFAW	01.09.16	31.08.19
Baker	Christopher	EFAW	01.09.16	31.08.19
Barnes	Christiana	EFAW	01.09.16	31.08.19
Bolton	Amanda	EFAW	01.09.16	31.08.19
Bolton	Deborah	EFAW	01.09.16	31.08.19
Green	Angela	EFAW	01.09.16	31.08.19
Haslam	Karen	EFAW	01.09.16	31.08.19
Jones	Karen	EFAW	01.09.16	31.08.19
Joyce	Susan	EFAW	01.09.16	31.08.19
Kenyon	John	EFAW	01.09.16	31.08.19
Miller	Annetta	EFAW	01.09.16	31.08.19
Quinn	Martin	EFAW	01.09.16	31.08.19
Shakespeare	Leighann	EFAW	01.09.16	31.08.19
Wainwright	Jenifer	EFAW	01.09.16	31.08.19
		PFA	29.03.17	31.03.20
		FAAW	23.06.17	30.06.20
		Defib.	23.06.17	30.06.20
Wright	Annette	EFAW	01.09.16	31.08.19
Yakub	Shabana	EFAW	01.09.16	31.08.19

- EFAW** - One Day Emergency First Aid at Work  
**PFA** - Two Day Paediatric First Aid including adult CPR  
**FAAW** - Three Day First Aid at Work  
**Defib.** - ½ day Defibrillator Training

**SAMPLE INJURY TO THE HEAD LETTER****"BUMP" Letter**

Dear Parent/Carer,





