



Faldingworth Community Primary School
and
Normanby-by-Spital Primary School



First Aid Policy and Procedures

Adopted:

Review date: Recommended annually

Signed: (Chair of Governors)

Signed: (Headteacher)

**Fair Acres Federation (Faldingworth Community Primary School and Normanby-by-Spital
Primary School) - First Aid Policy
July 2022**

1. The Health and Safety at Work Act requires first aid provision to be made for all employees.
2. The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
3. School staff have a professional and moral duty to safeguard the health and safety of the pupils in their care and this implies first aid provision.
4. Trained first aiders are listed in school.
5. A first aider must have an up to date First Aid Qualification, i.e. having attended a recognised course no more than three years ago.
6. There are 2 members of staff with the paediatric first aid qualification.
7. The designated person (school administrator) is responsible for maintaining a good supply of the recommended first aid equipment.
8. All staff may be expected to attend to minor injuries as they occur.
9. A written record is kept for all injuries treated by a first aider listed above. This is kept in the staff room and a file copy is sent to the office.

Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other teacher.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. THE PATIENT SHOULD NOT BE MOVED.
- Any pupil who has been injured needs to be referred to a qualified First Aider(s) to inspect and, where appropriate, treat.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Disposable gloves should be worn. Hands should be washed before and after administering first aid.
- First Aid kits are taken on educational visits.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

- First Aid Boxes are located in:
 - Faldingworth School - all classrooms, kitchen, staff room and school office.
 - Normanby School – shared area between Endeavour and Discovery classes, kitchen (adjacent to Voyager class) and staff room.
- There must be an adequate level of first aid materials, equipment and facilities in school to ensure that an injured person can be treated quickly in an emergency.
- No medicine/tablets are to be kept in the first aid boxes.

Out of School:

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- A Risk Assessment must be carried out (Educational Visits - Evolve)
- Teachers will take a MOBILE TELEPHONE on trips out of school.

- Teachers to check that pupils who need medication must have this available when out of school.
- For any trip out of school, teachers must take a first aid kit.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe.
- Assess the casualty for responsiveness: Does the casualty respond.

IF THERE IS NO RESPONSE:

- ❖ Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- ❖ Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and start compressions.
- ❖ Assess for signs of circulation. Look for breathing, coughing or movement. If present, check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).
- Look at injury: Is there likely to be a spinal injury? If a spinal area is suspected the casualty should not be moved.

Incident Reporting

Parents are informed of an injury by the accident report record. This record outlines the injury and symptoms to look out for. All first aiders should ensure that a record is made of all first aid treatment they give. A record is given to parents and a copy is retained in school. This must include: the date, time and place of the injury or illness occurring;

- ☐ the name of the injured or ill person and their status, such as employee, pupil, client, visitor; (there is a separate reporting book for non-pupils)
- ☐ details of the injury or illness and what first aid was given;
- ☐ record if the casualty goes straight to hospital
- ☐ the printed name of the first aider or person dealing with the casualty
- First Aiders contact parents by phone if they have concerns about the injury. Children often bump their heads without further consequences but parents must be informed about head bumps so that they can look out for signs that the injury could be more serious.
- Staff should complete an accident report form if they sustain an injury at work.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines – see medicine policy

Body Spillages

- Protective gloves must be worn in all circumstances. (Protective gloves are stored in first aid boxes and body spillage kits).
- All body fluid spillages (Vomit, diarrhoea and blood) must be cleaned immediately. (Spillage packs and steam cleaners are on site; in the cleaning cupboard.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into paper. Clean the affected area and leave to dry.
- Single use non latex gloves should be available for first aid and hygiene care procedures (these are available in the spillage kit and first aid areas). Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.
- Once spillages have been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Monitoring

The Health and Safety Governor will check the record of accidents regularly.
An evaluation of trips out of school are held on the EVOLVE system.