FIRST AID POLICY

General Policy Statement

The Governors and Headteacher of Riverview CofE Primary & Nursery School and Day Nursery accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School. The Governors are committed to the Authority's procedure for reporting accidents (see Annex 1) and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

This policy is made in order to comply with the School's Health and Safety policy/Infections Control policy.

Statement of First Aid Organisation

The School's arrangement for carrying out the policy includes nine key principles:

- Places a duty on the Governing Body to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Record appropriate occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require first aid treatment
- Provide information for employees on the arrangements for first aid
- Undertake a risk assessment of the first aid requirements of the School and Children's Centre

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SURREY COUNTY COUNCIL
Diocese of Guildford Transforming Church Transforming Lives
Hope Federation

It is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.

Key aims

- To provide adequate first aid provision and medical care for pupils and school personnel
- To have in place qualified first aid personnel
- To have in place adequate first aid equipment
- To have in place excellent lines of communication with the emergency services and other external agencies

Strategy

Identification & Awareness

- Parents must inform the school of their child's medical condition that may be a cause for concern
- School personnel must be suitably trained in identifying pupils where a medical condition may be developing
- School personnel must report any concerns they have on the medical welfare of any pupil.

Records

Records are to be kept for all pupils

Materials, equipment and facilities

The school will provide materials, equipment and facilities to administer first aid to pupils, staff and visitors. First Aid containers are in the school office and KS1 & KS2 playground boxes and Nursery.

The contents of the first aid boxes will be checked on a regular basis by Mrs Kris Gibson;

- Individually wrapped sterile plasters (assorted sizes), (hypoallergenic plasters, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large, individually wrapped, sterile, unmedicated wound dressings;
- medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- disposable gloves

- Face mask
- Apron
- gauze
- Sterile bandage
- Scissors
- Saline wash
- Sick bag
- Yellow waste bag
- hand sanitizer
- micropore tape

Administering First Aid

- First aid can be administered by any **competent member of staff**. A second opinion by a qualified member of staff should be sought if there is any doubt about an injury/illness.
- Medical gloves should be worn for all blood & bodily fluid incidents.
- Parents should be informed of any injury that may require further treatment
- Parents must be informed of any head/face injury
- An incident form must be completed for any injury other than very minor ones.

Guidelines

Serious Injury/Illness

- If there is any doubt about the seriousness of an injury, especially to the head or spine the member of staff should shout/send for help and an ambulance called immediately.
- If there is any doubt about the seriousness of an illness, e.g. heart attack, stroke, severe asthma, first epileptic seizure etc the member of staff should shout/send for help and an ambulance called immediately.

If 999 is called

- A member of staff must be responsible for giving as much information as possible
    - A member of staff must go outside to meet the ambulance and direct them to the nearest door
    - First Aider(s) should go the casualty or casualty taken to nearest first aid point if well enough to move
    - The parents/next of kin must be informed as soon as possible

    - The casualty should be reassured and kept as comfortable as possible if conscious
    - CPR should commence if necessary
    - A member of staff will go in the ambulance and stay with the casualty until a responsible adult arrives
- Burns should be immersed in water for 10-20 minutes
- All head injuries that could be serious should be taken seriously. Child should be closely monitored. If in any doubt, ask for a second opinion. Child will be given an orange wrist band to wear until they go home. Parent is sent a text informing them their child bumped their head. Bumped head information is available on our website for all parents.
- Any child who appears ill (high temperature/lethargic/floppy/very pale/ clammy etc) should be kept comfortable. (Check for rash on body/take temperature). Parents must be contacted immediately and ambulance called if in any doubt.
- Possible broken bones should be kept as still as possible. For major bones (e.g. leg) an ambulance will be required. For arms/fingers etc, unless severe, the injury could be put in a sling and parents called.

Minor Injury/Illness

- Grazes should be cleaned with water – plaster or bandage to cover as required
- Ice packs can be applied to limbs but **not** head injuries of any significance
- Nose bleeds – pinch nose (soft area), lean forwards, ice pack to forehead
- Head injuries – Ice pack applied if needed. Child will be given an orange wristband to wear until home time. Parent sent a text.
- Advise parents to take child to doctor/hospital if in any doubt about injury
- All face/obvious injuries should be reported to the parents before they collect them

Reporting of accidents/injury to pupils/staff/visitors on school premises

- All injuries that require first aid should be recorded in the online Injury log available to the office by the member of staff administering the treatment
- Accident book kept in Nursery/Reception class.
- In the event of a serious injury the injury should be reported on the Surrey County Council site
- All completed forms are collated in a file in the main school office

RIDDOR must be immediately informed of:

- Death
- Major Injuries
- Over 3-day injuries (staff and pupils)

- Some work-related diseases
- Dangerous occurrences

RIDDOR applies to all work activities but not all incidents are reportable. If someone has an accident in a work situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre on 0845 300 99 23.

Medication

- All medical problems and medication should be reported to school and Medical Forms completed
- All medication prescribed by a doctor e.g. inhalers are kept in the locked first aid cupboard in the school office. Epipens are not locked away but are kept in a blue labelled basked in the office.
- The medication must have a "Pupil Medication Request" form completed by parents to give details as to when and how it should be administered
- All medication must be clearly named, in a named container if necessary
- When medication is administered at school a "Pupil Medication Record" must be completed and signed by the member of staff.
- All medication must be carried by a member of staff when the child is off site – i.e. games/swimming/trips
- Where possible the parent/carer should come into school to administer short course medication e.g. Antibiotics and invasive type medication such as eye/ear drops. In exceptional circumstances where arrangements cannot be made, or where the antibiotics are required four times a day, the medication can be administered by a member of staff after the relevant form has been completed. If the child is capable and the parent gives permission the child may administer their own medication while observed by a member of staff. The exact dosage must be applied.

Particular Medical Conditions

- The school will have been informed of known medical conditions by parents and a Medical Plan completed
- Pupils and staff with medical conditions such as asthma, epilepsy, diabetes, severe allergies and colitis will be made known to staff and colleagues
- Qualified staff will assist with the administration of medication as and when required
- For regular medication a consistent, confident member of staff will be appointed to administer the medication at school
- Special arrangements of a named adult must be made when off the school site

FIRST AID

Qualified First Aiders

Relevant staff are sent on First Aid courses every three years to update their qualifications – Emergency First Aid at Work for the Appointed Person in School. Epipen training from a school nurse as required.

RESPONSIBILITIES

The following people currently hold a first aid qualification:

Name	Valid from	Expires on
Hannah Lurway	12.06.24	13.06.27
Megan Hannigan	12.06.24	13.06.27
Katie Greene	06.11.24	05.11.27
Jenna Turner	03.11.25	02.11.28
Laura Herrington	03.11.25	02.11.28
Kris Gibson	03.11.25	02.11.28
Amie Martin	02.12.25	01.12.28
Emma Boreham	28.10.26	27.10.29
Lynsey Richards	28.10.26	27.10.29

Children who are sick (vomit or Covid symptoms)

- Staff to wear gloves/ face mask/ apron when tending a child who is sick or cleaning sick. Staff to wash their hands for at least 20 seconds using antibacterial soap after dealing with the child.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.

Bites

- If a bite does not break the skin: clean with soap and water and no further action is needed.
- If a bite breaks the skin: clean immediately with soap and running water. Record incident in accident book. Seek medical advice as soon as possible (on the same day) to treat potential infection, to protect against hepatitis B, for reassurance about HIV.

PUPILS IN SCHOOL

- Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in pedal bins following the NHS "Catch it, Kill it, Bin it" campaign.
- Pupils clean their hands after they have coughed or sneezed for at least 20 seconds using anti-bacterial soap.

Nursery - nappy changing

- Staff required to wear gloves/ face mask/ apron if a child needs changing.
- First aid kits updated with masks/ gloves/ aprons for when a child is ill.

PARENTAL CONTACT

School office to ensure all pupils' emergency contact details are up-to-date and include an alternative emergency contact. Pupils' parents should be contact as soon as practicable in the event of an emergency. If primary contact is unavailable the alternative contact will be called.