



## **FIRST AID POLICY**

### **General Policy Statement**

The Governors and Headteacher of Riverview CofE Primary & Nursery School, Daycare and Ewell Family Centre 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

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 box(es) 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
- face shield
- 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 carefully monitored and "bumped head" letter sent home to parents via ParentMail or parent phoned. If in any doubt ask for second opinion
- 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
- All head injuries should have a “bumped head” letter to take home
- 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 accident book 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 basket 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 – ie games/swimming/trips
- Where possible the parent/carer should come into school to administer short course medication e.g. Antibiotics. 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
<b>Alison Ancombe (Ped)</b>	<b>30.03.17</b>	<b>30.03.20*</b>
<b>Hannah Lurway</b>	<b>24.05.17</b>	<b>24.05.20*</b>
<b>Debbie Hickman</b>	<b>24.05.17</b>	<b>24.05.20*</b>
<b>Angela Bates (Ped)</b>	<b>28.06.17</b>	<b>29.06.20*</b>
<b>Myra Bashar (Ped)</b>	<b>28.06.17</b>	<b>29.06.20*</b>



Nicole Atkinson (Ped)	07.12.17	08.12.20
Nikki Smoker (Ped)	07.12.17	08.12.20
Katie Greene (Ped)	05.02.18	06.02.21
Jack Bashford (Ped)	05.02.18	06.02.21
Megan Hall (Ped)	03.05.18	02.05.21
Vanessa Botley (Ped)	03.05.18	02.05.21
Andrea Waters (Ped)	03.05.18	02.05.21
Kelly Barnett (Ped)	11.12.18	10.12.21
Emma Ibbitson (Ped)	26.03.19	26.03.22
Natalie Callaghan	26.03.19	26.03.22
Laura Morris (Ped)	02.05.19	01.05.22
Jacqui Lewry (Ped)	15.05.19	14.05.22
Kris Gibson (Ped online)	22.05.20	25.05.23 course tbc

**\*Expiry date extended for three months due to Covid 19 pandemic.**

### **CORONAVIRUS (COVID-19) PANDEMIC**

The following first aid procedures and guidelines have been implemented at Riverview CofE Primary & Nursery School, Daycare and Ewell Family Centre during the Coronavirus (Covid-19) pandemic.

- Riverview staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- Staff should be vigilant and report immediately to the headteacher any cases of suspected coronavirus, even if they are unsure;
- The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
- Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))

### **PROCEDURES FOR STAFF FOR PUPILS DISPLAYING COVID SYMPTOMS**

- Any pupil who displays signs of being unwell will be immediately taken to the designated area and reported to the office.



- Where they are unavailable, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
- Unwell pupils who are waiting to go home are kept outside the office with glass screen closed at least two metres away from others. Only Mrs Atkins, Mrs Smoker, Mrs Gibson and staff with an individual risk assessment to deal with unwell children. The School Business Manager will **not** be dealing with unwell children in line with stringent social distancing requirements.
- If a child has Covid symptoms in school they are to be taken to the seated area outside of the office.
- Glass partition to be closed if a sick child is present.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Parents are to be contacted via the office.
- Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.
- Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.
- Children who have displayed symptoms of coronavirus must **self-isolate for 7-14 days** before returning to school.
- Area to be thoroughly cleaned once child goes home.



### **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.