



COLMAN FEDERATION FIRST AID POLICY

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This policy is modelled on NCC's Code of Compliance.

Introduction

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

What does First Aid include?

The term First Aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

Responsibilities

Managers must see that appropriate first aid provision is made for their staff. This provision may be arranged by individual managers or in conjunction with premises managers as we often provided first aid cover for everyone using a building rather than for each group of staff.

Managers and premises managers will, in most cases, also need to provide first aid cover for clients and visitors.

First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves:

the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment.

This is called a first aid needs assessment.

How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in [First aid needs assessment guidance G608b available on Infospace](#).

Types of first aid personnel

A list of emergency first aiders will be displayed in the medical room and in corridors throughout the school.

According to the findings of your first aid needs assessment, you will need to provide appropriate first aid personnel. The training of first aiders and the required arrangements for first aid training are described in [First Aid Training G608c available on Infospace](#). Please note that schools have access to the contracted training provider listed in this document for the first aid training but are not obliged to use it.

Appointed person

If your first aid needs assessment identifies that you do not need any trained first aiders, you will, at least need to see that you have an appointed person available. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are instructed on and clear about their duties.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a Department for Education requirement.

First Aid Kits

First aid kits are located in each classroom and other key locations around the school (e.g. hall, cookery room, The Pod) with additional stock located in the medical room.

The Health and Safety manager checks First Aid kits each half term but all staff are responsible for restocking first aid kits if they use the last of an item.

- There is no definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.
 - a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic Advice on First Aid at Work)

- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

Travelling first-aid kit (red backpack) (Stored in the medical room)

- First aid bags need to accompany the children on school trips. Again there is no mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:
 - individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile un-medicated dressing; individually wrapped moist cleansing wipes; disposable gloves.

Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

First aid rooms

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries. First aid can be administered in other locations around the school.

Recording and delivering first aid treatment

If a member of staff is injured at school they must complete the online accident reporting form ([Oshens](#)) – staff should first report the incident to Michelle Leared (Business Manager) who will support them to complete the online reporting.

Children suffering more than a minor injury also need to have the incident recorded on [Oshens](#)

For minor injuries it is necessary to record any first aid treatment that is given. A record should be made using the First Aid incident form (See Appendix).

A record should be made of:

- the date, time and place of the incident

- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

The form can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

Management of Head Injuries

- If a child has a bump on their head that is above the eyes, to the nape of the neck, the child's parents/ guardians must be informed or a message must be left.
- The child's teacher or teaching assistant needs to be informed.
- The incident needs to be recorded accurately on the school accident reporting system and a copy needs to be sent home to parents/ guardians.
- Children with particular medical conditions that receive a bump to the head, which could cause further problems, need to have their photograph displayed in the medical room and a member of staff needs to speak to the parents/ guardians.

If a child has an injury to their genitalia

- Children will be asked to self-check. If a child is still complaining and showing signs of having moderate pain, after half an hour, we will phone parents/ guardians to ask the parents/ guardians to attend the school to check the child themselves.
- With an obvious serious injury we would inform parents and seek professional medical assistance.

Transport to hospital or home

- In the event of an emergency an ambulance and child's parents/ guardians will be called. A member of staff should always accompany a child to hospital and should stay until the parents arrive.

Procedures for managing prescription medication in school

- Medications should be provided in the original container as dispensed by the pharmacist and include instructions for administration.
- School will only accept medications that are to be given more than 2 times daily.
- Two members of staff are required to-
 - Check the child's name
 - Check the expiry date on the medication
 - Check the dosage on the label
 - Give the medicine and record the date and time given
- The school must keep written records of medications given including inhalers and epipen/jext pens.
- Inhalers are labelled and kept in the class medical box. They will accompany children during school activities such as Physical Education and school trips.

- Emergency inhalers are kept in the school office for children whose parents have given consent to use these in an emergency.
- For children with epipen/jext pens two pens are kept on the school premises, one in the classroom in a labelled box and the other in the school office.
- Both epipen/jext pens need to accompany the child when leaving the school premises.
- Parents will be informed if a child has used their inhaler or epipen/jext pen.
- Care plans will be consulted when a child needs to receive a epipen/jext pen. Guidelines for epipen/jext pen admission will be followed. If a child needs to go to hospital the care plan and used epipen/jext pen need to be taken with the child.
- Staff will be trained to administer a epipen/jext pen.
- A defibrillator is kept in the school office in case of emergencies.

Children with medical needs

- Teachers and relevant staff need to be informed of a child's condition.
- A care plan needs to be organised for staff to follow.
- Staff need to know what action to take in an emergency.
- Children who have care plans will have their names displayed, in the cupboard, in the medical room. This will ensure that staff are aware of children who require additional medical support.

Disposal of medicines

- Parents are responsible for disposing of expired medications.
- Medicines should be returned home at the end of the summer term.

Hygiene and infection

- Staff will follow basic hygiene and infection control procedures.
- Staff will use disposable gloves when dealing with blood and other bodily fluids.

Automated External Defibrillators (AEDs)

Each school has a defibrillator located. At the infant school this is located on a shelf in the Year 2 corridor. At the Junior school this is located in a box on the lower school playground. Defibrillators are checked and maintained regularly





FIRST AID About the incident

1. Date of IncidentTime
2. (24 CLOCK)
3. Where Incident happened:

3. Describe task or activity taking place and what happened:

4. List injuries/illness

- Bump/Bruise
- Head Injury
- Cut/graze
- Nosebleed
- Vomiting/nausea
- Asthma
- Other

<p style="color: red; text-align: center;">Head Injuries (Please mark on diagram)</p> <p>Front</p> <div style="text-align: center;"></div> <p>Back</p> <div style="text-align: center;"></div>	<p style="color: red; text-align: center;">Parts of body affected (Please list)</p>
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5. About the pupil injured:

Name:

6. About the Treatment

Details of the first aid treatment given

What happened to the injured pupil after treatment:-

- Back to class Went Home Went to Hospital

Other.....
.....

Contact with Parent/Carer

Date Phoned

Time Phoned

Advised to seek medical attention Yes No

Details of conversation

.....
.....
.....
.....
.....

Signed.....

Dated..... Print

Name..... Job

Role.....

