



MOULTON PRIMARY SCHOOL

First Aid Policy

September 2022

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

This policy is designed to promote the health, safety and welfare of children, staff and visitors to the school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims

We know that first aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. Therefore, the aims of this policy are to ensure that;

- adequate first aid provision and medical care will be provided for children, school personnel and visitors
- there are qualified first aid personnel available who are aware of hygiene and infection control procedures
- first aid equipment is available, appropriate, regularly maintained and easily accessed throughout the school
- all accidents are reported and recorded within the guidelines of this policy
- first aid arrangements are regularly reviewed
- incidents are reported to parents where necessary but always when concerning a bang to the head

Roles and Responsibilities

The Governing Body of Moulton Primary School delegates powers and responsibilities to the Head Teacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). They will appoint a link governor (Health and Safety) to report to the Governors on the effective implementation of the policy.

The Head Teacher ensures that:

- The school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and that a nominated person is appointed to take charge of first aid arrangements
- All accidents are reviewed on a regular basis and shared with the Governors

The Deputy Headteacher ensures that first aid provision is organised:

- when school personnel are absent
- at lunchtimes and breaks
- for off-site activities and trips
- for all curriculum activities, including PE
- for all after school clubs and activities

The Deputy Headteacher (supported by the Business Manager) also ensures that:

- all first aid training is valid and updated register is displayed around school
- first aid equipment is fully stocked in all first aid boxes and out of date materials are replaced
- all accidents and injuries are recorded appropriately and reported to parents (on the day of the accident) and accident books are monitored regularly
- all RIDDOR reportable accidents have been reported and that the Local Education Authority are notified

The First Aid Leader will ensure that school personnel are aware of any specific health needs and or disabilities:

- at lunchtimes and breaks
- for off-site activities and trips
- for all curriculum activities, including PE
- for all after school clubs and activities

The First Aid Leader will ensure that:

- If a child bumps their head (however serious), parents are called to inform them
- All First Aid Slips are scanned and emailed to parents before the end of the school day
- Add all accidents (no matter how small) on to the Handsam reporting system
- Keep first aid supplies up to date, well stocked and accessible for all, including ice-packs
- A Head Bump Letter is emailed to parents (Appendix 2)

First Aiders will:

- Collect playground first aid kits from the School Office at the start of each break time and return them at the end of each break time
- Complete a first aid slip for anyone receiving first aid immediately after treatment
- Complete a Head Bump letter for any child who bumps their head and report this to the First Aid Lead ASAP (see appendix 2)
- They will inform the Admin Team about any slips that need to be sent to parents
- Keep their training up to date and let the Business Manager know if they are due to renew their training

The Admin Team will:

- Ensure that the defibrillator batteries are checked and replaced as appropriate
- Ensure that the pads provided with the defibrillator are in date etc.

Parents and Carers will:

- Ensure that they read notifications from the school, especially where first aid is concerned
- Keep contact details up to date
- Pass on relevant first aid information to those responsible for collecting children from school, if this is not a parent

Qualifications and Training

All nominated first aiders will be trained and issued a valid certificate of competence issued from an organisation whose training and qualifications are approved by the HSE. First Aiders in school will hold a combination of 'First Aid at Work' and 'Paediatric First Aid' certificates.

First Aid Materials, Equipment and Facilities

First Aid Kits

All First Aid Kits in the school will conform to the Health and Safety Executives (HSE) minimum provision and must not be removed from their locations.

These will be located around the school and marked on the school map, all members of staff will be made aware upon induction of their location.

Emergency Asthma Kit

The school has an emergency asthma kit which can be used by any child with a current asthma plan (or on advice from Paramedics). The asthma kit is located in the school office. Emergency usage will be recorded in the kit and reported to parents/carers.

Emergency Auto-Injectors

The school has an emergency auto injector which can be used by any child with a current auto injector plan (or on advice from Paramedics). The emergency auto injector is located in the school office. Emergency usage will be recorded in the kit and reported to parents/carers.

Defibrillator

The school has access to a defibrillator - see Appendix 1 for individual school procedures. The school has a rolling programme of training so that staff are trained in the use of the defibrillator. An up to date list of trained users is displayed around school. The batteries and pads are kept up to date by the Admin Team.

Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline. Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.

Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body – see below
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth – see below
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



When symptoms are those of anaphylactic shock the position of the child is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position)
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up

Action to take: (Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken)

- Act FAST but CALMLY
- Use the child's/persons auto injector, or the emergency one located in the School Office
- Ring (9) 999 immediately
- Someone to alert SLT and locate the nearest first aider to come and assist
- Admin Team will ring the child's parent
- Ensure that the Site Team are aware that an ambulance is coming onto site

Relevant staff will be trained annually on how to use the auto injector. This will be delivered as part of first aid training.

Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections
- have access to single use disposable gloves
- have access to hand washing facilities and anti-bacterial hand wash
- wear gloves at all times when dealing with blood or other bodily fluids, or when disposing of dressings or other potentially contaminated equipment

All sharps will be disposed of in an authorised and designated 'yellow sharps box' - see Appendix 1 for individual school procedures (only if required).

Recording Accidents and Injuries

All accidents and injuries to children and adults will be recorded in the school accident book and where necessary reported to the HSE. All accidents will also be reported to parents and recorded on the school's Handsam system.

The following types of accidents (occurring in-school) will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Local Authority;

- accidents resulting in loss of life or major injury
- accidents that prevent the person from undertaking their normal work/activity for more than three days
- any accident that requires hospitalisation
- any accident that results in a referral to a medical professional

The record of any first aid treatment given by first-aiders and other appointed persons will include;

- the date, time and place of the incident
- the full name and class (child) of the injured or ill person
- details of the injury or illness and what first aid was given

- what happened to the child or adult immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the person or first aider dealing with the incident

Any serious accident, including all head injuries will be reported to parents using letter found in Appendix 2 as well as a phone call.

These accidents will be reported termly to the Governors – see Appendix 3.

Calling an Ambulance

Any member of staff has the permission/responsibility to call an ambulance (this should usually be done in liaison with SLT).

Parents/carers will be contacted immediately to inform them. If no parent/carer is available and the child requires hospitalisation, a member of staff will accompany the child in the ambulance.



Appendix 1

Moulton Primary School

The Designated Persons in charge of First Aid are Mrs G Some and Miss Jones.

First Aid Kits

- Wall mounted First Aid kits are located around the school and marked on the school map
- All playgrounds/field will have a visible 'Bumps and Bruises' marker where there will be a First Aid kit for use during breaks and lunchtimes. If the injured child is unable to move then the First Aider will take the kit to them
- During break and lunch times, First Aiders are easily identified by wearing an orange high visibility jacket
- A qualified First Aider attends every trip. Specific First Aid kits for trips are kept in the School Office and will be signed out by the trip leader

Emergency Asthma Kit

These are located in right hand side of the First Aid Cupboard, located in the Staffroom

Expiry Date - 09.2023

Emergency auto-injector

These are two auto injectors located in the right hand side of the First Aid Cupboard, located in the Staffroom

Expiry Date - 02.2023

Defibrillator

The school's defibrillator is located in the School Office.

Disposal of Sharps

Not currently needed in school.

Appendix 2

Church Hill
Moulton
Northampton NN3 7SW

Telephone: 01604 643061
e-mail: office@moultonprimaryschool.co.uk

Headteacher: Mrs G. Somes



Date:

Dear Parent/Carer

Today **NAME** suffered a bump on the head. Your child has been looked after and their injuries checked and monitored by a trained First Aider.

Your child did not need hospital treatment, however please be vigilant and if your child suffers later from any of the symptoms below please seek medical advice.

- Excessive tiredness
- Vomiting
- Headache

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Somes', written over a horizontal line.

Mrs G Somes
Headteacher



**Artsmark
Silver Award**
Awarded by Arts
Council England





Appendix 3

Moulton Primary School

Termly Accident Reporting Form

(of any serious accident resulting in hospital treatment or hospitalisation)

Date	Who Child/Staff/Visitor	Where accident occurred	Type of injury	Cause of injury: Behaviour Human error Physical restraint Accident – trip/slip	First Aider	Response: First Aid Sent home Ambulance	RIDDOR reported

Total number of accidents:

Any commonalities identified:

Action taken: