



Rhydri Primary School First Aid Policy

This policy should be read in conjunction with the following policies: 'Health and Safety', 'Safeguarding', 'Child Protection', 'Drug and Substance Abuse', 'Inclusion', 'Equalities' and 'Managing Medicines' policies.

The Health and Safety (First-Aid) Regulations (1981) require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The school 'Health & Safety' policy and related documents recognise that the school has a duty, acting in *loco parentis*, to take reasonable care of pupils. This includes the provision of first-aid and the possibility of administering medicine.

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

The Education (School Premises) Regulations (1996) require every school to have a suitable area that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, must be reasonably near to a WC, need not be used solely for medical purposes, but should be appropriate for that purpose and readily available for use when needed.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Appointed Persons

At Rhydri Primary School, there are three appointed persons who are in the following roles:

- Head Teacher - oversees the provision of the First Aid policy across the school;
- School Clerk - administers first aid during the school day;
- Wellbeing Assistant - administers first aid during the school day, liaises with the school nurse with regards to all health issues.

At Rhydri Primary School a member of the welfare staff is on duty throughout the school day to provide first aid cover. Across the school, there are a number of staff who also have first aid training. The school caretaker, who is also first aid trained is also available to administer first aid to any pupils who attend extracurricular activities.

Dates of training undertaken form part of a Single Central Record stored on the School Clerk's computer. A list of first aiders is displayed in the staff room corridor. Renewal of first aid training takes place when appropriate.

There is an adequately resourced first aid area in the reception area of the school.

First Aid - Sequence of Events

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment. Following their assessment of the injured person, the first aider is to administer appropriate first aid and make a balanced judgement as to whether to contact the parent and if there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury;
- requires significant first aid treatment;
- injury to the head;
- Whenever there is the possibility of a fracture or where this is suspected;
- requires attendance at hospital.

First Aid - Educational Visits, Residential Visits and Sporting Events

In the event of children needing first aid during any of the above:

- All staff travel with first aid packs and mobile phones.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed via the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are **always** worn when treating **any** injury.
- Any accident or incident is reported back at school and an 'Accident Report' form filled in accurately and as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of medication in school' form. **No** other medication **must** be given by anyone.
- For any head injuries, the school and the parents are informed immediately by telephone.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is **always** called.
- TWO pre-determined members of staff accompany the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the school's 'Emergency Procedures for trips/visits away from school' as outlined in the school's 'critical incident plan', will be followed.

Pupils with Special Medical Needs - Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic;
- Asthmatic;
- have severe allergies, which may result in anaphylactic shock;
- Diabetic.

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All these children have specific 'Medical Information Cards' which are kept in the School Medical Room and displayed in the school staffroom and canteen. Copies of these can be found in the classrooms of the individual children. An individual health care plan is drawn up by the School Nurse in consultation with the school, the child and their parents/carers and the child's GP. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical conditions prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans, providing help and advice including epi-pen training. The school follows Caerphilly LA policy on administering adrenaline through the use of epi-pens.

Record Keeping

All accidents requiring first aid treatment are recorded with the following information:

- Name of injured person;
- Initials of the qualified/emergency/school/paediatric first aider or appointed person;
- Date of the accident;
- Type of accident (eg. bump on head etc);
- Treatment provided and action taken.

A log of minor injuries is kept by the school clerk and/or wellbeing assistant. This is stored in the school office. Injuries which result in pupils attending a hospital are recorded using the LA 'Accident Form'. Any 'Accident Forms' are sent to the local authority within twenty four hours.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive.

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

First Aid Kits

As well as the central first aid resource, First Aid kits are located in each classroom. The contents of these first aid kits are:

1. Antiseptic wipes;
2. Plasters of various sizes;
3. Tissues;

4. *Gloves.*

It is the responsibility of the Wellbeing Assistant to check the contents of all first aid kits every three months and where necessary, replenish supplies.

Policy reviewed by the Inclusion Team

March 2015

To be reviewed March 2017

Signed by Chair of Governors _____