



Lewannick
Primary School



Lewannick Primary School

First Aid Policy

Written on: 7th February 2023

Signed by Governors on: 2nd March 2023

To be reviewed on: September 2023

Aims

The aims of our First Aid Policy is to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To put into practice the statutory requirements on aspects of first aid
To ensure all staff are aware of the first aiders within school
- To ensure that all staff are aware of how to deal with minor accidents
- To ensure that all staff are aware of the position of first aid boxes and equipment
- To help prevent the deterioration of the condition of any patient
- To ensure that all staff are aware of the contents of a first aid box for school trips and have some basic knowledge of their use
- To ensure all staff are fulfilling the legal requirement in regard to the reporting of accidents including head injuries.

Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation: *(in ALL cases *employers are the Trustees of The Duchy Academy Trust).*

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy needs to be read alongside the TDAT policy on Managing Medical Needs.

Roles and Responsibilities

At Lewannick Primary School, we have specified first aiders who receive paediatric first aid training. At least one paediatric first aider on site at all times. Relevant staff receive training every three years or annually if they complete a refresher course.

The responsibility of a first aider at Lewannick Primary School includes (this is not an exhaustive list):

- supporting in the instance of first aid
- administering first aid
- ensuring first aid equipment is in date and topped up when used
- completing accident forms ensuring basic hygiene procedures, such as washing hands and using gloves are adhered to
- seek advice from a member of SLT if concerned at any time.

First Aid Equipment

First aid equipment at Lewannick Primary School is distributed throughout the school and staff are aware of where and how to access these. First Aid kits are checked regularly and anything that has been used is replaced upon return.

First Aid kits are labelled with a white cross on a green background.

Trip first aid kits at Lewannick Primary School contain:

- 2 medium and 2 large dressings
- 1 eye pad bandage
- 1 triangular bandage
- micropore tape
- safety pins
- disposable gloves
- wipes
- plasters
- pair of scissors
- instant cold compresses
- burns dressings
- pen
- sterile water

Sharing of First Aid Information / Medical Needs

Where children have a medical condition or allergy that requires specific first aid, information is shared with adults who have day to day contact with that child. Additionally, every teacher has access to a record of children across the school with severe allergies and asthma and other relevant conditions. This is prominently displayed in the staff room and displayed in the canteen. Individual Care Plans are written to support these children and shared with the relevant staff. These are available from the medical folder on the shelf in the office.

School uses a system of allergy awareness or medical needs awareness cards – these alert cards are to ensure staff have a knowledge of children at risk beyond just their own classes. As a whole school responsibility this is displayed in the staffroom under safeguarding and within the school canteen.

In the instance of severe allergic reactions, staff will follow a GP provided Allergy Action Plan which follows the recommended format by BSACI (British Society for Allergy and Clinical Immunology). Staff have received training in the use of Epipen and there is a training pen on site to support staff to feel confident in the event of administering it. This is delivered by the Lead First Aider. The Allergy Action Plans are displayed on the staffroom under safeguarding. There are also be copies of these plans in the medical folder in the school office and a copy is also given to the relevant class teacher and supporting adults. This is displayed in their cupboard in line with GDPR guidance.

First aid records are stored for the full time that children attend the school and are subsequently passed on to their next school in line with record keeping measures and guidance.

Calling Emergency Services

First aiders may be required to contact the emergency services in the event of a medical emergency. This could be on site or off site when on trips.

When on site, staff should notify, or send a runner to notify, a member of Admin who can support in the contacting of the emergency services, getting gates open for access and sending a spotter for the ambulance. This also allows the first aider to remain with the casualty. Where this is not possible, a mobile phone can be used and put on loud speaker. The school address should be given:

Lewannick Primary School, Hawks Tor Drive, Lewannick. PL15 7QY

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When off site, staff should have the address and postcode. If the trip is on the moors, phone apps such as 'what3words' are shared with staff and can support in giving a specific location. Coordinates of the destination can also be found. This additional information can

support in a response from the emergency services and school staff who may attend and support.

If in the instance a child needs to attend hospital or minor injuries and parental transport is not available, a member of staff will accompany the child to hospital or minor injuries in loco parentis and remain with the child until a parent or carer arrives. Business insurance must be held and the child must be accompanied by a first aider. **All injuries requiring treatment must be recorded in the School Accident Book.**

Head Injuries

If a pupil sustains a head injury or head bump, the first aider will inform the pupil's teacher and a phone call from the Admin Team or First Aider goes home in **all** cases of head injury. The telephone call will be documented on the child's safeguarding notes on Arbor. As we are not designated medical professionals and only trained to a certain level of first aid, we will always take the approach that we cannot tell definitively if a head injury is minor or severe.

If a contact with home is unable to be made, the Admin Team/First Aider will leave a voicemail message informing the parent/carer of the incident, the nature of the incident (in terms of details of how it happened), first aid applied and current status of the child in terms of their wellbeing. The call either in person or via message, will always recommend that the parent reads and follows the head injury protocol measures that will be sent home with the child. This alerts them to the signs and symptoms provided by the NHS for concussion and ongoing potential severity of the injury.

In the event of a parent having a voice message left, a request for a call back to acknowledge receipt of the message to school will be made.

Head injuries and bumps have the potential to be a major medical emergency and as such, children must be monitored. If a child shows any of the following symptoms, a member of SLT is to be called immediately:

- dizziness
- nausea or vomiting
- lethargic or sleepy
- pupil displaying altered behaviour
- headache
- unconsciousness
- any discharge from nose or ears

In the event of any of the above symptoms being evident, an immediate call will be placed to the emergency services.

Mental Health First Aiders

All staff at Lewannick are aware of children's mental wellbeing and will speak to the child's class teacher or SLT if concerned.

We are currently working alongside Jade Farrington an NHS educational mental health practitioner who supports our school weekly.

More information about Mental Health at Lewannick Primary School can be obtained via contacting the Mental Health and Well-being Leader via the school number.

First Aid and Circumstances Out of Our Control

Where circumstances may occur that are out of the Academy's control impacting the administration of first aid, for example, national emergencies, references to the safe administration of first aid will be set out in relevant risk assessments.

Children Learning First Aid

At Lewannick Primary School, we recognise that first aid is an invaluable life skill. In line with [Statutory Guidance](#), children learn first aid skills as part of their PSHE learning. All schools in England since September 2020 have had a statutory obligation to teach children basic first aid.

Through the PSHE curriculum, children from Year 1 and through to Year 6, are taught the skills of:

- knowing what to do in an emergency
- how to contact emergency service and what information to give
- how to keep themselves safe
- how to comfort and reassure a casualty
- how to administer first aid when a casualty is bleeding whilst maintaining self-safety
- how to respond to bites and stings
- how to support a person suffering an asthma attack
- placing a casualty in the recovery position

This schema follows the recommended and approved curriculum of Cornwall Healthy Schools and the PSHE curriculum for Cornwall.

Incident Recording

Following an incident of first aid administration, the member of staff leading in the administering of first aid completes a First Aid Administration Form which is placed in a folder in the office.

On this form, full details of the incident is recorded and the first aid administered. A Body map is also completed. A copy is also given to the parent/carer of the child.

This form is to be completed by a paediatric first aid trained member of staff.

In incidents where it has been necessary to administer minor first aid (grazed knee, bumped elbow etc), these are recorded in the Accident Log. This is monitored by the Lead First Aider to ensure that appropriate recording is taking place.

Where a child subsequently needs professional medical attention, this will be reported to the Board of Trustees.

Supporting children with Asthma and Anaphylaxis

Administering Epipens will be in emergency situations only and consent from the parents is included on the signed Care Plan for Anaphylaxis, given through the GP Care Plan.

School follows all medical advice in relation to supporting children with asthma and anaphylaxis and this is highlighted on any documentation concerning the medical support of that child.

Reportable incidents

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Registered providers should notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Employers should notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and should act on any advice from those agencies.