

# First Aid Policy



## Wayfield Primary School

THE PRIMARY  
FIRST TRUST

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**POLICY** To be read in conjunction with the Bodily Spillage Policy (Appendix One)

## 1.0 INTRODUCTION

1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

1.2 The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

1.3 The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Managing Medicines Policy for more information.

## 2.0 DEFINITIONS

2.1 **'First aid'** means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

2.2 **'First aider'** means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

## 3.0 ROLES AND RESPONSIBILITIES

- The overall responsibility for the day-to-day management of school rests with the Head Teacher.
- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.
- The school's Health and Safety Officers are the Headteacher, the Deputy Head Teacher and the Premises Managers.
- The Deputy Head Teacher is responsible for ensuring training is up to date.

## 4.0 ASSESSMENT OF FIRST-AID NEEDS

4.1 The Head Teacher shall make an assessment of first-aid needs appropriate to the circumstances of the school. The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

4.2 Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Head Teacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the DHT to ensure they are booked onto the course before cancellation of the certificate.**

4.3 All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.

## 5.0 MANAGEMENT OF FIRST-AID EQUIPMENT

5.1 It shall be the responsibility of Mrs Blakey to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed in item 6.2 below. Where additional or replacement material or equipment is required, staff should speak to the Mrs Blakey about ordering more items immediately. Mrs Blakey will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e termly.

5.2 Although Mrs Blakey is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box and first-aid bag contents are sufficient.

## 6.0 FIXED AND PORTABLE FIRST-AID BOXES

6.1 All School first-aid boxes and first-aid bag are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

6.2 Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- In each of the three corridors
- in the main school office
- in the First Aid room
  
- in EYFS

- Portable First Aid kits are taken on educational visits and are available from the School Office.

6.3 The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore tape, scissors, triangular bandage, wound dressing, plasters, instant ice pack and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.**

6.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

6.5 Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

6.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/refillable containers should not be used for eye irrigation.**

6.7 Where medicines have to be held by a manager for safety/security reasons, a separate container must be used. This is in the school office. A register of contents must be kept up to date. Please see Medical Alert Handbook for more information. (see section 1.3)

**Any person may dispense medicines if they have permission from their line manager to do so.**

## **7.0 FIRST-AID ROOM AND TREATMENT AREA**

7.1 According to DFE guidance, where first-aid needs to be administered in a room, it should be administered in the school office or the first aid room which will:

- (a) be large enough to hold necessary equipment;
- (b) have washable surfaces and adequate heating, ventilation and lighting;
- (c) be kept clean, tidy at all times;
- (d) be positioned as near as possible to a point of access for transport to hospital;
- (e) display a notice on the door advising of the names, locations and telephone numbers of first aiders
- (f) have a sink (with hot and cold water if possible);
- (g) have drinking water and disposable cups;
- (h) have soap and paper towels;
- (i) have a suitable container (preferably foot operated) lined with disposable waste bags

**This means that, if needed, First Aid can also be administered in a classroom.**

The office has:

- (j) a store for first-aid materials;
- (k) a telephone or other communication equipment; and
- (l) Disposable gloves and aprons, should be provided near the first-aid box. These will be used to protect the first aider from contact with body fluids.

**At all times the dignity and feelings of the patient must be respected.**

## 8.0 FIRST-AID TRAINING

8.1 The DHT will arrange training for the qualification and re-qualification of first aiders.

8.2 Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

## 9.0 PROVISION OF FIRST AIDERS

9.1 There shall normally be a minimum of 5 first aiders or appointed persons within the school between 8:40am and 3:15pm. At least one first aider will be on duty at playtimes and there will always be a first aider in the office in lesson time. In addition to this, there will be another trained first aider to cover absences and busy periods.

9.2 Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of the DHT.

## 10.0 CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

### 10.1 Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Station', which is the School Office, or the First Aid Room. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.

**Minor Cuts and Bruises Method:** In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained

### Sprains/Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained

## 10.2 More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

### Stings/Bites

- If case is serious/ parent/s are contacted – no stings should be removed.

### Faints and Shocks

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:
- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents – the pupil should go home

## 10.3 Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. A senior member of staff should then be informed.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

### Severe Bleeding Burns/Scalds Unconsciousness

The event is subsequently recorded in the Accident Report Book by the appointed First Aider who deals with the incident.

The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

## 11.0 FIRST-AID RECORD KEEPING

11.1 It shall be the responsibility of the Admin officer, or other nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

11.2 After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first

aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

11.3 All head injuries and treatment are reported on a pink slip, kept in the First Aid Room.

The information recorded will include

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person;
- iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

11.4 Parents are informed of a head injury via the incident and illness report slip. The slip outlines the injury and symptoms to look out for.

11.5 Admin team contact parents by phone if they have concerns about the injury.

11.6 Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

## **12.0 DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS**

12.1 All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

12.2 The Premises Manager must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each of the following locations:

- Staffroom
- School Office
- EYFS – the main entrance
- Corridor outside School office
- Hall – outside the kitchen

Notices will be inspected and kept up-to-date by the Office manager as part of the regular health and safety inspections.

## **Appendix One**

### **Body Fluid Spillage Policy**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

### **References**

This document is to be used in conjunction with:

- Health and Safety policy.
- First Aid Policy

### **Staff Contact**

- Site Manager to be contacted initially so that he can arrange for a member of his team to clean the area appropriately.
- The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.
- In the event of a member of cleaning staff not being available then there are disposable clean up kits available in the Healthzone.

### **Initial Clean Up Procedure**

- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a yellow bag
- Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
- The bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has been contaminated by the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

### **Procedure for Blood and Other Body fluid Spillage**

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.

- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.
- All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

### **Management of Accidental Exposure to Blood**

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

#### **Action To Take**

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a member of the Senior Leadership Team.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

Signed:..... T Williams, Head Teacher

Date:.....

Signed:..... R McDonald, Chair of Governors

Date:.....