



*"Inspiring a love of lifelong learning"*

# **First Aid Policy**

**Policy date: July 2024**

**Review date: July 2026**

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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## 1. Scope

This first aid policy applies to all staff, visitors and children in the academy and is an overarching document which sets out how we will administer first aid.

## 2. Aim

This policy aims to detail the process for the provision of sufficient first aid cover for all pupils, employees and visitors at Charville Academy in accordance with the Health and Safety (First Aid) Regulations 1981.

## 3. First Aid

The Headteacher and Deputy Headteacher responsible for line managing welfare will ensure that provisions conform to all current Health and Safety Regulations, Approved Code of Practice and guidelines from the Health and Safety Executive (HSE) covering items such as:

- First aid boxes
- Pupils or employees requiring specific medication, or who have particular requirements
- All notifiable/reportable/major injuries must be reported immediately to the Health, Safety and Facilities Managers (via the School Business Manager) who will report to the HSE if required
- Any accident investigation will be carried out by the Headteacher or a nominated senior leader
- All accidents/incidents are recorded – Pupil incidents will be recorded on CPOMS, staff and visitors incidents are recorded in an accident book stored in the Welfare Room.

The Health, Safety and Facilities Managers are responsible for ensuring the academy conforms to the current/latest HSE version of (RIDDOR) Reporting of Notifiable/Reportable/Major Illnesses, Diseases and Dangerous Occurrences Regulations.

## 4. First Aid Boxes and Equipment

Locations:      Medical Room  
                     Staff Room  
                     Nursery  
                     Training and Development Room  
                     Science Room in Year 6 Block  
                     Dining Hall

First aid boxes will be selected by the Welfare Officer and size and contents will be appropriate for the designated location in accordance with current guidelines.

The boxes will be checked at the start of every term by the Welfare Officer to ensure all items will be within use by dates as recommended on the respective product. The Welfare Officer is also responsible for checking first aid kits after any major incident.

More specialised equipment for first aid is kept by the Welfare Officer in the Medical Room.

The Welfare Officer is responsible for maintaining stock and placing orders to replenish supplies.

AED Defibrillator devices are located on the ground floor by the main reception staircase and the opposite Year 5 staircase. This will be visually checked and powered up on a 3 monthly basis to ensure that the battery is in full working order and no visible defects are present. Information and written instructions will be provided to ensure compliance with PUWER 1998 Regulations.

## **5. Safety/HIV Protection/Infectious Diseases**

All staff must wear disposable gloves when treating any accidents/incidents which involve body fluids. All clinical waste (soiled dressings, swabs, etc) should be placed in clinical waste bins in the Welfare Room, which are collected each month. Any soiled children's clothes should be placed in a plastic bag and fastened securely ready to take home.

## **6. Workplace Stress – See stress management policy**

Workplace stress is recognised by the Governors, Headteacher and Senior Leadership team as a legitimate problem affecting staff and one which needs careful and sympathetic management.

All stress related issues, which are declared, will be referred to the schools Occupational Health Provider by the Headteacher or Deputy Headteachers.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

## **7. Allergies/Asthma/Long Term Illness**

All allergies, asthma and long term illnesses are recorded centrally on Arbor.

Parents/carers are responsible for informing the Welfare Officer of any child who requires medication for allergies, asthma or any other long term illness.

The school work alongside the local health care professionals, and receive up to date advice, guidance and training to ensure current standards are adhered to.

Where necessary, medical health care plans will be developed for individuals with parents, carers or health care professionals.

For additional information on the treatment of allergies and asthma please see the separate policies.

## **8. Accidents**

### **8.1 Notifiable/Reportable Injuries (RIDDOR)**

These accidents should be reported to the Health & Safety Executive (HSE) using their online reporting system – (<http://www.hse.gov.uk/riddor/report.htm>). Fatal & Major accidents should be reported immediately by telephone – 0845 300 9923.

All details of the accident will be shared with the HSE who will then send the school a copy of their report confirming details given. All records are held in a secure place in the Medical Room. Reportable accidents/injuries should be investigated by the Senior Leadership Team supported by the Site Manager when appropriate.

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported to the HSE

### **8.2 Non-Notifiable Accidents/ Incidents**

The Welfare Officer is informed, in the first instance, of all accidents/injuries. The Headteacher or Deputy Headteachers / Assistant Headteacher are notified immediately of any accidents that cannot be dealt with by school staff. The cause of an accident should be investigated by the teacher on duty, with the assistance of the Welfare Officer. In cases where the cause cannot be determined readily or where the accident required referral outside the school for medical help, the Headteacher or Deputy Headteachers will be involved in investigating/determining the cause of the accident.

Accidents or injuries to pupils that require medical attention are recorded on CPOMS; those involving staff and visitors are recorded in an accident book stored in the Medical Room. These are stored in compliance with GDPR.

All head/neck/back injuries will be treated with special care. Medical advice will be sought as soon as possible.

This procedure is followed for all accidents on the academy site and at academy sanctioned events.

All serious accidents (where outside medical assistance is required) are to be reported to the Senior Leadership Team.

If the accident is more than a minor one for a child or adult, call an ambulance if needed and report it to the Senior Leadership Team. Next of kin information for staff and pupils is available from the finance office. Arbor data sheet must be printed and taken to the hospital.

## **9. Slips, Trips and Falls**

Incidents related to the above are probably the most frequent within a school.

- Staff and children should be aware of the potential danger in leaving equipment or resources on the floor in the classroom and around the site
- Safety ladders should always be used when reaching up to higher areas
- Carpet edges etc, that begin to curl up are dangerous and should be reported immediately as well as recorded in the site book at main reception
- Children should be taught to pick up everything from the floor and to tuck their chairs under the tables when leaving the room
- All minor injuries should be recorded. This is monitored by the welfare officer and reviewed during Health and Safety Reviews
- If a child has a bump on the head an Arbor message is sent to the parents/carers.

Accidents in playgrounds arising from collisions, slips and falls are not reported unless they are due to:

- The condition of the premises (for example, potholes, ice or damaged/worn steps)
- Plant or equipment on the school premises
- The lack of proper supervision.

## **10. Risk Assessments and Health and Safety Audits**

The purpose of all risk assessments is to:

- Identify hazards and risks
- Assess the nature and seriousness of the hazard and subsequent risks
- Decided what to do to reduce the risks as much as possible
- Evaluate the action to see if the risk has been reduced.

The Headteacher or Deputy Headteachers and Site Manager are responsible for all agreed site-specific risk assessments. These are completed and reviewed at least annually.

The Site Manager and Health and Safety advisor will carry out a termly inspection & report immediately any major findings / concerns to the Headteacher or Deputy Headteacher.

Health and Safety Audits / inspections may be carried out on a bi-annual basis, and can be arranged by the Business Manager.

## **11. Staff – Medical and Welfare Training**

All training will be arranged, as and when required, by the Welfare Officer and CPD lead. All key personnel will attend agreed, recognised refresher courses as & when required. Training records will be kept by the CPD lead and stored on the relevant health care plans. Examples include:

- First Aid at Work
- Paediatric First Aid
- Anaphylaxis
- Asthma
- Diabetes

- Epilepsy

A number of staff will be trained to First Aid at Work standard to comply with H&S requirements. A number of staff, including Early Years staff, will receive Paediatric First Aid training to comply with the statutory Early Years and Foundation Stage framework. Additionally, all staff in school will undertake asthma inhaler and anaphylaxis training annually, to ensure correct use in an emergency situation. Please refer to the Asthma and Anaphylaxis policies for further information.

## **12. Medications**

On occasions, parents/carers give permission for the school to administer prescribed medication at regular intervals to their child. Requests for administering medication to children during school hours, usually fall into two categories:

- Children who require emergency medication on a long-term basis because of a chronic illness (e.g. diabetes and epilepsy)
- Children who are suffering from a short-term illness which requires medication to be administered during school hours

School staff will only administer medicines if they are prescribed by a doctor, and where signed consent has been provided by the parent/carer. Where the school has an allergy care plan and prescribed medication is provided this is deemed to be consent for staff to administer the medications if required. In cases where long term medication is required for a child, individual plans will be developed. Details on all medicines will be checked including names, prescription dates, dosage and expiry dates.

Circumstances where non-prescribed medicines can be administered, with a signed parent permission form:

- Paracetamol suspension where the parent has given consent for this.

If a child / young person refuses to take medicine they should not be forced to do so unless the need for this is document on a medical care plan. Staff should note this and follow agreed procedures. These will include informing parents/carers on the same day. If the refusal results in an emergency, the emergency procedures should be followed.

If the administration of a prescribed medicine requires technical/medical knowledge, individual staff will be given training by a qualified professional and the training must be specific to the medical procedure/s concerned, for e.g. Tube feeding a child or catheterisations. A care plan would be in place to support with the correct care of the child, this should be developed in line with the Special Medical Needs Policy.

All medicines will be kept in an appropriate location, in accordance with health and safety requirements and other relevant policies.

### **13. Educational Visits/Trips**

The Headteacher or Deputy Headteachers and trip leaders are responsible for ensuring risk assessments are carried out before undertaking any educational visit or trip. These are required before any educational visit/trip is approved.

A risk assessment will be completed to ensure proper precautions are taken on school trips/visits. The risk assessment will identify any health/medical needs and any required actions.

Staff members attending an educational trip/visit should ensure they have access to a mobile phone to call for help in the event of an emergency.

A first aid kit, suitable for the duration of the visit, will be prepared by the Welfare Officer.

#### **13.1 Managing Medications on Educational Visit/Trips**

Medications for an educational visit/trip will be prepared by the Welfare Officer or a qualified first aider. Staff trained to support the medical needs of an individual pupil may support with this process.

Care plans for pupils with special medical needs will be carried alongside relevant medications.

Circumstances where non-prescribed medicines can be administered, with parental permission:

- Travel Medication – only travel medication given to welfare staff in the original packaging, along with the dosage information and a valid expiry date
- Paracetamol suspension where the parent has given consent for this.

### **14. Related Policies**

- Allergy and Anaphylaxis Policy
- Asthma Policy
- Child Protection Policy
- Safeguarding Policy
- Equal Opportunities Policy
- Inclusion Policy
- Special Medical Needs Policy
- Intimate Care Policy
- Health and Safety Policy

**Written by:** Louise Innes, Inclusion Manager

**Approved by:** FGB

**Date approved:** July 2024

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Appendix 1



<b><u>Charville Academy</u></b>	
<b><u>Permission to Administer Medications Form</u></b>	
<b>Child's Full Name:</b>	
<b>Child's DOB:</b>	
<p>I ..... (parent/guardian) give permission for the Welfare Officer, or a delegated member of Charville Primary School, to administer medicine to my child.</p> <p>I understand that the member of staff will make every effort to comply with my wishes but there may be circumstances that prevent them from carrying out my instructions.</p>	
<b>Signed:</b>	<b>(Parent/Guardian)</b>
<b>Date:</b>	
<b><u>Details of Medication</u></b>	
<b>Name of Medication:</b>	<b>Dosage/Amount:</b>
<b>Time/s Required:</b>	<b>Duration of medication/Completion date:</b>
<b>Condition or illness:</b>	
<b>Any other instructions:</b>	