

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our Academy's ethos, which promotes, recognises, celebrates and welcomes diversity, tolerance, respect and honesty. This policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background.

Rationale

- to preserve life;
- to limit worsening of the condition;
- to promote recovery;
- to provide First Aid as necessary from trained adults;
- to promote health and safety awareness in children and adults, in order to prevent first aid being necessary; and
- to encourage every child and adult to take responsibility for their personal well-being and health needs.

First Aid Provision

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders who are trained to the appropriate standard.
- First Aid Kit boxes are available in each classroom, in the main office, in the DT kitchen, the staffroom, libraries, computer rooms, art area and BASCC and designated First Aid stations.
- Portable First Aid kits taken on educational visits and two kits in the main office can be accessed by extra-curricular activities.
- First Aiders and Teaching Assistants will monitor the maintenance of the contents and inform Mrs Carr when stock needs to be replenished.
- All appropriate staff will be trained in any aspects of first aid deemed necessary e.g. epilepsy, diabetes use of epipen.
- All staff will ensure that they have read the Academy's First Aid Policy.
- All lunchtime staff have their own personal first aid bag and are responsible for replenishing stock.

There are two definitive types of first aid roles in the academy:

- First Aiders who attend a one-day training course, and
- First Aiders at Work who attend a more in-depth four day training course.

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First Aiders' Main Duties

- To provide immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
- When necessary ensure that an ambulance or other professional help is called.

First Aiders at Work

At Roseacre, they are: Linda Carr, Andrea Tattersall, Kim Monaghan and Lisa Lloyd. These members of staff have undertaken the four day training. They should:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Maintain the main First Aid Box (L Carr).

Assessment of Need

The Academy will provide training for all Teaching Assistants and Teaching Staff on a regular basis.

First Aid Boxes Contents

Plasters, antiseptic wipes, sterile dressings, disposable gloves. Yellow bags.

Each year has a resuscitator.

Office - tweezers, triangular bandage, eye pads, steri-strips.

Main First Aid Kit (L. Carr's – eye wash, burn kit, bandages. Steri-strips, tweezers, triangular bandages, ice packs, scissors, plasters, antiseptic wipes)

Procedures

- In the event of injury or medical emergency contact the first available first aider.
- Any pupil complaining of illness or who has been injured is accompanied to the School Office for a qualified First Aider to inspect and where appropriate, treat. Constant supervision will be provided. After consultation with Senior First Aider, (L. Carr) parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- If the situation is life threatening, then an ambulance should be called at the earliest opportunity. The Office Staff will follow the Academy's 999 procedure.
- The Academy recommends that unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff).
- No member of staff should administer First Aid unless he or she has received proper training (except in the case of minor cuts and grazes, which can be dealt with by untrained members of staff).

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For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions:

- exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing;
- hands should be washed before and after administering First Aid. Disposable gloves should be worn.

All serious accidents/illnesses should be reported to a member of the Senior Management Team and Senior First Aider who should ensure an ambulance is called, if appropriate, and the child's parents are contacted as soon as possible.

In the event of a serious accident and where an ambulance is called (the Academy's 999 Policy should be implemented here), a member of staff must accompany the child to hospital and act in *loco parentis* until the arrival of the child parent/carer, who will be asked to go immediately to the hospital.

It may be appropriate to transport a child to hospital without using an ambulance. This should be on a voluntary basis and permission must be sought from a member of the Senior Management Team before this is undertaken. SMT will need to ascertain that staff have *Business Use* cover on their car insurance and two adults are available to accompany the child.

If staff are concerned about the welfare of a child, during the school day, they should contact the Academy Office immediately. If an injury has been sustained, the child should not be moved.

Out of School

Whenever possible take a MOBILE TELEPHONE on trips out of school. Teachers must check that pupils who have asthma take their inhalers. If the trip is via minibus or coach, teachers must take a First Aid kit.

Educational Visits

The Headteacher has responsibility for ensuring staff have adhered to the Academy's 'Educational Visits Procedures' (EVOLVE) when organising a visit. A Risk Assessment will need to be carried out as part of an educational trip.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?
- Make the area safe, look at injury: is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?

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IF THERE IS NO RESPONSE:

- Open the airway by placing one hand on the forehead and gently tilt the head back.
- Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing, send a helper to call an ambulance and give two rescue breaths, making five attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

Incident Reporting

- All incidents, injuries, head injuries and treatment are reported in the accident book.
- Parents and carers must be informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- Office Manager/First Aider contacts parents by phone if they have concerns about the injury.
- 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.

Administration of Medicines

See separate policy.

Body Spillages/HIV

- No person must treat a child who is bleeding, without protective gloves.
- Protective gloves are stored in the Academy Office and in each First Aid box.
- Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.
- All body spillages (vomit, diarrhoea and blood) must be cleaned immediately and the Site Supervisor informed; this is vital if spread of infections is to be reduced.
- Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage granules in the Site Supervisor's cupboard) are suitable for this purpose only.
- Following use, gloves must be rinsed and left to dry; disposable gloves must be disposed of.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into a newspaper. A designated dust pan and brush is available for body spillages and is kept in the Site Supervisors cupboard. Wash the affected area with warm

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water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures.

- Spillages must be placed in a sealed yellow clinical waste plastic bag and then a black bin bag and put into the external dustbins for domestic waste disposal.

Head Lice

A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class. If live lice are noticed in a pupil's hair the parents are contacted by telephone.

Accident Reporting

The Governing Body will implement the Council's procedures for reporting:

- a) all accidents to employees;
- b) all incidents of violence and aggression.

The Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days (excluding the day of the accident but not including non working days).
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in a death or major injury; or
- it is an accident in school which requires immediate emergency medical treatment at hospital.

For each instance where the Headteacher considers an accident to a visitor or child is reportable under RIDDOR the advice of the Authority will be sought.

Where a child has an accident it shall be reported to the Authority.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Authority.

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DEFINITION OF MAJOR INJURIES WHICH MUST BE REPORTED TO THE HEALTH AND SAFETY

EXECUTIVE

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher. Parents will be informed of the policy on occasional newsletters and the most up to date policy will be posted on the academy web site.

This policy will be reviewed in summer term 2019.

Signed: *Mrs L Carr* Senior First Aider

Date adopted: 20th June 2017