



FIRST AID POLICY

Governing Body with Responsibility	Resources Committee
Agreed by Governors on	
Staff Member Responsible for Review	Head Teacher, SENCo, Bursar
Reviewed	Dec 2021
Chair of Governors Signature	
Date of next review:	DEC 2022

The Governing Body of St. Johns Walham Green CE Primary School have formally adopted this Policy.

ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

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Chair of Governors - Mrs Chris Cosker

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1. POLICY STATEMENT

St John's Walham Green will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. Responsibility for first aid at St John's Walham Green Primary is held by the Head teacher. The responsible manager is the Bursar.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy. All information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in the school office.

2. AIMS & OBJECTIVES

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained First Aiders to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the school's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).FIRST AID PROVISION.

3. STAFF RESPONSIBILITY

All staff will ensure that they have read the School's First Aid Policy.

All staff will be given a written list of pupils with pre-existing or known medical conditions with details of their needs and what to do in an emergency. It is the responsibility of all staff to make themselves familiar with the needs of pupils they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable to meet the needs of pupils with specific medical needs.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school.

4. STAFF TRAINING

The responsible manager will ensure that appropriate numbers of first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties. All staff will attend training in the use and administration of Epi-pens and Asthma inhalers.

5. QUALIFIED STAFF

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, they are to ensure that an ambulance or other professional medical help is called.

Paediatric, Emergency and First aid at work certificates are valid for three years. Refresher training and retesting of competence must be arranged before certificates expire. The school keeps a record of first aiders and certification dates.

The following employees are first aiders and have been trained in the relevant First Aid qualification:

Name	Role	Qualification	Certificate expiry date
Barbara Wightwick	Head Teacher	First Aid at Work	April 2023
Della Freedman	Assistant Head	First Aid at Work	April 2023
James Welch	Phase Leader	First Aid at Work	April 2023
Sedef Celikcan	Phase Leader	First Aid at Work	April 2023
Chantelle Thomas-Payne	School Business Manager	First Aid at Work	April 2023
Michelle Walker	Teaching Assistant	First Aid at Work	April 2023
Ann Johnson	Senior Play worker	First Aid at Work	April 2023
Katie Douglas	HLTA	Paediatric First Aid	September 2023
Faye Peters	Teacher	Paediatric First Aid	September 2023
Juliette Mortimer	Teacher	Paediatric First Aid	December 2024
Ingrid Gutierrez	HLTA	Paediatric First Aid	December 2024

6. FIRST AID EQUIPMENT

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves

First Aid kits are available at the following destinations:-

- a) Ground floor - Outside the Reception 1 class room
- b) Playground – Playground shed in quiet area
- c) Ground Floor – Utility area in main reception

It is the responsibility of the assigned TA to check the contents every term and re-stock as necessary.

7. FIRST AID PROTOCOL

a. Lesson times

- All teachers to have plasters, tissues and gloves in the classrooms for *minor* injuries.
- Class based staff should only send pupils to designated first aiders if they cannot deal with the incident/accident.
- If pupils say they are *feeling sick*, class based staff should use best judgement to determine whether the pupil needs to be sent down to the office.
- Class based staff are to send a note down with the pupil to the main school office stating that the pupil should be sent home and why.

b. Morning, lunch and afternoon break

- First aid kit with plasters and gloves to be carried outside with a named Teaching Assistant (TA) on duty. To be used for minor injuries.
- First aid kit located in the playground equipment shed.
- Any serious injuries need to be dealt with by the nearest first aider.

c. First Aid on school on trips

- All staff have first aid packs and mobile phones with them.
- The appointed person deals with minor ailments or injuries.
- For major ailments or injuries, the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Any accident or incident is reported back at school and an accident form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a pupil unless prescribed by a doctor signed and dated and a signed letter from parents for consent. A 'Parental Agreement for School to Administer Medicine' form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone.
- If pupils are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- A member of staff accompany the pupil in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the pupil and staff at the hospital.
- In the event of parents being unreachable, the contact people on the pupil's form will be phoned.

d. First Aid on residential trips

- First Aid should only be carried out by qualified First Aiders.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any pupil unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

8. ADMINISTERING FIRST AID

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

9. HYGIENE/INFECTION CONTROL

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

10. HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) because of this all head injuries must be reported to the parents via a telephone call and followed up with a completed 'bumped head' letter. Pupils that sustain a head injury, however minor, should be monitored closely.

Any serious head injury should always be referred for Hospital treatment (please see Emergency Arrangements section).

11. EMERGENCY ARRANGEMENTS

Where the injury is an emergency, an ambulance will be called following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, the school office will contact the parents for them to take over the responsibility of the pupil. In the event that the parents cannot be contacted, a member of staff will accompany the pupil to hospital and remain with them until the parents can be contacted.

- Pupils are only sent to hospital if it is necessary. This will be decided by a first aider, Head Teacher or Deputy Head – only call an ambulance in severe cases.
- A member of staff can take a pupil to hospital in their own vehicle, as long as they have adequate car insurance to do so. The driver must be accompanied by another member of staff.
- A taxi can be called to take a person to hospital.

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 there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

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

- State what happened
- The pupil's name
- The age of the pupil
- Whether the casualty is breathing and/or unconscious
- The location of the school

12. NOTIFICATION OF PARENTS / CARERS

In the event of an accident involving a pupil, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

Parents are informed by telephone of any head injury, concerns about an injury, or if a pupil needs to be sent home through illness. In the event of a serious injury where parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents and other named contacts on the pupil's records every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil until the parents can be contacted and arrive (as required). In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany them to the hospital.

13. INCIDENT REPORTING

All incidents, injuries and treatments are recorded in the appropriate First aid book. The incident record is kept on the incident log on the shared server and paper copies kept in the main school office.

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

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

The incident record needs to be filled in as soon as possible by the adult who witnessed the incident or by the person to whom the incident was reported/ carried out the first aid.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The school office keeps a record of such occurrences.

The following accidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

Reportable occurrences are to be uploaded by the Bursar to the Tri-Borough School Accident reporting System at - <https://tri-b.info-exchange.com/school>. This report is filed in the RIDDOR folder.

14. ADMINISTRATION OF MEDICINES

St John's School **will** administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible the office staff will administer a pupil's medicine at the subscribed time.

If a pupil needs to take medication 3 times a day (not at a specified time) they do not need to bring it school. Parents can give it to them in the morning, after school and then before bed.

Parents are to fill out a form detailing instructions for administering the medication (form in first aid cupboard in the office). A signed record is kept in the office daily of time, dosage and designated member of staff administering. If a pupil refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

15. STORAGE / DISPOSAL OF MEDICATION

Medicine is to be kept in the first aid cupboard in the office or the fridge in the community room as per storage instructions. All inhalers which must be clearly labelled with the pupil name and kept in the pupil's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

16. INTIMATE CARE

If a pupil soils themselves - or is sick and needs to be washed and changed – a member of staff will ensure that this is done. In the Foundation Stage the children are put in the shower and 2 members of staff assist the pupil in an age appropriate fashion. Older children will also be managed in an age appropriate fashion, although older children will shower and change themselves. We aim to ensure that the pupil's needs are met and that they are helped to feel comfortable as soon as possible after the incident of illness.

17. 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:

- a) Epileptic
- b) Asthmatic
- c) Have severe allergies, which may result in anaphylactic shock
- d) 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.

An individual health care plan is drawn up by the Inclusions Manager in conjunction with the School Nurse, the parent/carer and pupil. If needed the pupil's GP can be involved. 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.

All 'Health Care Plans' are kept in the School Office. A copy of all medical needs are kept in each classroom, kitchen, the office and staffroom and are updated as needed or annually.

Parents/carers have prime responsibility for their children's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their pupil's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

18. ALLERGIES

The school is aware that children who attend may suffer from food, bee/wasp sting, and animal or nut allergies. All allergies are taken seriously and dealt with in a professional and appropriate way. The school's position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

If a pupil has an allergy requiring an Epi-pen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents. Please see the Medical Conditions Policy for more details.

In the event of a pupil suffering an allergic reaction:

- We will delegate someone to contact the pupil's parents.
- If a pupil becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the pupil feel comfortable and give the pupil space.
- If medication is available it will be administered as per training and in conjunction with the Medication Policy.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the pupil to hospital.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the pupil's name on and antihistamine liquid in school office medical cupboard. Training from the school nurse in how to administer adrenaline is usually annually.

Please see the Medical Conditions Policy for more details.

19. ASTHMA

All children with Asthma must have an Individual Health Care Plan which is kept in the school office. Medication must be administered under the instructions agreed in the plan.

- All inhalers which must be clearly labelled with the pupil name and kept in the pupil's classroom; where they can be easily reached where necessary.
- Teachers need to check that the children have their pumps with them when they are doing sports or PE.

Please see the Medical Conditions Policy for more details.

20. MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every year and assess its implementation and effectiveness.

The policy will be promoted and implemented throughout the school.