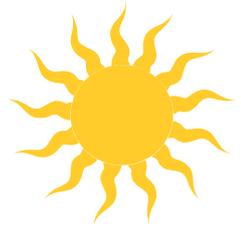
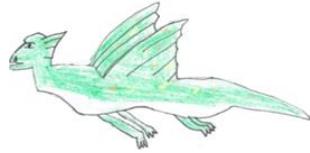
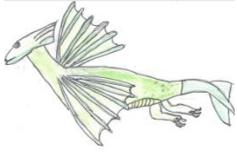


**BOREHAM PRIMARY SCHOOL**  
**A Friendship School**



*'Daring to aim high, scale new heights, spread our wings and fly far'*



# **ADMINISTERING FIRST AID POLICY MARCH 2021**

Staff Consulted: 1.3.21

Approved by Governing Body: 22.3.21

Next Review Date: March 2022

# Boreham Primary School Administering First Aid Policy

## **Aims**

The Aim of this policy is to set out guidelines for all staff in school on the administering of first aid.

## **Statement of Intent**

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

## **Principles and Practice of First Aid**

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

## **First Aid Arrangements**

### *Trained and Qualified First Aiders*

Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

The majority of staff at Boreham Primary School are trained to administer basic first aid. The primary contact for the provision of first aid is the Head Teacher, Mr Bowyer, as he has attended up to date paediatric first aid training.

The duties of the trained and qualified first aiders are:

- To assess the situation where there is an injured or ill person to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

- Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
- Complete the Accident Report.

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents in our Administering Medicines policy.)

Each classroom in school is equipped with a first aid cabinet containing gauze swabs, plasters, gloves and an incident/accident reporting book. There is also a small first-aid portable kit for staff to take out onto the school playground. This also includes a incident/accident reporting book. The school office contains a medical bay with more extensive first aid equipment and a medical bed.

### **Staff Training**

Staff have training provided by a recognised company - 'Train To Be Safe'. The training is renewed every three years and certificates showing the expiry dates of individuals' training are kept in the office.

### **First Aid Procedures**

**DURING MORNING/AFTERNOON LESSON TIME:** In the event of a minor injury there is a supply of gauze in each classroom to use as a cold compress or to clean a graze. This can be administered by any member of staff who has received first aid training. However, if the child feels unwell or needs further attention they are sent with another person/child to the school office for the treatment that is required.

**LUNCHTIMES:** The Midday Assistants are responsible for looking after children during lunchtime and also for recording any incidents in the relevant book, under the direction of the Senior Midday Assistant.

### **Major Incidents/More Serious Injuries**

In the event of a major injury where the injured person cannot be moved a member of staff will use the nearest classroom telephone to contact either the school office or in an immediate emergency 999.

Our named primary contact for first-aid will then come to the injured person with appropriate first aid equipment. An informed assessment will be carried out and the appropriate treatment given. In the absence of the named primary contact the Senior TA/Midday Assistant will attend.

Should the injury require medical assistance (i.e. hospital visit/ambulance), a member of the office staff, should be contacted immediately and the relevant action taken. If an emergency service is required to attend the school site then the Caretaker and Head Teacher will ensure that vehicle/s are safely able to access the school premises.

### **Pupils with Specific Medical Needs**

Pupils with specific medical needs have a Personal Care Plan. These are written by the school nurse in consultation with the parents/guardians of the child. This should always be consulted in the event of an emergency. Photographs of these children with a brief description of need and treatment are displayed in the staff room, school office medical bay, kitchen and the relevant classrooms.

Epipens and epilepsy rescue medication, along with more detailed care plans, are kept in containers in the school office and an additional one is kept within the classrooms in a locked cabinet. Each container is labelled with the child's name and a photograph for fast recognition (See Administering Medicines Policy). The school also holds two spare epipens for emergencies.

### **School Visits**

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the Office. First aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Sufficient staff have Epi-pen and asthma training to be available to support school trips. Staff are responsible for ensuring that children take any medication stored in the office with them on school visits - including inhalers.

### **Out of Hours use of School Premises**

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

### **Contact with the Ambulance Service**

If an ambulance is required:

- Dial 999 or the emergency number shown on the number label
- Tell the operator that you want the Ambulance Service
- Give the telephone number shown on the phone
- Wait for the Ambulance Service to answer
- Give the address where help is needed
- Give any other necessary information.

**The nearest doctor: The Laurels Surgery, Boreham: 01245 380324**

**The nearest hospital: Broomfield Hospital**

### **Incident Reporting**

All incidents requiring first aid (whether minor or major) must be recorded in the accident/incident log books in the classroom. Major incidents are also recorded on SIMS. A copy of the pupil accident/injury in school report to parents is sent home with the child.

### **Monitoring**

Any significant injuries to children or staff are reported online to the Local Authority Health & Safety Team and in some cases RIDDOR. The school informs the Full Governing Body of any major accidents within school. The three named safeguarding officers for the school review all accident books and a report from SIMS showing the number of accidents per child during their half termly meetings.

### **Sickness**

Should a child be unwell or sick in school, the school office needs to be notified immediately. When a child is physically sick a member of the office staff will then contact the relevant parent/carer to make provision for the child to be collected from school. It is school policy for any child who has been physically sick to be kept off school for 48 hours after the last episode.

In the event of sickness in school, the area should be cordoned off, absorbent granules applied and the Caretaker notified to clean the area appropriately.

### **Medication**

Should a child require prescribed medication in school, this should be administered according to the Administering Medicines Policy.

### **Policy Review**

This policy will be reviewed annually.