



# First Aid in School

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<b>Review Date:</b>	June 2024
<b>Review Frequency:</b>	Annually
<b>Approved By:</b>	Governing Board

**Purpose**

First Aid can save lives and prevent minor injuries becoming major ones. This policy is to ensure that there is adequate and appropriate equipment and facilities for providing first aid to all staff, pupils and visitors to the school. This policy has been drawn up using the DfE document GUIDANCE ON FIRST AID FOR SCHOOLS.

**Context**

The policy is based on the school's responsibilities to

- Ensure there are suitably stocked first aid containers provided
- Ensure that there are the appropriate number of qualified first aiders
- Provide information for staff and parents on first aid arrangements
- Assess and supplement the minimum required provision with a risk assessment
- Ensure first aid provision is available at all times while any person is on school premises, and also off the premises whilst on school visits

**First Aiders**

First Aiders must complete an accredited training course.

Their main duties are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary, ensure that an ambulance or other professional medical help is called.

There is a first aider per year group, plus one in the office and the Headteacher. This ensures there is an adequate provision to cover sickness or any other absence. At least one person holding a current first aid certificate must accompany all classes on trips/outings.

## **First Aid Equipment**

First Aid boxes are located in all classrooms, School Office, Dining Hall and the Den, and within the emergency grab bags. All excess/additional First Aid equipment is stored in the School Office. The School Office assistant is responsible for checking and restocking the boxes. At playtime and lunchtime First Aid is administered from the Den. There are separate First Aid bum bags available to accompany staff on school visits. Appendix I lists the items included in each first aid kit.

## **Defibrillator**

Location: The AED is located by the front main door.

Use of the AED: The AED is to be applied to a person who is not responding, not breathing or not breathing normally (under 10 breaths a minute) and has no signs of circulation, coughing or movement.

Maintenance: The office is responsible for maintaining the AED in a state of readiness and complete documentation. This will be checked annually.

Training: Only trained staff to use the defibrillator or directed to do so by 999.

## **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities. Care must be taken when dealing with blood and other bodily fluids and disposing of dressings or equipment. Soiled dressings are disposed of in the yellow medical waste bins located in the staff toilet and Reception.

In the instance of a child biting another child/adult, and if the skin has been broken, parents of both children (if applicable) must be notified and informed that they may wish to seek medical advice. In the case of the person who has been bitten, medical advice should be sought unless the bite is very minor.

## **Reporting**

Staff are made aware of the procedures for calling for help from another adult e.g. red card. All significant injuries are recorded. Any child that receives any knock or trauma to the head is given a head bang sticker and a head bang information sheet to take home so that parents are aware of the fact, and if a child is sent home with any serious injury. A report is sent on line to Surrey County Council (OSHENS). Incidents involving parents, visitors and contractors are also reported to Surrey County Council (OSHENS).

## **Information**

This policy is available to view and download on the school website, and named photographs of the trained first aiders are on display in the office.

## **Accommodation**

To comply with the Education (School Premises) Regulations 1996 the Office is the designated room for providing first aid as it is near a washbasin and toilets and can be made readily available when needed.

## **Links with other policies**

The First Aid policy links with the Supporting Pupils with Medical Conditions Policy, Emergency Plan, Outdoor Education & Educational Visits Policy, Lettings Policy, Club Guidelines, Child Protection & Safeguarding Policy, and the Health & Safety Policy.

## **Training and Support**

Staff conditions of employment do not include giving first aid but any member of staff may volunteer to undertake these tasks. The school will arrange adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. First Aid certificates MUST BE renewed before they expire otherwise a full First Aid training course will need to be completed. Teachers and other staff in charge of pupils are expected to use their best judgement at all times, particularly in

emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children

## **APPENDIX I**

- First aid kits are checked annually.
- If a first aid kit/box has been used during a school trip then the office will replace any equipment used.
- Staff to inform the office if 'in school' first aid boxes or classroom and Den supplies are low. The Office will then replenish.

### **All First Aid Kits to include**

- a leaflet giving general guidance on first aid
- accident book
- pen
- bumped head slips
- medical scissors x1
- individually wrapped sterile plasters (assorted sizes)
- sterile pad with bandage x1
- individually wrapped bandages x1
- triangular bandage/sling x1
- large sterile individually wrapped wound dressings x2
- small sterile individually wrapped wound dressings x2
- latex-free disposable gloves
- eye wash x2
- instant ice pack x2
- sterile gel-soaked dressing for burns x1
- hypo allergenic tape x1
- foil blanket x1
- individually wrapped wipes
- nappy bags
- hand sanitiser x1