



# Alderman Bolton Primary Academy

First Aid Policy

Ratified: November 2023

Next Review Date: December 2025

## Policy Responsibilities and Review

Policy type:	School
Guidance:	We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.
Related policies:	<ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Mental Wellbeing Policy</li></ul>
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	<i>D Proudfoot</i>
Changes in latest version:	None

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The Governors and Head teacher of Alderman Bolton Primary Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and Visitors within the school. We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

## **Statement of First Aid organisation**

The school's arrangements for carrying out the policy include nine key principles:

- Places a duty on the Governing Committee to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

## **Arrangement for First Aid**

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is: Katherine Cox. They will regularly check that materials and equipment are available. A requisition form is sent to the finance officer and she will ensure that new materials are ordered when supplies are running low.

First Aid Boxes are located in the Office kitchen area, KS1 corridor, KS2 corridor and dining hall. These need to be stored where they are visible and easy to access. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. The school has additional first aid bags for use on fieldwork visits off site. It is the responsibility of the trip leader to

notify the appointed person if stocks in the trip bag are running low. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

## **Playground**

It is every supervising adult's responsibility to provide First Aid in case of a minor accident using the portable lunchtime first aid boxes used by MDAs. Should an adult not have First Aid training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider or Paediatric First Aider should be asked to assist in giving First Aid.

## **Cuts**

The nearest emergency first aider deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. A fully trained first aider must attend the patient to give advice. All cuts should be recorded in the accident file and an accident form should be given to the parents/carers. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

## **Head injuries**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and carers must be informed by telephone by the first aider who has responded to the injury or a member of the office team. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped had should be given a head injury letter and an accident form to take home.

## **First Aid and Medicine files**

These files are held in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

## **Administering medicine in school**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the First Aid Medicine Record files and on file in the office. Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored office. Each child's medication is in a clearly labelled

container with their care plan. All medicines in school are administered following the agreement of a care plan.

## **Children with Asthma**

In order for children's Asthma pumps to be kept in school parents must complete it on the medical form. Parents need to be directed to the office to inform them of any changes. The office then will inform class room staff about the child's needs regarding the asthma pump and its usage. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers.

Only Blue (reliever) Asthma Pumps should be kept in schools. Generic emergency salbutamol asthma inhalers: In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid cabinet in the office kitchen. The inhalers are clearly labelled.

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. (Kept in the First Aid folders in the classroom.)

For further information on administering medicine see next section, also see Pupils with Medical conditions in School policy. Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers. When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine, currently Katherine Cox.

## **Other Medicines Short term prescriptions**

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental Consent Form for administering medicine' FORM 2. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to a member of staff trained to be responsible for Medicine at school. They will inform adults in the named child's class room regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept with the medicine and filled in, as required. Once course of medication has been

completed the bottle/cream etc goes home, along with a photocopy of the medical form. The original copy goes in the child's buff file, in the office. Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. Medications that need to be kept in the fridge can be stored in the office fridge.

## **Calling the Emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

## **Head lice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. Children can only be sent home for treatment if live lice are seen. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc., we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

## **Off-Site Activities**

At least one member off staff who has been trained in first aid must accompany any off site visits. A travel first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. Any pupil medication must be carried separately to the First Aid kit. A risk assessment must have been completed and signed by the Head teacher before any off site activities.

The risk assessment must be followed to ensure that there is minimal risk of accidents and injuries. A mobile phone must be taken in case of an emergency.

## **Notification of Parents/Carers**

All reported injuries which have required first aid to be administered will be reported to parents through a 'notice of injury' slip which highlights: name of child, type of injury and advice if they have any concerns. Pupil accidents involving head injuries will be reported to parents with an alternative 'notice of head injury' slip which highlights: name of child, the cause of the injury and also offers advice about what symptoms to look out for with head injuries. In the case of a head injury a parent **MUST** always be telephoned after the incident to inform them of the injury. A parent may also be telephoned if there are concerns with any other injury. Any minor injuries can be reported to parents verbally at the end of the day or through a 'notice of injury' slip completed by any member of staff.