



# Borden Church of England Primary School

## First Aid Policy 2018

<i>Document Control</i>	<i>FA March 2018 V1</i>	<i>Next Review March 2019</i>
<i>Linked Policies</i>		

At Borden CEP School we recognise that the personal development of pupils, spiritually, morally, socially and culturally, plays a significant part in their ability to learn and achieve. We therefore aim to provide an education that provides pupils with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive, caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of the diversity and richness of the cultures.

## **Policy Statement**

The Principal and Board of Governors of Borden CEP School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Borden CEP School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the KCC procedure for reporting accidents.

Signed \_\_\_\_\_

Head of School

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Chairperson of Board of Governors)

## **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of First Aid Provision**

The School's arrangements for providing First Aid will:-

- Place a duty on the Executive Head and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the KCC procedure;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;

- Make arrangements to provide First Aid training to employees, maintain records of 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;
- Review yearly the provision of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child. (Appendix A)

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:

- In each class room
- In the Orchard learning space
- Under the sink in the library cloak room

### **A standard First Aid Kit will contain the following items:**

individually wrapped sterile adhesive dressings assorted sizes  
 triangular bandages  
 sterile eye pads  
 safety pins  
 medium wound dressings  
 large wound dressings  
 extra large wound dressings  
 disposable gloves

The contents of the Kits will be checked on a regular basis by Daniel Abraham

The School First Aider(s) is/are

General First Aid

Val Skinner Expires 02/11/17

Melanie Faulkner Expires 02/11/17

Tracey Jeffrey Expires 02/11/17

Virginia Whitnall Expires 02/11/17

Paediatric First Aid

Melanie Broad	Expires 23/10/17
Cheryl Harvey	Expires 24/10/17
Anne Marie Harris	Expires 23/06/18
Virginia Whitnall	Expires 10/11/18
Dan Abraham	Expires 10/11/18
Tracy Jeffrey	Expires 26/01/19

Before undertaking any off site activities the level of first aid provision will be assessed by the activity organiser and agreed by the Educational Visits Coordinator and at least one First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Head of School will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Head of School will ensure that;

- The names of employees with First Aid qualifications are displayed on the staff room notice board.
- The First aid boxes will have a list of employees with first aid qualifications
- An accident procedure will be displayed in all class rooms and any areas used for teaching.( Appendix B)
- All staff will carry a red HELP card to summon immediate assistance from a Qualified First aider and additional adult.

All members of staff will be made aware of the School's First Aid policy.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required an accident letter will be sent home to the parent/carer and if possible the class teacher/ TA/ First aider will speak to the person picking the child up at the end of the day.

### **Transport to hospital or home**

The Head of School or a member of the senior leadership team will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called first and then a pupil's parent or carer will be notified. If hospital treatment is required the ambulance will be called first, then the pupil's parent/carers will be called for them to take over responsibility. If no contact can be made with parent/carers or other designated emergency contacts then the Head of School may decide to transport the pupil to the hospital.

Where the Head of School makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

### **Reporting to parents/carers Protocol guidance.**

Very minor injuries that do not require first aid are dealt with in school, ie treated with a wet paper towel to the satisfaction of the injured party. The school will not contact parents or carers.

Minor injuries (Including bumps to the head) requiring first aid (eg Cold compress, antiseptic wipes, dressings etc) The first aider will complete an 'Accident form' and will accompany the child to class to advise the class teacher of the incident. The first aider will not rely on a pupil to inform their teacher of their injury. The first aider will give the classteacher a copy of the accident slip to be handed to the parent/carers at the end of the school day or given to the child to take home in their school bag. The school will retain a copy in the accident file. When a child returns to class after receiving first aid they will be monitored by their class teacher. They will be told to report to the teacher if they feel unwell or are in any pain be the first aider. If necessary the child will be referred back to the first aider for reassessment.

Significant injuries (including bumps to the head) requiring further medical assistance. A first aider will assess the child's condition and parents/carers will be informed. They will be asked to collect their children to seek further medical assistance.

Very serious injuries requiring immediate urgent medical assistance. Emergency services will be requested and then parents and/carers contacted to inform them of the incident and directing them to come into school or go straight to the hospital.

## **Appendix A**

Copy of accident form Appendix B

### **Accident Procedure**

NB The qualified First aider is the person in charge of an accident scene and their instructions are to be implemented.

#### **1. In the event of an accident**


- Make the area safe and free from danger
- Assess the situation calmly and quickly
- Send for additional help if required. Use the red HELP (Appendix C) card to summon a qualified First Aider and additional adult.
- Reassure the injured party
- Emergency first aid given by a qualified first aider.

- If the injury is very minor or minor take the injured party to the hall/ Orchard Learning Space
- If the injury is significant or very serious go to item 2.
- If necessary contact parents or carers
- Complete any accident forms and copy for records for Minor injuries. It is not necessary to send home the form if the injury is very minor (Appendix A)

## 2. In the event of a significant or very serious accident

The above steps should be followed however;

- Contact the parents carers to discuss further medical assistance.
- If an ambulance is required, use the red HELP card adding the 'very serious injury' instruction.
- Once the ambulance is summoned the phone should be handed to the qualified first aider who is dealing with the injury.
- Parents and carers should be contacted as soon as possible.
- Contact can be made using the school landline, school mobile phone. In the event that neither of these are possible a personal mobile number may be used.
- Head of School or member of the senior management team must be informed as soon as practicable.
- Complete any accident forms and copy for records. (Appendix A)
- Head of School or senior management team member to liaise with Qualified first aider and any witnesses to complete an investigation and follow KCC accident procedures which are found on [www.kelsi.org.uk](http://www.kelsi.org.uk)

		<h1>Accident / Incident Report</h1>	
Name		Class	
Date		Time	
Completed by		CT/TA/MDS/Other	
<p><b>Where the accident/incident happened and details of injury</b></p>          			

<p><b>Type of injury</b></p> <p>Very minor injury    <input type="checkbox"/> Only req. wet compress (no A/I form home)</p> <p>Minor injury        <input type="checkbox"/> Req. cold compress/ dressing</p> <p>Non medical incident    <input type="checkbox"/> Toileting accident etc</p> <p>Complete A/I form and give to class teacher for the child. Discuss with parent if necessary</p>	<p>Significant injury        <input type="checkbox"/> Further medical assistance required</p> <p>Very serious injury      <input type="checkbox"/> Emergency services required</p> <p>1<sup>st</sup> call Emergency services 2<sup>nd</sup> call Parents/carer</p> <p>Complete A/I form and give to parent.</p>
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**Treatment/action**

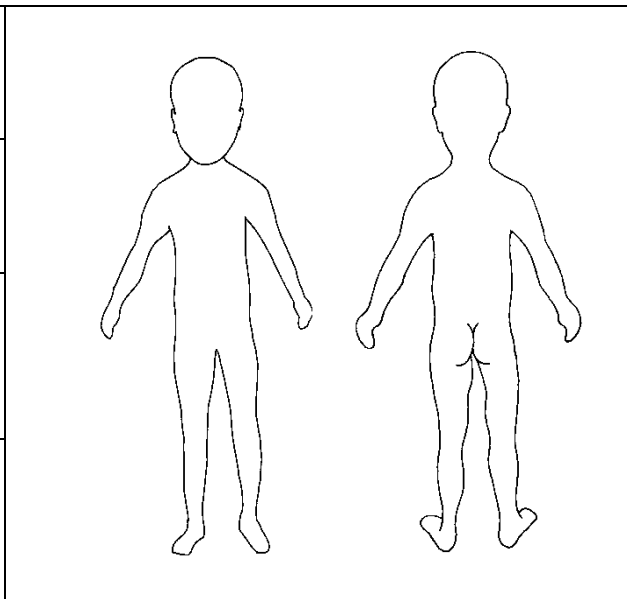
It was necessary to change your child's clothing due to a toileting incident. Your child was reassured at the time but if there is any underlying problem please contact the school office. Please return clothing to the school office.

**Recommendations to parents from the First aider**

Your child has had a bump on the head, please watch for drowsiness, impaired vision or sickness seek further medical advice if you notice any of these symptoms.

**Other**

<p>First aider in attendance</p> <p>Name.....</p>
<p>Class teacher informed</p> <p>Name .....</p>
<p>Copy given to child's parent/carer?                      Yes / No</p> <p>Copy in accident/incident folder?                      Yes / No</p>
<p>Was it necessary to inform parents during the school day?</p> <p>Yes / No                                              Time.....</p> <p>By Whom .....</p>



**Appendix C**





All staff will carry an urgent help required which is carried inside their identity badge

If urgent help is required the card should be given to a child with the instruction.

**“Go and find the first adult, show the card and bring them back to me.”**

If you are shown the card by a pupil, you should go with the child or send an adult immediately.

**In the case of a very serious injury**

**The card should be given the card with the instruction,**

**“Go and find the first adult, show the card, say ‘we need an ambulance’ and bring them back to me.”**

On this instruction the adult should **take** a landline or office mobile phone together with the grab file (Appendix4) for emergency information found on the office notice board and go back to the scene with the child, whilst instigating the call to the emergency services on the way, giving preliminary details as stated in the grab bag.

**Appendix 4**

# **EMERGENCY DETAILS**

Borden CE Primary School

School Lane

Borden

Sittingbourne

Kent

ME9 8JS

Telephone number

01795 472593

Mobile number

07842712674