

Bolney CE Primary School First Aid Policy

Bolney C.E. Primary School is committed to creating a safe and secure environment for all. The school provides first aid to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for a specific establishment, the head teacher must undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval.

First Aid Cover

The school has appointed First Aiders who will undertake responsibility for:

- Administering first aid as and when appropriate
- Maintaining first aid records
- Replenishing first aid boxes from the central supply when necessary
- Any other duties in connection with first-aid as directed by the Headteacher

A Designated First Aider has been appointed to undertake responsibility for the day-to-day management of first aid within the school. This will include:

- Reviewing the first aid risk assessment whenever necessary
- Providing letters of appointment to first aiders
- Liaising with Office Staff to co-ordinate first aid training to ensure continuation of competency
- Ensuring that first aid supplies conform to the current standard, are replenished, kept in date and correctly stored

A list of those currently certified to administer first aid is to be found in the school office.

Dispensing of medicines is not normally carried out as part of first aid function nor will medicines be kept as part of a first aid box.

A list of children with known medical conditions will be kept in the staff room and displayed discreetly on the First-Aid noticeboard in the office.

First Aiders

In accordance with DfE and West Sussex LA guidelines for schools with 100 or pupils the school has a minimum of staff who have undertaken the following training: 1 with First Aid at Work, 2 with Emergency First Aid at Work and 2 with Paediatric or Early Years First Aid. Only first aiders and appointed persons should administer first aid. Training for first aiders and appointed persons is formally updated by attending appropriate courses when required (at least every 3 years).

Qualifications and training

A First Aider refers to an adult who currently holds a First Aid certificate issued by a recognised organisation whose training and qualifications are approved by the Health and Safety Executive.



All appointed first aiders, hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. Depending upon their role in the school, appointed first aiders are trained at different levels.

Current courses:

First Aid at Work (FAW) - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

Schools first aid - This one day course will give your staff a good knowledge of first aid to cover common risks for school students. It is ideal for supplementing your statutory First aid at work or Emergency first aid at work training.

Paediatric or Early Years First Aid (EYFA) - A 2-day course specialising in first aid for children aged up to 5 years, delivered by a provider approved by the Local Authority (LA). This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

Refresher training - Although certificates are valid for 3 years, the HSE strongly recommends that first aiders receive annual refresher training. Three-hour refresher courses can be booked through the Health and Safety Team.

First Aid Kits

The First Aid kits are located in the office and contain only those items which First Aiders have been trained to use. There is a sufficient quantity of suitable first aid materials including:

- A set of suitable guidance notes
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads, with attachment
- Individually wrapped triangular bandages
- Large/medium sized individually wrapped sterile unmedicated wound dressings.

Travelling First Aid Kits

The contents of travelling first-aid kits are appropriate for the circumstances in which they are to be used and include the following:

- Card giving general first-aid guidance
- Individually wrapped sterile adhesive dressings
- A large sterile unmedicated dressing
- A triangular bandage

Zoe Belton and all the other first aiders are responsible for keeping these fully stocked with in-date equipment. First aiders to request replacement items to be ordered by Zoe Belton if they are used and stocks are low.

Swimming

A First-Aider will accompany children to swimming lessons.



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School trips and visits

A First-Aider will be available at a venue for school trips and visits and to accompany the pupils when travelling by coach.

Appropriate Practice

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty, if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help. If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. **Urgent treatment should not be delayed in order to consult with parents or carers.**

If an ambulance is called an adult needs to go to the end of the drive and to the church steps to direct the ambulance to the school.

Accident Log Book

Minor injuries, such as scratches, bruises, head bumps experienced by pupils will be recorded in the accident log book in the office or the accident log book on the playground/field.

All other injuries or ill health resulting from accidents or work activity are recorded using the online accident reporting system, no matter how minor, using:

<https://wscc.info-exchange.com/SchoolIncident>

The accident log book is located in the Office where incidents can be recorded if necessary, and as set out below:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital, etc)
- name and signature of the first aider or appointed person.

Injuries to heads

All incidents of injuries to heads must be recorded and parents/carers notified via a **written note** or stickers (stored with the accident log book in the Office).

These written records of incidents requiring first-aid must be kept for a period of years – even when a child has left the school, for accurate evidence of any incidents.

Asthma

- Inhalers are kept in the children's classroom and children use them whenever they feel the need to, or as advised according to their asthma care.
- Inhalers are taken on all off-site visits.
- The class teacher will inform parents/carers if a child is using his/her inhaler more than usual, seems tired because of asthma, or is falling behind with his/her work

Off –site visits

A first aider accompanies parties on off-site activities. Individual medical records of each child, with a diagnosed medical condition, are taken by the teacher for school trips. It is the responsibility of the class teacher to ensure asthma inhalers and other essential medication is taken on school trips. A mobile phone is always taken on school trips.



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Indemnity

West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.