

# **Twyford St Marys C of E Primary School**

## **First Aid Policy 23-24**

### **Policy Statement**

Twyford St Mary's C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Twyford St Mary's C of E Primary School is held by the headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy (Appendix 1).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (Appendix 2) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment

### **First Aid Training**

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

## Appointed Persons

At Twyford St Mary's C of E Primary School there are 2 appointed persons who are as follows:

- Schools SAO
- Schools AO

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

## Paediatric First Aiders

The list for all up to date first aid trained personnel can be found in the school office.

At Twyford St Mary's C of E Primary School there are 10 qualified paediatric first aiders who are from the LSA, Support staff and Teaching Team.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

## First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 4 first aid kits on the premises. These first aid kits will be situated in:
  - The Greenhouse
  - Staff Kitchen
  - Shelf by library
  - Main Kitchen
- 5 first aid boxes on the premises. These first aid boxes will be situated in:
  - Ash class
  - Beech class
  - Sycamore class
  - Willow class
  - Yew class
- 4 travel first aid kits. These travel first aid kits will be located in the school office prior to use.
- 2 Portable Break time first aid bags. These bags are located by the office stairwell (on hooks).

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist

(CSAF-003). Completed checklists are to be stored in the First Aid Kit Checks Folder in the School Office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The School Office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- chair, first aid kit, telephone,

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever an epi-pen has been used following anaphylactic shock
- Following an epileptic seizure

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- in the event of a head/teeth injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider/appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Emergency medicine**

· It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):

o Injections of adrenaline for acute allergic reactions

o Rectal diazepam for major fits

o Injections of Glucagon for diabetic hypoglycaemia

· In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

(Please see Supporting Pupils with Health Needs policy)

## **Out of hour and trips**

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, after-school clubs and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

The first-aid arrangements for school organised trips/visit are included in the Offsite Activities Risk Assessments. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

## **Records**

All accidents requiring first aid treatment are to be recorded in the First Aid Folder held in the School Office with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

**Date of Policy Approval: Summer 2023**

**Date of Next Review: Summer 2024**

## **Administration of Medicines**

### **Administration**

The administration of medicines is the overall responsibility of the parents. The head teacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

### **Routine Administration**

#### Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.
- Medicine must be brought with the pharmacist's label or doctor's instructions attached.
- Medicine can only be administered to the child named on the pharmacist's and in accordance with the instructions on the label.
- Parents must complete and submit an Administration of Medicine form (see Supporting pupils with Health conditions policy). Where several doses per day are required, the parent must clearly state on the form how many doses should be given at school and how many at home.

#### Non-prescribed medicines

- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain circumstances with parental consent.

#### Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate, following consultation and agreement with (and written consent from) the parents. On such occasions, a health care plan will be written for the child concerned.

### **Non-Routine Administration**

#### Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
  - o Injections of adrenaline for acute allergic reactions
  - o Rectal diazepam for major fits
  - o Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

### **Medical Accommodation**

The School Office or Greenhouse will be used for medicine administration/treatment purposes. The room will be made available when required.

## **Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken alongside the first aid Qualifications of the school. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

## **Storage**

The storage of medicines is the overall responsibility of the headteacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with the Managing Medicines in Schools and Early Years Setting document and product instructions, in the original container in which the medicine was dispensed, and with the pharmacist's instruction label and any accompanying guidance leaflets.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

## **Disposal**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

**Approved by Governing Body: Summer 2023**

**Date of next review: Summer 2024**

## **Appendix 1 – HCC Corporate Policy for the Provision of First Aid**

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained.

Hampshire County Council will provide suitably trained personnel and equipment for rendering first aid to employees if they become ill or injured. Additionally, it is Council policy to provide first aid to any other persons who use our premises or services; this includes pupils and service users.

To comply with the HCC policy Headteachers / Responsible Managers shall ensure that:

- A sufficient number of first aid personnel are appointed for their work teams or location, the actual number to be decided by risk assessment.
- Suitable first aid provision is made for staff who drive, work peripatetically, work away from buildings or work from home.
- Sufficient first aid kits are available
- All first aid activities carried out are recorded
- All first aid kits are 'in date' and appropriate
- All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter
- A list of all first aid personnel and their contact numbers/locations is prominently displayed

To comply with the HCC policy first aid personnel shall:

- Maintain the first aid kits and equipment in their charge, including replacing any out of date items.
- Administer first aid as they were trained and within their competency.
- Make responding to first aid requests at work their first priority.
- Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so.

## Appendix 2: Schools First Aid Needs Assessment Form 2023

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Twyford St Mary's C of E Primary School
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	The majority of injuries are to children and of a minor nature e.g. bumps, bruises, grazes and scratches incurred at playtimes and occasionally in PE. These risks are assessed as high frequency, low impact events. There is a low risk of minor injuries to adults e.g. paper cuts.
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	There is a higher risk of injury to staff working in the school kitchen, who are employed by HC3S e.g. cuts, burns, scalds. There is a first aid kit in the kitchen and both members of staff in the office are qualified first aiders whose training covers these types of injuries.
3	Are large numbers of people employed on site?	There are currently 21 adults on site and 149 pupils on roll.
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Minor accidents are recorded in the First Aid folder in the School Office. Serious accidents/incidents are also reported using the HCC online reporting tool and CPOMS where necessary. Ill-health among staff which result in absence are recorded on the employees staff records and on the IBC portal. Pupil absence is recorded on Arbor. If a pupil is taken ill during the school day and needs to go home, it will be recorded in the Pupil In and Out Folder in the School Office.
5	Are there staff/children on site who have disabilities or specific health problems?	2 pupils with nut allergies. 5 members of staff have received Epipen training. A Healthcare Plan is in place for every child with health needs which are stored in classrooms, in travel first aid bags and all linked staff are aware of.
6	Are there clients or service users on the site who may need first aid?	Any visitors to the school are made aware that they need to contact the School Office if they require first aid.
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	There is at least 1 qualified first aider in the office from 8.30am until 4.30pm and during lunchtimes. There are also at least 1 emergency first aider and 1 paediatric first aid trained member of staff in school at lunchtimes.
8	What is the site layout and will the layout require additional first aid	The site is mainly at ground floor level. There is only a requirement for additional first aid arrangements when the children play on the




	cover for separate buildings or floors of a multi-storey building?	field adjacent to the school at lunchtimes/during sports. A walkie talkie is taken and linked to the school office.
9	Do you have any work experience trainees?	We have work experience trainees annually and they are covered by our first aid provision.
10	Are there a number of inexperienced or young staff/workers/visitors on site?	Not applicable. Although we occasionally have work experience / students on site from time to time, we only usually have one at a time.
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	Not applicable.
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	Not Applicable
13	Do you work on a site occupied by other organisations and share first aid arrangements?	Not Applicable
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Royal Hampshire County Hospital is 4.6 miles away and takes approximately 15-20 minutes(depending on traffic)
15	Do some staff work alone or remotely (including contracted home workers)?	There are occasions when some staff will work alone. They are aware of the Lone Working Policy and the location of First Aid kits.
16	Do you have service users aged five years of age or younger?	We have 10 paediatric first aid trained staff. One of them is the LSA in Ash Class (Reception) and would always be present on trips where five year olds or younger children are attending.
17	Do members of the public visit your premises?	Yes. They are required to use the Visitor sign in system and are advised that if they require first aid or feel unwell whilst on site they should advise staff in the school office.
18	Do you have any employees with reading or language difficulties?	No

**Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.**

<b>Part 2</b>	<b>SUMMARY OF REQUIRED FIRST AID PROVISION</b>	
<b>Name of Premises/Organisation/School</b>	<b>Twyford St Mary's C of E Primary School</b>	
<b>Level of First Aid Staff (Type of Provision)</b>	<b>Numbers of staff required to be on site during the normal working day</b>	<b>Numbers Trained to Meet On-Site Requirement</b>
<b>Qualified First Aider</b>	<b>2</b>	<b>10</b>
<b>Emergency First Aider</b>	<b>2</b>	<b>10</b>
<b>School First Aid Trained</b>	<b>0</b>	<b>0</b>
<b>Paediatric First Aid Trained</b>	<b>2</b>	<b>10</b>

<b>Appointed Person</b>	<b>1</b>	<b>2</b>
<b>Other:</b> (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>	<b>N/A</b>	<b>N/A</b>
<b>First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of First Aid Kits</b>
<b>Yes</b>	<b>4</b>	<b>Office, Staff Kitchen, Main Kitchen, by library</b>
<b>Travel First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of Travel Kits</b>
<b>Yes</b>	<b>2</b>	<b>In School Office until required</b>

<b>First Aid Rooms/Areas</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>	
Yes	1	School Office	
<b>Defibrillator / Additional Equipment</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>	
No	0	0	
<b>First Aid Needs Assessment Completion</b>			
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate		
Details updated to represent staffing body at Summer 2023 term			
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>	
Sophie Davies		10/5/2023	
<b>Assessment reviews</b>	Set future review dates & sign/comment upon completion		
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>