

FIRST AID POLICY

'...like a tree firmly planted by streams of water which yields its fruit...'

Psalm 1v3

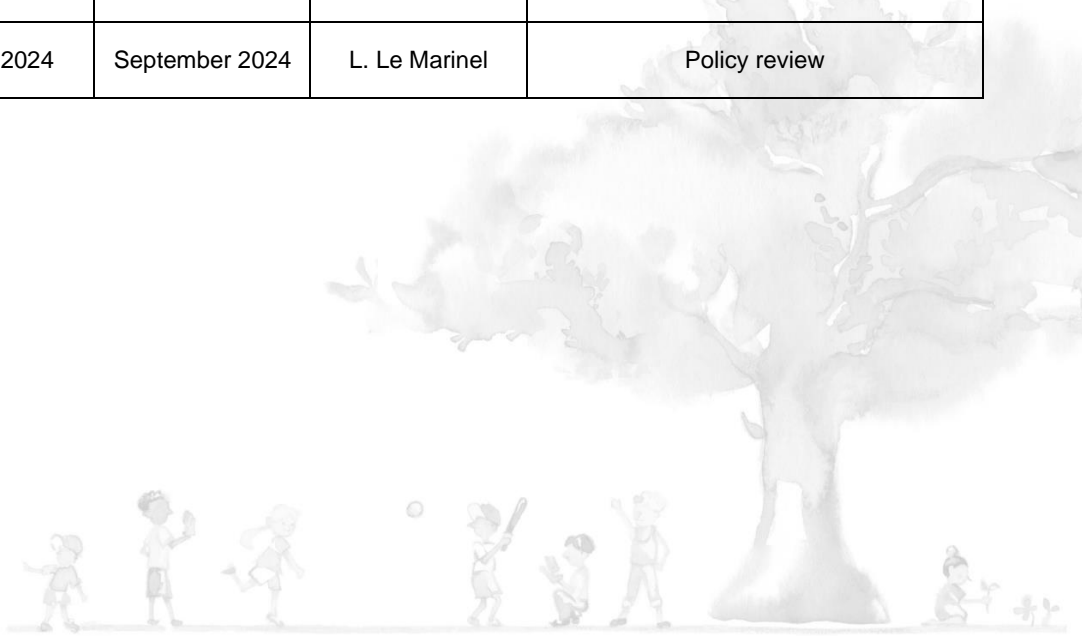


Bollinbrook CE Primary School First Aid Policy

Recommended by	A Burns/E Robinshaw
Approved by	FGB
Approval Date	May 2020
Version Number	1
Review Date	September 2023
Legal Status	Statutory

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2	May 2020	May 2020	A. Burns	Covid-19 update
3	September 2021	September 2021	L. Le Marinel	Annual Review
4	September 2022	September 2022	L. Le Marinel	Annual Review
5	August 2023	September 2023	L. Le Marinel	Policy review
6	August 2024	September 2024	L. Le Marinel	Policy review





Mission Statement

... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3

At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.

Bollinbrook CE (A) Primary School

POLICY FOR FIRST AID AND ACCIDENT REPORTING

Policy Statement

Bollinbrook accepts its responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledges 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.

Aims and Objectives

- To ensure that first aid provision is available at all times whilst people are on the school premises, and areas off the premises whilst on school business.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out First Aid treatment.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

First Aid Provision

The location of First Aid kits are:

- EYFS
- KS1 Library outside Year 1/2 classrooms.



- The KS2 art bay.
- Hall extension (wrap around care)

The contents of the kits will be checked on a regular basis by Heather Lawton and Eva Robinshaw, and re-stocked as necessary.

Off Site Activities

At least one First Aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPens, PPE etc.

A person who has been trained in emergency First Aid (6-hour EFAW Course) will accompany all off site visits wherever possible. As a minimum, 2 staff will need to have completed basic first aid. For some trips with additional risks or hazards, a First Aid at Work (3-day FAW) or Paediatric First Aid (2-day PFA) may also attend.

Wrap around care

This policy covers children who attend our wrap around care run by HolidayZone. They also have staff that are qualified in administering first aid. Any minor accidents will be dealt with and recorded using the procedures outlined in this policy and recorded via their own procedures. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately. Medication can be administered online with the school's 'Supporting children with medical needs' policy requiring parents to complete a 'Request and Consent for the Administration of Medication in School' from available from the school office

Information on First Aid arrangements

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

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits and PPE.

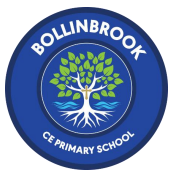
In addition, the Head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.
- All members of staff will be made aware of the School's First Aid policy.

Aims and Objectives: RIDDOR AND L.A. intranet incident notifications

The Governing Board/Bollinbrook School will implement the LA'S intranet procedures for reporting:

- All accidents which require hospital treatment, death or severe injury.
- All incidents of violence and aggression.
- Any confirmed COVID-19 cases.



The Governing Board/Bollinbrook School is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees. We report such cases via the LA intranet reporting system – Prime; these are then passed on under RIDDOR regulations by the LA Health and Safety team as required.

- An accident that involves an employee, pupil or school visitor being unable to return to work for more than three consecutive days.
- An accident which requires admittance to hospital.
- An accident which requires treatment at hospital.
- Death of a person.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- Any confirmed COVID-19 cases.

Accident reporting; other than RIDDOR and L.A. reporting

Accidents and incidents which do not reach the thresholds above will still be recorded by the school internally.

All accidents/incidents requiring First Aid of any kind are recorded on accident forms located in one of the two incident/first aid folders. These are located in:-

- EYFS
- **KS1 Library outside Year 1/2 classrooms.**
- **The KS2 art bay.**
- **Hall extension (for wrap around care)**
- **School office**

Forms are to be completed fully and given to the pastoral team. These will be scanned and added as a pastoral note on the child's Arbor profile.

All children requiring First Aid following a head bump or accident which leaves a mark or scratch will require a text message home (via Arbor), informing the Parent/Guardian of their injury and treatment. We may also contact parents/carers as a pre-caution or ask them to come and take their child home if needed. This procedure is also followed in the wrap around care club and holiday club.

Pupil accidents involving head injuries

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

If the head injury is minor apply a cold compress and monitor closely and complete a head injury report form which must be signed by first aider and given to the Parents/Guardians.

Emergency Treatment and sending pupils home

- In all cases of emergency ANY member of staff may call directly for an emergency ambulance. If the casualty is in danger of death, not breathing, bleeding profusely or unconscious, 999 should be called without delay, and then the First Aider and Headteacher be called for after the 999 call is made.
- In all other non-emergency cases, the Headteacher (or in their absence, the person designated to take charge of the school) will determine what is a reasonable and sensible action to take.



- Where the injury is deemed an emergency, an ambulance will be called following which the parent/guardian will be called. However, once the ambulance arrives, it is entirely up to the professional opinion of the crew when they leave and as such they may not wait for the parent to arrive. (The First Aider is to stay with the child until the parent/guardian meet them at hospital)
- Where hospital treatment is required but is deemed not to be an emergency, then the Headteacher will contact the Parents/Guardians for them to take over the responsibility for the child.

If the Parents/Guardians cannot be contacted the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil and further First Aid as required whilst en route.
- Staff member to stay with the child until such time as the Parents/Guardians arrive to take over the responsibility.

Hygiene/Infection Control – Dealing with body fluids

When dealing with blood or other body fluids, single-use disposable gloves, disposable apron and the staff members allocated face visor must always be worn (disposable face masks are optional).

Spills of the following body fluids must be cleaned up immediately:

- Blood
- Faeces/urine
- Vomit
- Nasal and eye discharge
- Saliva

Exposed cuts and abrasions should **ALWAYS** be covered. Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Any soiled dressing etc must be disposed of in a waste bag and then wrapped in an outer bag. Never use a mop for cleaning up blood and body fluid spillages. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush.

First Aid out of school on trips or residential visits

In the event of children needing First Aid on school trips:

- All Staff have access to a First Aid kit and mobile phone.
- The First Aider deals with minor ailments.
- Gloves, disposable apron and the staff members allocated face visor are ALWAYS worn when treating any injury (disposable face masks are optional).
- Any accident or incident is reported back at school and an 'Incident in School' form filled in accurately and as soon as possible. A note of the incident is made at the scene.



- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of Medication in School' form. NO other medication must be given by anyone.
- For any Head injuries the school and the parents are informed immediately by telephone and a 'Head bump' letter sent home with the child.
- If children are sent home they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- There will be a pre-determined First Aider to accompany the child in the ambulance, whilst the school contacts Parents/Guardians and arranges for them to meet the child and staff member at the hospital.
- In the event of parents being unreachable, the contact people on the child's form will be called.
- Any soiled dressing etc must be disposed of in a waste bag and then wrapped in an outer bag.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid incidents should be logged on appropriate forms.
- Medicines of any description (including pain killers) are NOT to be administered to ANY child by ANY adult unless they are the designated person responsible and that they have written signed consent form stating the dose and frequency.
- Class-teachers remain as the designated persons.

Monitoring and Review

This policy will be reviewed annually and updated in light of any change in legislation / guidance.

