



First Aid Procedures

Agreed - September 2023

Review - September 2024

First Aid Procedures

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate procedure for the administration of medicines and the reporting of Incidents and Accidents.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

The administration and organisation of first aid provision is taken very seriously at Evergreen Primary Academy. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in all compliance checks, regular H&S Walks, H&S annual audits and report all accidents and near misses

First Aid Procedures Guidelines

First aid in the academy

At Evergreen Primary Academy, we ensure that there is at least two emergency first-aid trained and two paediatric first aid trained members of staff in school at all times (during the school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

As of April 2022, Evergreen Primary Academy has 2 Paediatric trained first aiders and Emergency First Aid at Work trained staff. (see appendix a). Support is given as such:

- In EYFS all support staff have first aid training. There are 2 paediatric trained members of staff.
- For each break time and lunch time the school has nominated first aiders.
- When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For EYFS visits, we ensure that a paediatric first aider accompanies the group.
- During activities outside of the school day (after school clubs), there is always a designated first-aider onsite.

- We also have 2 staff trained to Administer Medicine. Only staff who have received this training should administer any form of medicine which includes inhalers and Calpol. Please refer to the policy called Supporting Pupils with a Medical Condition.

Training

All support staff are offered emergency first-aid training.

The school keeps a register of who is first-aid trained and when their training is valid till.

The Operations Manager is responsible for organising first-aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete an approved first aid training course
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.
- To ensure all first aid paperwork is completed including the CLF Accident Reporting Form (see appendix B for instructions) and CPOMS as follows;

Accident/Incident must also be added to CPOMS when;

1. Parent has been called to collect child due to child requiring additional first aid
2. Ambulance has been called
3. All Safeguarding Concerns
4. All Accidents for families already known to have a safeguarding concern however minor the injury
5. Any accident linked to behaviour

In addition – complete

1. All Head Bumps require a phone call home to advise parents of the accident
2. If necessary the Emergency services called immediately if needed and Principal/VP or Operations Manager informed.

Appointed Persons

The Principal is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Principal, the senior leaders will carry out this role.

The lead first aider liaises with the Principal/SLT and Health and Safety committee to ensure that procedures are being adhered to.

They are responsible for ensuring that the first aid stock is maintained.

They are responsible for the defib checks and monitoring and reporting the checks to South Western Ambulance Services.

First Aid Facilities

There is a dedicated first aid room in the school, which is lockable.

It contains the appropriate first aid supplies approved by the HSE, and also where any medicine approved for administering is stored in a locked cupboard or locked fridge.

The school has several travelling first-aid bags used for off-site visits. These are kept in the First aid room, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in the first aid room cupboard.

All classrooms also have their own emergency classroom box which contain gloves, instant ice pack, plasters, antiseptic wipes, sick bag.

In the first room there is information on children who have medical conditions.

There is a file containing information about children receiving medication administered by the school.

Accident and Injury reporting and procedures.

- Any child who arrives at the first aid room must be seen by the first aider;
- All incidents/accidents involving pupils, staff and visitors or contractors are record on the CLF Accident Reporting Form [CLF Accident/Incident Reporting System - 2022 \(office.com\)](https://www.office.com/CLF-Accident-Incident-Reporting-System-2022)
- In all accident cases a child will be given a band to wear on their wrist stating their injury and treatment.
- If a child has received a bump to the head but there are no cuts or bruising and the child feels normal, then the child will be given a band and the office will contact the parent or carer.
- All head injuries must be closely monitored for a minimum of 15 minutes before a child can return to class or the playground. You must be vigilant for signs of concussion. Please ensure the child's teacher and TA are aware that the child has had a head bump.
- All injuries where an ice pack has been administered, the child/adult must sit down in a suitable area (office or first aid room). These patients should be monitored. After 15 minutes if the injured child/adult is assessed to be able to return to the playground, classroom or workplace, the ice pack should be taken from the injured child/adult and cleaned. The ice pack should then be returned to the fridge/freezer to ensure the stock of ice packs is maintained. No child/adult should leave the vicinity of the first aid room with an ice pack unless the injury is serious enough for the ambulance service to have been called.
- All serious injuries should be reported to the Principal or senior teacher and should be recorded on the CLF accident reporting form and on CPOMS as well as consulting with Operations Manager and filling a RIDDOR form;
- If a child needs to be sent home, as they are too unwell to stay in school, this must be checked with the Principal or Senior Vice Principal. No conversation should be

had with the child about them going home before approval and parent/carer contact has been made.

- All adult medical conditions are stored in their personnel file.

Calling the emergency services

In the case of major accidents, it is the decision of the Principal/Senior Vice Principal if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents 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 clearly located in the school office or on BROMCOM

Appendix A

First Aid Trained Staff Paediatric

Trained

Tamsin Webb – expires 29th April 2025

Charlotte Attwell - expires 17th July 2025

Administration of Medicine

Safia Duale – expires 9th November 2023

Angela Tolley – expires 6th June 2026

Emergency First Aid at Work Trained

Alex Carruthers – expires 28th May 2024

Angela Tolley - TBC

Ella Wheatcroft - TBC

Julie Vincent - expires 28th May 2024

Teresa Smaka – TBC

Zoe Allan – expires 28th May 2024