**BRINKLEY GROVE PRIMARY SCHOOL**

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| **First Aid Policy**  **April 2020**  **Author: Headteacher**  **Annual** |



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| Adopted by Governors serving on the FGB Committee | May 2020 |
| Recommended Review Date | April 2021 |

**POLICY & GUIDELINES FOR ADMINISTERING FIRST AID IN SCHOOL**

**AIMS:**

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid.

**LEGISLATION & GUIDANCE:**

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf), advice from the Department for Education on [first aid in schools](https://www.gov.uk/government/publications/first-aid-in-schools) and [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
* [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees
* [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
* [Social Security (Claims and Payments) Regulations 1979](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The School Premises (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1943/regulation/5/made), which require that suitable space is provided to cater for the medical and therapy needs of pupils

**CLASSIFICATION & STAFFING:**

Brinkley Grove Primary School has 2 members of staff with designated responsibility for administering First-Aid in school:

Ms A Akhtar and Mrs R Emms

The above members of staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

* Cut to head or serious knock
* Suspect sprain or break
* Burns
* Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.**

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated by other first aiders.

There is a large number of other staff who are first aid trained, with at least 1 LSA being trained in each year group who attend regular training and have current certification. A list of all qualified first aiders is displayed prominently around the school.

Examples of issues that these first aiders deal with include:

* Minor cuts or grazes
* Pupils who feel - or who are actually – sick
* Minor bumps to the head – i.e. pupils colliding in the playground.
* Minor marks to the body (bruises), skipping rope burns etc.
* Dog-dirt on shoes/soiled clothing/mud on clothes etc.

**FIRST- AID:**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Headteacher / Deputy Headteacher (injury type permitting) and the relevant action taken.

Incidents during the day should be treated as follows:

* **DURING LESSON TIMES**: children may be sent the office for an assessment of the severity of any illness or injury and appropriate action will be taken.

* **BREAK:** children may bebrought to the school office for treatment.

* **LUNCHTIMES:** The Senior MDA is responsible for First Aid and may contact other first aiders or the Headteacher for support.

* Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in his absence, by a member of the Senior Leadership Team.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that parents be notified that the child needs to go home, the office should be contacted to confirm authorisation with the Headteacher / Deputy Headteacher, and parents contacted.

**EPIPENS:**

There are a number of pupils in school requiring ‘Epipens’. The **administering of epipens must be carried out by the nearest member of staff** **in the event of an emergency and / or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.** Please ensure you are familiar with the use of epipens and / or symptoms of anaphylactic shock.

**MEDICATION**

**All medication must be kept in the school office.** Parents complete a consent form giving full details of medication, dosages etc. This form has a picture of the child on it and a further picture is attached to the medications packaging. Medication is to be administered **only** by a designated first aider who completes the medication register. An approved medication spoon or oral medication syringe will be used to ensure correct dosage is given. **If you find a child has medication with them please bring it to the school office as soon as possible.**

The school office keeps an emergency salbutamol inhaler for use **only by children who have been prescribed an inhaler** if their own is not available for use (e.g. because it is empty). One of the designated first aiders will contact the parent if this is the case so a replacement can be brought into school as soon as possible.

**PUPILS WITH SPECIFIC NEED:**

Details of Pupils with specific need i.e. diabetic / severe allergies / epipens etc. may be found at the front of each register. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

**INCIDENT REPORTING:**

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. This is situated in the school office. Pupils will be given a copy of the form to ensure that their families know the nature of the injury and how it was treated. Furthermore, for more significant injuries the parents will also be contacted, either via phone or other school communication method.

**TREATMENT:**

School has a ready supply of minor first aid equipment. These may be found in the first instance in each classroom and also in the school office.

The administering of items such as antiseptic creams etc. are not permitted in case of allergic reaction. Cuts and grazes should be treated with gauze and clean water and elastoplasts / micro pore applied where applicable.

**CLASS MEDICAL LIST:**

Every Class register must have a Class Medical List and a list of pupils with specific dietary requirements and other medical conditions such as asthma.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, Headteacher, dinner lady or First Aider should they be feeling ill.

Kitchen staff / Senior Dinner Lady / Class Dinner Lady also need to be informed if a child has a food allergy or requires medication.

**PUPILS WITH SPECIFIC DIETARY REQUIREMENTS**

Pupils must be fully risk-assessed when food-tasting activities take part at school.

Review Date: April 2021