

St Matthew's High Brooms CE Primary School

Powder Mill Lane
Tunbridge Wells
Kent
TN4 9DY



First Aid Policy

Headteacher: Mrs Sonia Phillips
Chair of Governors: Mrs Karen Stevenson

Ratified: May 2021
Next Review: May 2024

Policy written by: Carolyn Pollard & Shirley Austen

Fulfilling God-given potential

*Distinctive Christian values-
Honesty, Kindness, Respect, Responsibility*

First Aid Policy Statement

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

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.

Guidelines

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), 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](#), 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](#), 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](#), 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](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3.1 Appointed person(s) and first aiders

The school's appointed person is Shirley Austen They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in the first Aid room and on SCR. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Kent LA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times .
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs.
- Informing the headteacher/SLT about any incident that involves a member of staff injuring/hurting a child (however accidental) before the end of the school day

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the school office will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead member of staff for the trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for EYFS, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

For all other year groups, there will always be at least one first aider on school trips and visits. Classes leaving school take a first aid kit and a sick bucket containing essential cleaning aids and disposable waste bags.

Any medication for pupils' needs, such as asthma pumps, should be checked and taken with the first aider on school trips.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

See Appendix 1

No medication is kept in first aid kits.

First aid kits are stored in the First Aid Room and in the following areas; upstairs classrooms above hall. Independent Catering maintain their own first aid kit in the school kitchens. Emergency first aid kits are available for use for off-site school visits. These 'bumbag' first aid kits must be signed in and out by a first aider on trips.

During coronavirus: First aid kits are spread around the school so bubbles do not have to cross to access first aid kits.

6. Record-keeping and reporting

6.1 First aid and accident record book

- The accident book is located in the first aid room and should be completed for every incident where first aid is administered.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury through the Kelsi website. https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-e6a99e70-6315-489f-9ac6-4ee4886fcef6/AF-Stagec4d2c58f-628f-4fc6-8186-85339a2086cc/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes
- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of (IRMS toolkit for Schools 2018 v.2)
 - Adults Date of the incident + 12 years
 - Children DOB of the child + 22 years

6.2 Reporting to the HSE

The School Secretary will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Deputy Head (Carolyn Pollard) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Class Teacher/ First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a child receives a head injury (however minor), a call will be made to the parents/carers ASAP.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Lead DSL will also notify KCSB of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy
- Child Protection and Safeguarding Policy

First Aid Policy Guidelines

Definitions

First aider – someone who administers first aid, has undergone a training course in administering First Aid at Work (FAW) and holds a current FAW certificate, current Paediatric First Aid (PFA), an Emergency First Aid at Work (EFAW) certificate or Emergency Paediatric First Aid (EPFA) .

Trained first aiders are constantly reviewed and members of staff will be booked onto first aid training when a need has been identified by the school.

First Aiders that receive a payment for their duties are required to:

- Take control in major incidents
- Liaise with emergency services
- Speak with and/or contact parents by phone to explain procedures undertaken by the school (eg ice pack administered/rash identified) and offer advice (eg visit A&E, contact Doctor)
- Keep first aid stock up to date

- Ensure first aid packs are ready for school trips
- Store medicines securely and administer medicines in accordance with 'Supporting pupils with medical conditions policy' and form completed by parents/carers (appendix 5)
- Inform SLT of the need to update qualifications for first aiders
- Ensure first aiders in school are following procedures correctly
- Keep a visual record in the first aid room of children with specific medical conditions and ensure staff who are in regular contact with the child are aware of their specific needs.
- Ensure the Record of Medicine Administered to an Individual Child (appendix 2) is completed.

Responsibilities:

Name	Position	Responsibility
Shirley Austen	First Aider	Restocking first Aid
Sonia Phillips	Headteacher	Reviewing serious accidents: Completing online HS157
Kimberley Lewis	Secretary	Emergency calls 999 Contacting parents
Debbie Brown	Admissions Officer	Emergency calls 999 Contacting parents
Carolyn Pollard	Deputy Head	Reviewing serious accidents: Completing online HS157

Cuts

Gloves should be worn to treat cuts. All open cuts should be covered after they have been treated with water. Children should always be asked if they can wear plasters BEFORE one is applied. We always use non-allergic plasters but children may be given an alternative dressing. All cuts should be recorded in the accident file and parents informed. All blood waste should be placed in the medical waste bin in the first aid room.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack/cold compress and the child should be given an advisory "Bumped Head" sticker/letter to take home. Parents will be informed by phone during the school day and wherever possible spoken to at the end of the day. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Asthma

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school in the child's classroom, an Asthma Pumps Permission Form (appendix 4) must be filled out. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents should the pumps expire or run out. Asthma pumps should be carried by a responsible adult in charge of the person who it has been prescribed to for young children. Older children may carry their own asthma pump but it is the adult in charge of that child to be aware. All pumps must be clearly labelled with the child's name. Asthma sufferers should not share inhalers.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter (appendix 3) should be sent home (in paper copy, by Squidmail or clasdojo) with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Rashes

Rashes/Common Ailments

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. For the inspection of other rashes the same procedure should be followed. If we suspect the rash/ailment to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same rash/ailment in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot problems early and began treatment early, thus avoid the further spread of rash/ailment. It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

Sickness/ Diarrhoea

The school will inform parents that children should be off school for 48 hours from last episode of diarrhoea or vomiting as recommended by NHS.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office. Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the first aid room. Each child's medication is in clearly labelled and their care plan stored in the first aid room. For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical conditions policy'.

All medicines in school are administered after parents complete a permission form (appendix 2) that is discussed and agreed with a first aider or following the agreement of a care plan. Medicines administered in schools during the day at parents request, must be clearly labelled with the pupils name and held in a designated lockable cupboard/box. Each dose given at school must recorded showing the time, date and who administered them.

Ibuprofen (on prescription only) or Paracetamol (supplied by parents only) can be held, but must be kept separately from the first aid box and stored securely for safety. Prescription medicines can only be given after written permission is obtained from parents/carers under Doctor's directions and in original containers.

Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01892 528098
2. Give your location as follows: St Matthew's High Brooms, CE Primary School
3. State that the postcode is: TN4 9DY
4. Give your name:
5. Give name of child/adult and a brief description of child's/adult's symptoms:
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
7. Ensure that the emergency gates are opened with the key held in the school office.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked

Appendix 1

Suggested list of first aid equipment



- A leaflet giving general guidance on first aid such as the HSE leaflet “Basic advice on first aid at work” (see “Where can I get further information?”) <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm X 12cm), individually wrapped, sterile un-medicated wound dressings
- Two large (approximately 18cm X 18cm), individually wrapped, sterile un-medicated wound dressings
- One pair of disposable gloves (Nitrile or vinyl gloves with the code EN374)
- Tablets or medicines should not be kept in the first aid box.

The above is a suggested contents lists only. Equivalent but different items will be considered acceptable.

St Matthew’s First Aiders also consider the following equipment necessary:

Assorted non-allergic plasters

Gauze

Microporous Tape

Disposable gloves

Distilled water/eye pads/eye wash

Foil blanket

Scissors

Bandage

Sling

Plastic bags to put soiled gauze in

First aid slip to record accident/pen



Record of Medicine Administered to an Individual Child

Name of child: _____ Class _____

Date medicine provided by parent _____

Name and strength of medicine _____

Start Date _____ End Date _____

Dose and frequency of medicine _____

Staff signature _____

Signature of parent _____

Note: Medicines must be in the original container as dispensed by the pharmacy

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Appendix 3 (headlice letter)



St. Matthew's High Brooms C.E. Primary School
Powder Mill Lane
Tunbridge Wells
TN4 9DY
Telephone:01892 528098
Email: office@st-matthews.kent.sch.uk
Head teacher: Mrs S Phillips
Deputy Head: Mrs C Pollard

Fulfilling God-given potential

Dear Year Parent/Carer,

We have had reports of head lice in your child's class. Please check your child carefully for head lice and treat accordingly. We do not wish your child to have the discomfort of itching and scratching as it detracts from their learning.

We ask that parents check their child's hair regardless of whether they think their child has lice or not, since without rigorous checking the lice are easy to miss. A lotion or spray should be used if a living (moving) head louse is found, the normal advice is to treat the hair with conditioner and repeat the treatment after seven days, you can buy a fine-toothed comb from your local pharmacy for wet combing.

Please would parents ensure that long hair is tied back in school.

We would like to thank you in advance for your support.

Yours sincerely,

A handwritten signature in black ink that reads 'SPhillips'.

Mrs Sonia Phillips
Head teacher

Asthma Pumps in Primary Schools

Dear

Asthma Pumps

Your child _____ has an asthma pump in school.

I am writing to inform you of the School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept safely in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during breaktimes, a request to a member of staff must be made first before entering the building. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping. It will be the child's responsibility to ensure the Midday Supervisor is given it, to take back to class following lunch.

If you wish to see the Supporting Children with Medical Conditions, please make a request to the school office or visit our school website. <https://st-matthews-school.org/our-school/policies>

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely



Headteacher

Asthma Pumps

Please tick as appropriate

{ } I agree and accept the above guidelines regarding asthma pumps in school

Signed _____ Parent/Guardian

Date _____ Child's name _____



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Telephone: 01892 528098
Email: office@st-matthews.kent.sch.uk
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Deputy Head: Mrs C Pollard

Fulfilling God-given potential

Dear Parent/Carer,

As you are aware, we can administer medicine to children within school hours upon completion of a parental consent form. In addition to giving us permission to administer the medication, this is a great help to the school as it makes us aware of your child's medical needs. Sometimes however, medication is prescribed that may not be required during normal school hours but may carry side effects etc that could affect your child anytime of the day. In this instance, we ask parents to highlight this to the school by completing the form below and returning it to the school office. We can then make the relevant people aware, and in the case of an emergency, advise the emergency services of any medication your child may have been prescribed.

Yours sincerely,

A handwritten signature in black ink that reads 'Phillips'.

Mrs Sonia Phillips
Head teacher

Prescribed Medication

Child's name _____ Class _____

Name of Medication _____

Dose and Frequency of Medication _____

Is this a long term requirement? or please state date range medication will be taken:

Any other helpful information _____

Signed _____ Print Name _____ Date _____