



**THE GOVERNING BODY OF
THE BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS' FEDERATION**



First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces, including those with five or fewer employees and to the self-employed.

Assessment of First Aid Needs

Employers are required to carry out an assessment of first aid needs. They need to identify the level of risk to their employees in carrying out their work duties and consider what first aid equipment, personnel and facilities they need to make available. This will include the number of trained first aiders, the number of first aid boxes, their content and location and whether there is the need for a first aid room. The requirements also apply to other people on the site i.e. pupils and visitors.

An assessment of the first aid provision required for a particular site must consider:

- a. Physical size of the site
- b. Number and distribution of employees and pupils on the site
- c. Hazardous nature of the site activities and risks involved.
- d. Work patterns, including travelling, lunchtimes, out of hours and/or off-site activities.
- e. Possible absence of post holders due to holidays, illness etc.
- f. Remoteness of the site from emergency services.
- g. Specific health needs or disabilities.
- h. Site history of accidents.

The level of training for the first aiders can then be assessed and provision made.

First Aid Training

Training must be provided by an HSE approved training organisation. The course for an approved first aider is generally one/two days and the certificate is valid for three years. A paediatric First Aider is present in EYFS. Re-certification is generally one/two days and this must be achieved within the three-year period. Further specific training may be required dependent on the nature of the activities on the site e.g. sports, swimming, etc.

There may also be a requirement for a number of appointed persons. These are persons who can take charge when someone is injured or falls ill, including calling an ambulance, and can look after the first aid equipment e.g. restocking the first aid boxes. Appointed Persons should not attempt to give first aid for which they have not been trained.



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First Aid Equipment

The findings of the assessment will be used to decide what first aid equipment should be provided. The minimum level of first aid equipment is a suitably stocked first aid box. These should be stored in a clean environment.

There is no standard list of items to put in a first-aid box. However, as a guide and where there is no special risk, a minimum stock of first-aid items would be:

- A leaflet giving general guidance on first aid.
- Glove 3 pairs
- 1 way valve
- Adherent dressing 10/10cm x2
- Adherent dressing 7.5/7.5cm x2
- Adherent dressing 5.5/5.5cm x2
- Micro porous tape 1.25/5m x 2
- Micro porous 2.5/5 x 2
- First Aid scissors 1
- Finger dressing with applicator 1
- Triangular bandage 1
- Safety pins 10
- Assorted plasters 20
- Saline cleaning wipes 20
- Foil blanket 1
- Tweezers 1
- Thermometer 1

You should not keep tablets or medicines in the first-aid box.

Wounds should be cleaned with medi-wipes (never use cotton wool).

Disposable gloves should be worn when treating an open wound.

The location of first aid boxes together with a list of names of suitably trained first aiders, with their usual location is suitably displayed.



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Guidance for First Aiders

Legal Responsibility

It is very unlikely that any legal action would be taken against a first aider who was using the first aid training they have received. The school insurance policy should be checked to ensure that adequate cover is provided.

Tablets and Medications (staff)

HSE guidance states that first aid at work does not include giving tablets or medications to treat illness and such items should not be kept in the first aid box. However, strictly speaking, there is no legal bar to employers making such items available to employees, if the assessment of first aid needs indicates they should be provided. HSE has no objection to paracetamol or aspirin being made available in the workplace. First aiders issuing these tablets should have a reasonable understanding of what is involved.

Some workers carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate. Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline, there is an exemption to this restriction that means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

Blue Coat Infant & Junior Federation has laid down the following relevant procedures:

General Information
Asthma Procedure
Epipen Administration

General Information

- The schools will endeavour to have at least the required amount of approved first aiders and, where possible have the remaining staff trained as appointed persons.
- First aid materials are situated in clearly indicated, relevant positions around the school together with names and location of first aiders. Portable first aid kits are available for off-site activities when necessary.



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- It is the responsibility of an appointed person to ensure that first aid boxes are kept stocked.
- All accidents must be recorded in an accident book. In the Infant School it is in the Community Room Kitchen and in the Junior School it is in the Business Manager's office. The relevant form sent to the HSE where appropriate.
- Major accidents e.g. suspected bone fracture, hospitalization, loss of consciousness, etc. must be reported to the HSE by phone immediately.
- Illness, serious accident, deep cuts and bumps to the head must be reported to the Heads of School.
- Emergency contact numbers are kept in the main office.
- In the event of a serious accident call for an ambulance. Contact the parent(s) if the Patient is a child or next of kin if an adult.
- Be alert for injuries which may have taken place outside school. Consult the Heads of School if a child has bruising/injuries which you suspect are non-accidental.
- Information concerning medical disorders and diseases can be found in each of the schools medical registers located in the Infant School Year 1, in the Junior School in the main office.
- The procedure for administering medicine and associated record must be followed in all cases (see appendix 1,2 and 2A)
- Asthma reliever inhalers will be stored in the Infants school in each year group and in the Junior School kept in the child's classroom. Children old enough to do so will carry their own inhalers in addition to the one in the school.
- Children suffering from epilepsy, allergic reaction, diabetes, fits etc. will be highlighted to key staff and a care plan set up in liaison with the health department and their parents.
- The School Health Advisor should be consulted for support in medical matters where necessary.

Asthma Procedure

As a responsible school and with advice from the National Asthma Campaign and Walsall Health Authority, we have established a procedure for managing the condition.
First Aid Staff to watch Using an Inhaler DVD



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PROCEDURE TO TAKE IN THE EVENT OF AN ASTHMA ATTACK

- 1 Keep calm and reassure the pupil
 Send for adult help.

- 2 Create space for the pupil to breathe (no sudden temperature change).

- 3 Ensure pupil uses reliever inhaler (blue).

- 4 If no improvement after five minutes repeat inhaler application.

- 5 If a mild asthma attack, call parents/GP
 If a severe asthma attack, dial 999 from the nearest telephone.

- 6 Ask someone to warn the hospital that you are on the way.

- 7 Demand immediate attention on arrival at the hospital.

EPIPEN Administration

EPIPEN training is completed under supervision from Walsall Health Authority and updated as required.

It is good practice to have two staff trained staff per year group where there is a child with an EPIPEN need.



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Emergency Contact Forms

As part of accepted good practice, the names of all pupils with a medical condition are recorded on 'Emergency Contact Forms' which are kept in the school office. Information is transferred onto a data base and a copy of relevant information given to the class teacher at the beginning of each year.

Parents are asked to keep us informed of any new or updated treatment so that their child's record can be altered accordingly. It is also helpful for our staff to be informed of any 'trigger factors' which may bring on a pupil's asthma attack.

Access to Medication

Where parents request in writing, older pupils may keep their reliever inhalers with them in a pocket or pouch. Inhalers kept by pupils will be entirely at the risk of the parent. A spare one should be brought to be stored in school in case of loss or damage. Relevant forms are completed when inhalers are administered. (See appendix 1).

Medication Authorization Procedure

The school cannot take responsibility for administering non-prescription medication.

This procedure does not apply to asthma inhalers or EPIPENS

If a parent wishes that prescribed medication be administered in school then the following apply:

- The parent should be encouraged to administer the medication themselves wherever possible
- The parent should be informed that it is their responsibility to ensure that the medication is collected at the end of the school day
- A dispensation of medication authorization record sheet be completed (appendix 2)
- The person administering the medication should be in the Infant school Head of School or Senior Lead. In the Junior School Head of School.



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Recording of accidents and incidents

Any accident/incident occurring on the site of the Blue Coat Federation School's, must be accurately recorded on the appropriate forms that shows which zone the accident happened. (See appendix 4) and the relevant information recorded (See appendix 3)

For head bumps – see head bump flowchart (See appendix 5)

In the Infant school a pink letter is sent home (See appendix 6). For none head bumps a green note is sent home. (See appendix 7).

In the junior school a note is sent home. (See appendix 8)

An accident/incident involving employees and persons receiving training must complete an accident/aggression/incident form.

Reportable major injuries should be submitted via the website www.riddor.gov.uk.

Emergency Contacts

All new starters entering the schools are required to complete an emergency contact form and medical information and consent forms are passed to the First Aider. A request/reminder for this form to be completed (see appendix 9)

Parental Consent forms for administration of medicines during the school day must be completed on each occasion and authority obtained from the Head of School.

A request for medication not in school (appendix 10)

Document review

Guidance on First Aid For Schools
Local Arrangement No 9 First Aid
Corporate Performance Management No 25 Reporting and responding to incidents

Appendices

- 1 Record of medicines administered in school
- 2 Dispensation of medication authorization / Parental Consent form for admin of medicine
- 3 Accident record
- 4 A Zone area Infants school, B Zone area Junior School
- 5 Head bump flow chart
- 6 Head bump letter
- 7 A note home
- 8 Junior Note home
- 9 Request/reminder for completion of the consent form
- 10 Request form for medication not in school form



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