



Maidenbower Junior School

First Aid Policy Policy

Approved by:	Head teacher, SLT, Welfare Officer and Full Governing Body	Date: September 2017
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This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex County Council Policies and Procedures.

Aims

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.

Objectives

To appoint the appropriate number of suitable trained people as Appointed Persons and First

Aiders which meet the needs of the school.

To provide relevant training and ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To inform staff and parents of the Schools First Aid arrangements.

To keep accurate and up to date accident records and to report to the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

To maintain effective liaison with Agencies i.e. School Nurse, Physiotherapist etc.

Qualified First Aiders

Maidenbower Junior School ensures that the required number of staff are trained in the full First Aid at Work course. The staff members are: our Welfare Officer, our librarian (who covers the Medical Room when required), and three support staff. If a child or adult requires specific medical treatment (i.e. Diabetes) the relevant staff receive the appropriate training from external agencies.

School Medical Officer in more detail

The school has appointed a Medical/Welfare Officer. The role of this specifically appointed person includes everything to do with first aid equipment, facilities and calling the emergency services when required.

Our Procedures

First Aiders are responsible for assessing injury or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for an assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct.

Urgent treatment should not be delayed to consult with parents or carers.

The current first aid Manual is the 10th edition published by Dorling Kindersley in 2014, together with Guidance on First Aid for Schools DfE is available with each main First Aid kit

WSCC Insurance covers any claims that may be made against first aiders as long as

- the treatment was given in good faith

- it was in the course of their work
- it was given to someone on WSCC premises, or to someone who is associated with WSCC.

Calling the Emergency Services

Form 1 from Managing Medicines in Schools and Early Years Settings has been completed and provides an aide memoir for staff that may be required to call the emergency services.

Pupils with Long Term Medical Conditions

All pupils with a long term medical condition have a Health Care Plan. This information is located in the medical room, and the class medical folder. The plans should be referred to in the event of the pupil requiring first aid and should be passed onto a Paramedic should an Ambulance be called upon. Class teachers and leadership are informed about these children by the Medical Officer. The Medical Officer should take no more than two weeks to action this when notified of a medical condition by parents or in transition from another school.

First Aid Kits

First Aid kits will have been provided by the medical Officer and are available for all off site visits and sporting events and are stored in the Medical Room

First Aid Boxes

These are marked with a white cross on a green background and are located in the medical room. Smaller first aid boxes and bum-bags are used for trips. The first aid kits are regularly maintained and refilled by the Medical Officer.

Medical Accommodation

We have a medical room/office located within the main school building.

The room is equipped with:

First aid equipment

A sink with hot and cold running water, soap and paper towels

Disposable gloves

Drinking water

First aid box and materials

Clinical waste bin lined with disposable yellow waste bag

A couch with waterproof protection

Clean blanket and pillows

A chair

Record book

Current edition of the First Aid Manual

A copy of the Health Protection Poster 'Guidance on Infection Control in Schools and other Child Care Settings.

Learning Activities

All lessons that have identified risks are covered by a risk assessment and staff are required to follow subject specific guidelines, e.g. Science - wearing goggles when handling chemicals or PE - the use of gymnastic equipment.

First Aid Procedures

Procedure When Dealing With an Accident or Injury;

1. 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.
 2. First aider to assess seriousness of the injury and decide if further assistance from a colleague or the emergency services is needed. First aider to also decide if child should be moved or placed in a recovery position.
 3. If a child has bumped their head, protocol for assessing a child, recommended by WSCC, is followed. If the child's bump is deemed mild, a school head bump leaflet is to be sent home and the class teacher informed of the incident who will continue to monitor the child's condition throughout the rest of the school day.
For head bumps deemed 'Green' Low Risk, the child's parents will be contacted to advise them of the incident and to decide whether they want to collect the child from school for further monitoring.
For head bumps deemed 'Amber' Intermediate Risk/'Red' or High Risk, the emergency services and parents would be notified as per the protocol advised.
 4. Leadership to be informed of more serious injuries/accidents.
 5. If the school judges that a pupil is too unwell to remain in school, the parents will be contacted and asked to collect their child.
 6. All accidents/injuries, excluding minor injuries on the playground, are to be recorded using our accident reporting form.
 7. If parents are required to collect a child due to the seriousness of an injury, the Medical Officer will recommend the parent seeks medical advice.
 8. If emergency services are called, parents must also be contacted immediately.
- If accident/injury occurs to a member of staff/adults working in the school the above procedures should be followed. All injuries to be recorded in the accident and incident file in the relevant section and reported to the WSCC.

Play Time

The appropriate adult supervision is organised by our Deputy Headteachers to ensure all areas of the outside environment are covered by responsible staff. The medical room becomes an outdoor first aid station and is manned by Medical Officer..

Educational Visits SP and KN

All offsite activities are staffed by at least one first aider and the appropriate first aid kit is taken every time pupils leave the school site. If the school holds medicines for a pupil these will be taken together with the appropriate forms.

Extracurricular

Monitoring and Review of Health and Safety Arrangements

A yearly check of all First Aid Procedures will be carried out by the School Business Manager in conjunction with a safeguarding Governor.

Termly monitoring of the First Aid Records and procedures will be overseen by the School

Business Manager and Headteacher to identify any issues or safety concerns.

Appendix 1

Procedure for Contacting Emergency Services

Request for an Ambulance

Dial 9 999, ask for ambulance and be ready with the following information.

Consider using school mobile phone (held in front office) if appropriate

1. Your telephone number – **01293 883758**
2. Give your location as follows (**Harvest Road, Maidenbower, Crawley, West Sussex**)
3. State that the postcode is **RH10 7RA**
4. Give exact location in the school/setting (**i.e. which year group or classroom, playground or field etc**)
5. Give your name
6. Give name of child and a brief description of child's symptoms
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7. Inform Ambulance Control of the best entrance and state that the crew will be met by and taken to
8. Take Health Care Plan and pass to ambulance crew if applicable.

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