



Huyton with Roby CE Primary School

Policy for First Aid

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Huyton with Roby Primary School

Policy Statement for First Aid

Rationale

Huyton with Roby Primary School will ensure that there are adequate and appropriate first aid arrangements in place for all pupils, staff and visitors in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice and Guidance.

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.

First Aid Provision

- A range of staff will attend the one day Appointed Person training course to train as First Aiders in order to acquire a First Aid at Work Certificate. Training will be carried out by an organisation whose training and qualifications are approved by the Health and Safety Executive. The certificate is valid for three years after which a refresher course is required before further re-certification. It will be the responsibility of the First Aiders to identify when they need to refresh training and inform the head teacher. A list of qualified first aiders is displayed by the First Aid boxes and in the office.
- The designated lead persons for First Aid – Jill Stratford and Kath Whitehouse will ensure that there are enough first aid boxes for the number of pupils and adults in the school, for the number of pupils and adults participating in a school trip, and for use by the community when letting the school premises. There is a legal requirement for the amount of first aid equipment for each person in the school community; this should be regularly checked on the NHS website.
- The designated lead person for First Aid Jill Stratford and Kath Whitehouse will ensure the maintenance of the contents of the first aid boxes and other supplies.
- Relevant staff will be trained in any aspects of First Aid deemed necessary to support a care plan for a pupil e.g. asthma, epilepsy, the use of an adrenaline pens.
- The designated lead person for First Aid / Senior Leadership Team will monitor the frequency of accidents, their location, and age group to see if patterns emerge. They will bring this to the attention of the head teacher and SMT who will plan a course of action to address the matter.

First Aid Boxes

Labelled First Aid Boxes are located in:

- The Office – Cabinet (class use)
- The Office – Portable (playground use)
- The Staff Room – Cabinet (staff use)
- The PE Department – Portable for sports use
- Each department Hub – Department general use

A First Aid Box contains:

Micropore/ wound dressings/plasters/ sterile cleansing wipes

Scissors/safety pins

Triangular bandage/eye pads

Large / medium bandages and gloves.

No medicine/tablets are to be kept in the first aid boxes.

Procedures - In school

- In the event of injury or medical emergency, pupils /staff will be directed to an appointed First Aider.
- Any pupil complaining of illness or who has been injured will be sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. If appropriate, parents will be contacted so that the child can be collected and taken home.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 9 then 999.
- Unless it cannot possibly be avoided, members of staff should administer first aid with another adult present or in a public area. Whilst respecting the dignity of the child, adults should not put themselves in vulnerable situations on their own with a child.
- Members of staff or volunteer helpers should not administer first aid unless they have received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing or cleaned with sterile wipes. CHECK FOR ALLERGY TO PLASTERS BEFORE USE. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (pupil contact numbers located in grey box on cupboard near telephone in office). A member of staff will accompany the pupil to the hospital if the parent is not able to come to school immediately.
- If staff are concerned about the welfare of a pupil they should contact the School Office/First Aider immediately. If an injury has been sustained, the pupil should not be moved.

Procedures – School Trips

- Whenever possible take a MOBILE TELEPHONE on trips out of school.
- Teachers to check that pupils who have asthma take their inhalers.
- Teachers must take an adequate number of first aid kit/s for the number of pupils participating.

Procedures - Educational Visits

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- Risk Assessment will be carried out as part of an educational trip. Particular attention needs to be paid to the Educational Visits Policy.

Procedures - Swimming

Instruction is provided by qualified swimming instructors. We use a nominated local pool for swimming lessons, and we ensure that pupils adhere to the swimming pool rules. A qualified First Aider is available at the pool.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.

IF THERE IS NO RESPONSE:

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardiopulmonary Resuscitation (CPR).

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment will be reported in the Medical Care folder, kept on top of the cupboard in the office. Serious incidents where a child has had to be taken to hospital must also be reported to the Trust using the sentinel form.
- Parents will be informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders will contact parents by phone if they have concerns about any injury.
- Staff should complete an accident form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

Reference should be made to the school policy "Managing Medical Needs."

Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid cupboard in the office.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital so spread of infections is reduced. Gloves should be worn. Disposable gloves are suitable for dealing with this. They must be kept for this purpose only. Following use, gloves must be carefully discarded in black bin liner.
- Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages. Wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, put into a black bin liner and dispose of in the external bin.
- Hands must be washed and dried after removal of protective gloves.

Head Lice

- A general letter is sent to the parents of all pupils if there is a case of head lice in the School.
- If live lice are noticed in a pupil's hair the parents will be contacted by telephone to inform them of the problem.

Coronavirus COVID 19 as per St John's Ambulance

Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here.

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

Wear gloves or cover hands when dealing with open wounds
Cover cuts and grazes on your hands with waterproof dressing
Dispose of all waste safely

Do not touch a wound with your bare hand
Do not touch any part of a dressing that will come in contact with a wound.

Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Keep yourself informed and updated

As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

NHS 111
Gov.uk
Resuscitation Council

Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

Covid-19 update

First Aid:

- EYFS – For setting with children 0 to 24 months at least one person who holds a current Paediatric First Aid certificate MUST be on the premises and available at all times and MUST accompany children on outings.
- EYFS – For settings with children 2 to 5yrs (with no other children under 24mths) The setting MUST endeavour to ensure that at least one member of staff who holds a current Paediatric First Aid certificate
- If the setting is unable to provide Paediatric First Aid cover then they are to ensure that someone with a current First Aid at Work or Emergency Paediatric First Aider is in attendance.
- EYFS – All new entrants (leave 2 and 3) do not need to have completed a full Paediatric First Aid course within their first 3 months in order to be counted in staff to child ratios.
- All school should ensure all their First Aiders are ofay with current HSE Guidance for first aiders.
- Staff who have been unable to requalify due to COVID have until the 30th September 2020 to requalify.
- EYFS - Staff who have not been able to requalify for Paediatric First Aid due to COVID have until the 25th November 2020 at the latest.

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available)

“Adult Casualties ONLY – Do not do rescue breaths”

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

<https://www.hse.gov.uk/firstaid/changes-first-aid-regulations.htm>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>