



Bassingbourn
Community Primary School

Bassingbourn Community Primary School

First Aid Policy

This policy was ratified on: 23rd October 2024

Implemented on: 23rd October 2024

Review date: October 2025

Introduction

The Local Authority (Cambridgeshire County Council) is the employer, and its **Policy Statement for First Aid** is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to the school.

The amount of first aid provision will depend on the nature of the establishment, in particular:

- The number of people using the premises
- The nature of the hazards
- The geographical layout
- Accessibility to assistance/NHS facilities

Each school must have access to at least 1 first aid box and 1 Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities. Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays.

The first aider or an appointed person is responsible for checking and replenishing first aid boxes on a regular basis. A first aid box must be available for groups taking part in activities off-site.

The function of first aiders is to preserve life and minimise the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Bassingbourn Community Primary School will abide by this policy in situations where it is considered first aid is required. It is the policy of Bassingbourn Community Primary School to provide emergency first aid to staff, children and visitors to the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Bassingbourn Community Primary School Working Day

The school is open to staff and deliveries from 7am and is usually closed by 6pm. There are occasional evening meetings and lettings. The school must ensure there is first aid provision throughout that time. At times where there are few staff on site (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an appointed person (who does not have to be first aid trained), a first aid kit and access to a phone.

Appointed Person

The school will identify a person (or persons) to be the Appointed Person who will take charge of an emergency situation, arrange for first aid and/or call an ambulance/inform parents. In the absence of this person, The Head or Deputy or Site Manager (after hours) will assume this role. The name of the Appointed Person is the 'Office Administrator' for calling an ambulance/parents. An Administrative Assistant will be responsible for stocking and ordering of first aid provisions. The School Business Manager will ensure training records are kept up to date and will be responsible for reporting any incidents via the on-line reporting system IRF96.

The role of a First Aider

The main duties are:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards in school.
- When necessary, ensure that an ambulance or other medical professional help is called.
- Advise the parent or next of kin of the situation.
- The names of all the qualified first aiders (Paediatric training) can be obtained from the School Business Manager.

Training of First Aiders

Staff appointed to provide first aid, and other members of staff who are willing to provide first aid will be given HSE recommended training known as First Aid in the Workplace. The school will ensure that such a course will include resuscitation of children. Successful members of staff will receive a First Aid Certificate. Refresher training will be arranged every 2 years.

In order to meet the requirement of the children's individual care plans, appropriate numbers of first aid personnel will be included in any training organised in school to cover children's individual care to ensure emergency first aid can be provided where the 'named Child Teaching Assistant' is absent. Records of training will be kept on the school's Single Central Record.

The role of an emergency Aider (certified with 1 days training)

An emergency first aider can assess an injury and decide, in loco parentis, if it warrants treatment or if it is sufficient for the injured person to rest and recuperate. This would typically be the teaching assistant for the child's class. Where treatment is applied, records of the treatment must be logged in the school, medical record book. A letter is issued to parents/carers.

Training of emergency Aiders

A list of staff are provided with emergency first aid training. Refresher training for these members of staff will be arranged every 3 years. An 'Appointed Person' will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

First Aid Boxes

First Aid boxes can be found in the staff room and within each classroom. They contain:

- A leaflet giving advice on general first aid
- Individually wrapped sterile dressings
- Micropore tape
- 1 large (18 x 18) individually wrapped sterile unmedicated wound dressing
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Pairs of disposable gloves, in different sizes
- Sick bags
- Head bump wristbands

Named EpiPens are stored in the office with a list of the children who own them. Inhalers are stored in classroom first aid cupboards with a list of the children who own them. Records as to expiry dates will be maintained by nominated staff members. Training will be provided to key support staff working with children with specific conditions to ensure the school's responsibilities identified through individual care plans can be met.

Travelling First Aid Boxes

For visits, off-site activities and residential trips the EVC (Education Visits Coordinator) must assess the level of first aid provision and number of qualified staff required.

Staff will have a mobile available to them to make emergency calls and will be aware of any care plans for children attending the visit.

For each individual trip/visit, which takes place off site, the school will provide a mobile first aid box and this box will contain (equivalent or additional items are acceptable; additional items may be necessary for specialised activities):

- A leaflet giving advice on general first aid
- Individually wrapped sterile dressings
- Micropore tape
- 1 large (18 x 18) individually wrapped sterile unmedicated wound dressing
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Pairs of disposable gloves, in different sizes
- Sick bags
- 2 instant ice packs
- Head bump wristbands

First Aid Stations

Bassingbourn has a dedicated area which is the table outside Year 2 and the foyer by the main office for more serious incidents where emergency trained first aiders have made a referral. A fridge for medicines and ice packs is available in the staff room.

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single use disposable gloves are provided and handwashing facilities are available. Staff must take care when handling blood and other body fluids. If they are in contact with blood or body fluid and believe there is a risk to their health they must report this immediately to the Headteacher and via the County's On-line reporting system. Soiled dressings should be placed into the school's medical waste bin.

Illness procedure

Pupils

When a child feels unwell, a teaching assistant working in the team, in liaison with the class teacher, should contact the office to arrange for parents/carers to be contacted to collect the unwell child if this is deemed necessary after discussion with a member of the senior leadership team (SLT).

Staff and other adults

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school premises) who are taken ill at school should liaise with an appointed person to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted.

Accidents and Minor Injury Procedures

Pupils

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the designated first aider for that class or the first aider on duty (break and lunchtime).

Emergency First Aiders have the responsibility to make a judgement at the time of the incident as to whether the injury requires more intensive medical attention before sending for a First Aider and contacting the office. In the case of non-superficial injuries, a first aider must always seek a second opinion from a fellow first aider and consult a member of SLT before calling home, unless an ambulance is required.

Where the child is treated and judged to require no further attention and is fit and happy enough to remain in school, a first aid record will be completed on Medical Tracker and a notification will be emailed to the parent/ carer informing them of the treatment given. If a head bump has been attended to then the child will receive a wrist band, to highlight the incident, in addition to a bumped head letter via email from Medical Tracker. If the injury is substantial, the matter will be referred to the first aid station and after consultation with a member of the SLT, the parents may be contacted by phone to warn them that their child has been in an accident and given treatment.

Where a child has received a substantial bump to the head, the child will be treated by a trained first aider, a wristband given and a bumped head letter will be sent via email from Medical Tracker. Parents /carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment sought. In all cases a bumped head letter via email from Medical Tracker will be sent home detailing the treatment given in school.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/ carer is contacted and /or the emergency services called. This may mean calling an ambulance (where the child would be accompanied to hospital by a familiar adult.)

Staff and Other Adults

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence, an ambulance will be called or the casualty will be taken to a Health Centre or Addenbrookes Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the appointed person has assessed the needs of the pupil/adult as needing URGENT hospital treatment the following should take place:

- First aid is administered, if appropriate.
- An ambulance is called immediately.
- The Headteacher is notified, even when off site.
- Parents/carers/next of kin are called to meet at the hospital or at the school if there is time for them to arrive prior to the ambulance departing.
- A member of staff or parents/carers accompanies the pupil/adult in the ambulance.
- The incident is recorded in the accident reporting book and on the County online reporting system as soon as possible.
- A member of SLT makes follow-up calls to the parents/carers. The school investigates the incident to establish the need for changes to avoid a similar accident.

Care Plans/Food Allergies

Children with known medical needs will have their image displayed in the staff room to ensure swift treatment for any emergency situation. Their emergency prescribed medicine is stored in the Office. Medicine for children with ongoing medical needs (e.g. ADHD) is kept in the Office also. Children with dietary requirements or food allergies will be raised with the kitchen to ensure that trigger foods are avoided.

Record Keeping

All medical issues and records of First Aid are recorded on Medical Tracker. Records will include the following:

- Date and time of incident - Name of child / adult

- Name of person providing treatment
- Details of treatment
- Pre-printed advice on who to contact if medical attention required linked to the incident

Medical Tracker is a secure system containing confidential information. If the medical need is severe, a member of SLT will arrange for the accident to be logged on the County's on-line accident reporting system.

Medical Tracker should be reviewed termly to identify any recurring incidents which should be highlighted to the Headteacher.

School Activities

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil after school clubs and activities run by the school. Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

Employee Responsibility

Each member of staff at Bassingbourn is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of the children should be paramount in their working day at Bassingbourn.

First Aid for a Lone Worker

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will inform the Headteacher, or in the case of the Headteacher, the Site Manager, to make them aware that they are on site and when they expect to leave. They should have access to the school phone system or a mobile phone and a first aid box.

Insurance

In the event of a claim alleging negligence by a member of staff, action is likely to be taken against the employer rather than the employee. Cambridgeshire County Council's insurance explicitly states that employees who assist in any medical procedure are acting within the scope of their employment and are indemnified.