



Christchurch Junior School

A member of Twynham Learning

First aid policy

Reviewed and amended by Sam Fuller Headteacher, January 2023

Ratified by Local Advisory Board 22.03.23

Next review date March 2025

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

FIRST AID POLICY

This document follows guidelines set out by BCP Council and takes into account the requirements of the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice and Guidance by the Health and Safety Executive, revised in 1997.

FIRST AID means

- (a) cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

This definition is taken from the First Aid Regulations. It means that people at work are entitled to attention if they suffer injury or fall ill, whether or not the injury or illness was caused by the work they do. It is important that casualties receive immediate attention and that assistance is sought, normally by calling for an ambulance, when necessary. First aid does not extend to giving medical treatment or medications, such as analgesics (headache relief) etc.

CHRISTCHURCH JUNIOR SCHOOL provides

- **Qualified First Aiders** –

The school employs qualified First Aiders whose roles include caring for unwell and injured children. All First Aiders will have undergone a training course in administering first aid at school and hold a valid First Aid certificate issued by a recognized training organization. A first aid certificate is valid for a period of 3 years and re-certification must be taken before this period expires for the person to continue as a first aider. If this period is exceeded by the holders of the First Aid at Work certificate then it is necessary to re-qualify by taking the full course again.

- **Appointed person(s)**

An appointed person will be chosen where the first aid assessment indicates that no qualified first aider is required. In this case it is the appointed person's role to take charge when someone is injured or falls ill, including calling an ambulance if required and to look after first aid equipment e.g., restocking first aid boxes. Christchurch Junior School has a minimum of two qualified first aiders on the staff at any one time but in the absence of *all* the school's qualified first aiders, an appointed person needs to be available. For this reason the school has two members of staff (HT and DH) as appointed persons, in addition to the qualified first aiders.

- **First Aid equipment** in suitably stocked first aid cupboard.
- **Information for employees** on first aid arrangements.
- **Insurance** providing full cover for claims arising from actions of staff acting within the scope of their employment.

PROVISION FOR PUPILS, STUDENTS AND VISITORS

Christchurch Junior School has taken pupil numbers into account when assessing the numbers of first aid personnel needed. Pupils and students are not regarded as “employees” under safety law and have no explicit entitlement to First Aid as employees. This would however result in an unacceptable situation as they are entitled to a common law duty of care and are known to be the major recipient of first aid in schools. The suggested *minimum* scale of provision of First Aid personnel for schools (from The Directorate of Education, County Health & Safety Unit) is as follows:-

<i>No of pupils</i>	<i>First Aider</i>	<i>Appointed person</i>
Less than 100	1	1
100—250	1	2
250—500	2	2
500—1000	2	3
Greater than 1000	3	3

Christchurch Junior School usually has between 495 and 500 (and below 1000) pupils on roll.

FIRST AID EQUIPMENT AND MEDICINES

Christchurch Junior School provides a stock of first aid items and medicine including the following:-

- First Aid manual giving general advice on first aid
- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandage
- Medium sized sterile non-medicated dressings
- Large size sterile non-medicated dressings
- Extra large sterile non-medicated dressings
- Individually wrapped moist cleansing wipes
- Safety pins
- Disposable gloves
- Adhesive tape
- Collapsible wheelchair located in disabled toilet
- Emergency Salbutamol inhalers
- Defibrillator

We do not stock:-

- Tablets, including paracetamol or aspirin
- Liquid suspensions
- Proprietary items for relief of burns
- Proprietary items for relief of insect bites or stings, including antihistamines
- Antiseptic creams or lotions

NUMBER OF FIRST AID BOXES TO BE PROVIDED

First Aid provisions are kept in the Medical Room. Travel kits are available for groups going off site. First Aid kits are also located in (1) the Medical Room, (2) the Staff Room, (3) the main hall kitchen, (4) Old Building kitchen, (5) Music department and (6) the minibus.

MEDICAL ROOM

This is currently located adjacent to the school offices. The following features are included:-

- Sink with running hot and cold water
- A supply of drinking water
- Soap and paper towels
- A store for first aid materials
- A clinical waste bin for the disposal of dressings etc
- Couch, blanket and pillow
- Easy access to a WC

RECORDS OF FIRST AID TREATMENT

Any injury involving treatment is recorded on the Management Information System – Arbor – and any person can enter details on behalf of the casualty. Arbor records include:

- Name of person
- Date and time of incident
- Detail of injury and first aid given
- Comment on how they appeared or returned to class
- Name of the person making the record
- *Time the injured child was collected and taken home.

*If a child needs to leave school, the time at which a child departs is always noted in Arbor.

All staff and visitor injuries (however minor) and major injuries involving pupils must be reported on Parago. The Trust H&S managers will decide if the incident should then be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR). An investigation into the incident should also be recorded by the Business Manager, or another trained member of the SLT, on Parago.

In respect of pupils, the “trigger” requiring reporting on Parago is:

- a) The person was taken from the site of the accident to hospital and
- b) the incident arose out of or was in connection with work, for example:-
 - i) work organization or lack of supervision
 - ii) defective equipment or plant
 - iii) use of a substance
 - iv) defective condition of premises

SPECIAL POINTS RELATING TO CHILDREN REQUIRING FIRST AID

(a) Identifying injuries to children

Every care is taken to ensure that injuries are not missed. If a child sustains a knock to the head, or receives a more severe injury and is not hospitalized, every effort will be made to contact the parent/carer or other emergency contact as recorded on the child's records. A mutual decision will be made as to whether the pupil will remain in school or is to be collected.

For head/facial injuries or injuries requiring an explanation where a pupil is able and willing to continue at school, a letter giving details of injury will be sent home or a phone call to a parent made.

Minor cuts and bruises are not generally reported to parent/carers, but the incident is still recorded on Arbor and can be recalled if an inquiry is made.

(b) Calling ambulances

Where there is any uncertainty, medical assistance will be sought, and where it is required urgently, this is done by ambulance. This approach is supported by South Western Ambulance NHS Trust.

(c) Arrangements for children who are taken to hospital by emergency services

If parents cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by an adult from school who will remain with the child until parents can arrive to relieve them.

(d) Arrangements for emergencies in class

The school has in place a “**red card**” emergency procedure. Each classroom, hall, and other areas in school have a red card on display on which is printed its location. In an emergency a child would be sent with the red card to summon the first aider(s) and Headteacher.

(e) Update of pupil’s physical condition due to Injury

Relevant staff will be kept informed of any child’s special medical needs by email. This information is circulated if a child in school, for instance, has a limb in plaster and cannot take part in physical activities.

(f) Use of lift

If an adult or child is unable to use the stairs e.g. crutches are in use, then they must not use the staircase to access/exit the upper floor level of the school. The lift must be used at all times, except when an emergency evacuation is underway. Pupils should be accompanied by an adult plus one other person. Pupils/adults who are in this situation will be provided with a personal emergency evacuation plan (PEEP), which will provide details about how to respond in an emergency. Plans are written by, or in conjunction with, the School Business Manager.

HYGIENE AND INFECTION CONTROL

All persons giving first aid at school will take precautions to avoid infection. Hands must be washed before and after giving any first aid, single use disposable gloves must be used and care taken when dealing with blood and any body fluids. Plastic aprons are also provided. Additional Personal Protective Equipment (PPE) will be used if there is deemed to be a risk of transmission of disease.

MEDICATION AND DRUGS

There is no legal duty that requires school or staff to administer medicines. The school's policy regarding the administration of medicines is the subject of a strictly controlled scheme, which is outlined in our supporting children with medical conditions policy.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	First aid policy
2. Upon whom will this impact?	The Christchurch Junior School Community

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age <small>(N/A to pre-school and school children)</small>			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Environment Committee 09.07.18

Comment by Headteacher:
