



BENGEWORTH CE ACADEMY

FIRST AID POLICY 2022-2023

September 2022



Bengeworth
Multi Academy Trust

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INTENT

Bengeworth CE Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Bengeworth CE Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Administration of Medicines for Long and Short Term Medical Conditions Policy
- Educational Visits Policy
- Supporting Pupils with Medical Needs Policy

Lead Support Professionals have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel at both settings, and for ensuring that the correct first aid procedures are followed.

LEGAL FRAMEWORK

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

AIMS

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- In the rare occasion when needed, ensure that medicines are only administered at the school according to the guidelines in the Administration of Medicines' Policy.
- Ensure that all medicines are appropriately stored, including ensuring that they are out of reach of children or stored in a locked container.
- Promote effective infection control, particularly in light of lessons learnt from the Covid-19 pandemic.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, both settings will have suitably stocked first aid boxes stored in a central area, in addition to others stored in other communal areas. Where there is no special risk identified, a minimum provision of first aid items are as detailed in Appendix A attached to this policy.

Equivalent or additional items are acceptable.

At King's Road, the school secretaries are responsible for examining the contents of first aid boxes. At Burford Road, the Lead Support Professional is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas:

Burford Road:

- Main library area in marked first aid cabinet (including travel first aid kits)
- Communal sink area Year 1 corridor
- Communal sink area Reception corridor
- Above coat rack in corridor
- Kitchen area in the main hall

King's Road:

- Designated first aid area in foyer (including travel first aid kits)
- Children's Kitchen/Design Technology Room
- Staff Room
- School Kitchen

FIRST AIDERS

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Lead Support Professionals, School Business Manager and member of staff responsible for Health and Safety.

A rota of first aid cover is drawn up by the Deputy Headteachers/Lead Support Professionals and distributed to all staff. In the event of a first aider's absence, cover will be arranged by the absent member of staff (if pre-planned absence) or the Lead Support Professionals (in case of illness).

The current appointed persons (who are not necessarily first aid trained but who should coordinate the emergency services) are:

Hayley Potter – Headteacher – King's Road

Kirsty Shaw – Head of School – Burford Road

Jade West – Secretary – Burford Road

Rayna Clements – Secretary – King's Road

Mariette Porter – Secretary – King's Road

EMERGENCY PROCEDURE IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay, for example; seeking support and guidance from a more qualified first aider, telephoning parents/carers or calling for an ambulance.

Where an initial assessment by the first aider indicates a **moderate to serious injury** has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the injured person(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more persons.
- Call an ambulance or a doctor, if this is appropriate. Moving the person(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

- Make sure that no further injury can result from the accident, either by making the scene of the accident safe (including staff/adults), or (if they are fit to be moved) by removing injured persons from the scene.
- Support any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

When the above action has been taken, the incident must be recorded using the school's cloud-based accident reporting procedure, Medical Tracker. iPads are available at both settings in the first aid area for this purpose, but all staff have a log in to access Medical Tracker from any location.

Accidents to children will be communicated to parents /carers as an email from Medical Tracker, with brief details about the nature of the incident and the first aid treatment given.

Adult accidents and first aid incidents will also be recorded on Medical Tracker, but must also be reported to a member of the Leadership Team with an adult accident form completed. This will be assessed and signed by the informed member of the Leadership Team. Adult accident reporting books are kept in the office at each setting.

Should a child or adult sustain a serious wound, the school may choose to take a photograph of the wound using a school iPad in order to be able to share information with the medical services before the wound is covered. This measure will be taken if and when it would be deemed detrimental to the patient for the wound to be uncovered to assess medical need and to prevent further injury. Such photographs will be deleted once shared with the emergency services.

In the event of an adult needing to call an ambulance, the first aider dealing with the incident should ensure that he or she calls from a mobile phone so that they can answer questions from the emergency services whilst in close proximity to the patient.

If the injured person has to be taken to hospital by ambulance, a member of staff who has a first aid qualification will ensure that they know which hospital the injured person is to be taken to and will accompany the injured person in the ambulance to hospital if necessary.

Where a child has received hospital treatment or sustained a more serious injury, the Headteacher or Head of School at Burford Road will make a judgment as to whether or not to report to the HSE through RIDDOR using the online portal. This will include, but is not limited to, any fractures, serious burns or significant head injuries. A record of this report will be attached to the child's records on Scholarpack under 'accidents'. If necessary, an accident investigation report will be completed and any lessons learnt communicated with staff.

In the event of all accidents which require first aid treatment, the person administering first aid must record all details of the incident on Medical Tracker. Details of the nature of the injury and where and when the injury took place must be recorded accurately using the pre-populated fields. The person administering first aid will use their individual log on in case clarification or follow up is needed. This also allows the user to record any ongoing decisions, i.e. if the child went home, went to hospital. An notification is also sent to the class teacher to inform him or her of the fact that a child in their class has received first aid treatment. It is the responsibility of the class teacher to ensure they check these notifications and that they are aware of any first aid administered.

All adults in a school are capable of treating minor scrapes and bumps with a common sense approach. Lunchtime Supervisors are issued with First Aid kits to treat minor cuts and grazes along with appropriate

care, guidance and support to reassure an upset child. If the injury is deemed more severe because the child continues to exhibit distress or complain of pain, then the Lunchtime Supervisor should refer to another Lunchtime Supervisor on duty who is a qualified first aider.

Where an initial assessment by the lunchtime supervisor first aider indicates a moderate injury has been sustained, the member of lunchtime staff must complete a first aid form on the playground detailing the child's name and the nature of the accident and the pupil sent to the main first aid area for treatment or assessment.

Head injuries

When a pupil has sustained a head injury, they must be seen by a qualified first aider and additional advice sought from a First Aid at Work/Paediatric first aider if needed. Correct procedures must be followed— i.e. questions asked and checks made, as well as a cold pack applied.

All head bumps requiring first aid treatment must be recorded accurately on Medical Tracker with the time, details of the incident, location and treatment given. Parents will be notified of a child's head bump by email if they have been assessed as being well enough to remain in school. This email also provides NHS guidance so that parents/carers are aware of how to identify any symptoms which may indicate concussion.

If the child's head bump is assessed as needing further medical treatment or assessment, the parent or carer will be called immediately. However, in an emergency, an ambulance will be called before parents/carers are contacted.

REPORTING TO PARENTS

In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed via email through the Medical Tracker system.

In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or first aider will telephone the pupil's parents/carers as soon as possible.

A list of emergency contact details is kept on a pupils' individual record which is stored remotely on the school's MIS system, Scholarpack and on Medical Tracker.

VISITS AND EVENTS OFF-SITE

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Educational Visits Coordinator before the event is finalised.

Please see the separate Learning Outside the Classroom/Educational Visits Policy for more information about the school's educational visit requirements.

Any first aid treatment off-site can be recorded on Medical Tracker using a 4G log on. This will ensure that accidents are recorded in real time and reported to parents accurately.

STORAGE AND ADMINISTRATION OF MEDICATION

It is the school's policy not to routinely administer medicines, including antibiotics, painkillers and antihistamines (see Medicines Policy). This does not include inhalers for asthma or medicines needed to treat longer term conditions (e.g. Ritalin for ADHD).

Medicines are always securely stored in accordance with individual product instructions.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Asthma inhalers will be stored in pupils' classrooms and taken with the pupil, along with details of the dosage, whenever he/she leaves the site. An inhaler information sheet giving details of the child's name, dosage and frequency to be taken has to be completed by the parent/carer, with the original kept in the school office and a copy kept with the child's inhaler, and a record of administration, in a clear plastic bag.

If a child has to have their inhaler, this should be supervised by an adult (not necessarily first aid trained) and the record of blue inhaler administration completed on Medical Tracker. An notification of medication use will be sent to parents/carers.

All medicines will be returned to the parent/carer to arrange for safe disposal when they are no longer required or at the end of each half term. The parent/carer must collect these from the school offices, save for inhalers, which must be collected from each classroom at the end of each half term. Ritalin, or equivalent, must be recorded in the child's individual record as being returned to the parent, with the number of tablets returned, signed by a member of staff and the parent/carer.

Parents and carers should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes or extreme medical conditions which may need emergency services to be called. A care plan will be drawn up with parents/carers in the event of such medical conditions, a copy of which will be held on Medical Tracker in the documents' section. Medical records will be updated annually and parents/carers asked to review care plans/medical needs/medication for their child.

Parents/carers should advise the school when a child has been diagnosed with an allergy so that all staff can be made aware, including kitchen staff, to avoid the pupil being exposed to the allergen. In cases of extreme allergies, the school must be provided with an adrenalin auto injector which will be stored in the school office. It is parents' or carers' responsibility to ensure that this is in date and is the correct dose for the child's age and weight. The school will ensure that staff are appropriately and regularly trained to administer an auto-injector in the case of an extreme allergic reaction.

ILLNESS

When a child becomes ill during the day and needs to go home, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

CONSENT

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid. Parents/carers of pupils already at Bengeworth Academy will also be asked to complete an updated medical conditions' form annually.

When a child has been identified as having a medical condition or allergy, a 'Medical Condition sheet' will be completed for each pupil with a photograph, details of the condition/allergy, symptoms if relevant and treatment or medication needed. These are displayed on dedicated medical boards in the staffroom areas at each setting. These will also be uploaded to Medical Tracker in the 'documents' section.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

MONITORING AND REVIEW

This policy is reviewed annually by the Head of School with responsibility for Safeguarding and Health and Safety in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

A copy of this policy is made available to all stakeholders to download as a PDF via the school's website.

APPENDIX A

FIRST AID ITEMS TO BE KEPT IN SCHOOL AND USED IN THE EVENT OF AN INJURY

Contents	<u>Small</u>	<u>Large</u>	<u>Travel</u>
F/A guidance leaflet	1	1	1
Contents List	1	1	1
Medium sterile dressing	4	8	1
Large sterile dressing	1	2	1
Triangular dressing	2	4	2
Safety pins	12	24	12
Eye dressing	2	4	1
Adhesive dressings	40	100	20
Sterile wet wipe	20	40	4
Microporous tape	1	1	1
Nitrile gloves - pair	6	12	1
Face shield	1	3	1
Foil blanket	1	3	1
Burn dressing 10 x 10cm	1	2	1
Clothing shears	1	1	1
Conforming bandage	1	2	1
Finger dressing	2	4	0
Sterile eyewash 250ml	0	0	1
Pocket Mask	0	1	0
Roll 'hypafix' tape	0	1	0
Gauze swabs	1	5	1
Jungle insect and bite spray	0	1	0

(Insect spray kept separately in First Aid Cupboard).

Bengeworth

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