



Sir Alexander Fleming Primary School and Nursery First Aid Policy

Reviewed September 2019
Next Review September 2020

(Statutory framework for early years foundation stage Section 3.50 – 3.51)
Checked and complies with GDPR regulations. First Aid Guidance (Schools) – June 2019

Sir Alexander Fleming Primary School and Nursery will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. All staff have a statutory obligation to follow and co-operate with the requirements of this policy. In the EYFS, at least one person who holds a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

First Aid Training

All first aiders must complete a training course approved by the Health and Safety Executive (HSE) including paediatric first aid for all Nursery staff. This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first aiders is available in the school office and staffroom. All school staff receive epipen training.

Assessment of First Aid Provision

The Head Teacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building and special medical needs. The Governing Body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate.

First Aid Provision

Basic first aid is located in the office and staffroom. KS1 and KS2 have basic first aid supplies located in each corridor. ALL MEDICATION WILL BE KEPT IN THE FIRST AID AREA IN THE OFFICE. Medicines in school should be clearly labelled with the child's name and stored in the fridge by the school office. First aid supplies will be checked and replenished regularly by Jackie Moore.

The Treatment of Asthma

Two asthma inhalers and spacers must be clearly labelled with the child's name and kept in the child's classroom in a named box, which also displays the child's photograph. The emergency inhaler box is taken out at break time and lunchtime by the designated person on duty.

(Please see Asthma policy for more details).

Educational Visits and Journeys

(Also see Educational Visits Policy)

A risk assessment is carried out by the organiser. A named first aider will attend every visit and will take portable first aid kits, having checked the contents and expiry dates. Staff should also take with them a list of the medical needs and necessary medication required for their pupils and is familiar with the pupils and their medical needs.

Procedure

Children should be sent to a first aider for serious injuries as well as minor injuries for example:

- Head injuries (not headaches)
- Heavy bleeding- cuts, nosebleeds etc.
- Strong possibility of (or actual) vomiting
- Likelihood the child will be sent home due to temperature etc, (unless vomiting the child will return to class to await collection)
- Sprains
- Suspected fractures- if sensible to move the child
- Distinctive rashes
- Cuts, grazes and bruises.

Play time

TA first aiders on duty (if no TA, first aider teachers to cover)

Lunch time:

Lunchtime supervisors. All children are sent LTS if they require first aid.

In Class

Support staff in class, teacher, support staff in neighbouring classrooms.

Any spilt blood must be washed away or mopped up with sanitizer.

Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.

Injuries should be treated with the appropriate remedy i.e.

Bruises- cold water compress ice pack

Grazes- wash area with cold water

Creams- must not be applied

Cotton wool must not be used.

Cuts and grazes should be covered with an appropriate sized plaster.

All first aid waste e.g. rubber gloves etc, must be placed inside a bag and placed in the usual refuse bin for disposal.

Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.

If a child should require further medical treatment, the first available person must call an ambulance using the 999 service, giving school address and nature of the problem. A staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Accident Book and Forms

The accident book is to be completed for significant injuries. Accident forms must be completed for more serious injuries and all head injuries. These forms once completed must be sent to the LA within three working days. Yellow forms are kept in the office with the Health and Safety files.

During the summer months parents should be reminded to take extra precautions for their children against sunshine, they should be asked that they apply sun cream or sun block to their children before they come to the school and provide their child with a hat to wear in the playground.

Insurance

In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. The school's insurance arrangements provide full cover for any claims arising from the actions of staff acting within the scope of their employment. In addition, the Council's insurance policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.

Care Plans

In some cases, children will require care plans to be created by the Inclusion Manager in conjunction with the family and the appropriate agencies. Copies of these are kept in the inclusion room, with the child's class teacher and in the staff room.

Internal Health & Safety - FIRST AID GUIDANCE

Contents:

1. The Law
2. Key Action Points
3. First Aiders
4. Appointed persons
5. Mental Health First Aid
6. First aid needs assessment
7. Communication of first aid arrangements
8. Accident reporting and record keeping
9. First Aid equipment
10. First Aid rooms
11. Further information

Appendix 1: Record of first aid treatment

Appendix 2: Recommended numbers of first aid personnel to be available at all times in

T&W Appendix 3: Recommended numbers of first aid personnel to be available at all times in T&W CORE

BUILDINGS

Appendix 4: Mental Health First Aid and other Council wider support

1. THE LAW

The Health and Safety (First-Aid) Regulations 1981(as amended 1st October 2013) require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non employees are considered in the assessment of first aid needs and provision is made for them. It is Council policy to do this.

2. KEY ACTION POINTS

Carry out first aid needs assessment to determine the level of first-aid provision required in terms of the following:

- the number of first-aiders/appointed persons/paediatric trained
- consider ways to manage mental ill health to include staff that are trained in Mental health first aid
- the need to consider mental health with physical health

- the number, content and locations of first aid equipment
- arrangements for off-site activities / remote working
- arrangements for activities taking place outside core hours

3. FIRST AIDERS

3.1 First aiders may either be contractually obliged to take on this role or be selected from staff volunteers. A first aider needs to:

- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training.
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Be employed in a post where they are readily accessible in case of emergencies.

3.2 First aiders are expected to:

- Check and replenish first aid boxes on a rota basis (to be agreed with other first aiders in the vicinity)
- Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the health and safety team are kept up to date
- Maintain confidential records of first aid treatment in accordance with section 7.

There are two types of training for first aiders:

3.3 First Aid at Work (FAW)

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.3 and also be able to:

- Administer first aid to a casualty with:
- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;
- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Provide appropriate first aid for minor injuries

This must be renewed every three years by means of a two day re-qualification course.

3.4 Emergency First Aid at Work (EFAW)

At least a 6 hour course (not including breaks), over a minimum period of 1 day.

On completion of training, successful candidates should be able to:

- Understand the role of the first aider, including reference to:
- The importance of preventing cross infection;
- The need for recording incidents and actions;
- Use of available equipment;
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;

- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator;
- Administer first aid to a casualty who is unconscious (including seizure);
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

This must be renewed every three years by means of a one-day re-qualification course.

3.5 Paediatric First Aid

The current legal requirements for paediatric first aid are set out in the safeguarding and welfare section of the 2017 EYFS. The following information is taken from the 2017 Statutory Framework for the Early Years Foundation Stage published by the Department of Education, at least one person who has a current full paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current full paediatric first aid certificate.

PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting³³. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Emergency paediatric first aid training course - 1 day

Understand the role and responsibilities of the emergency paediatric first aider, have the ability to assess an emergency situation and prioritise your actions. You will also learn how to help a baby or child who is:

- unresponsive and breathing normally
- unresponsive and not breathing normally
- having a seizure
- choking
- suffering from shock
- bleeding

This must be renewed every three years by means of a one day re-qualification course
Paediatric first aid

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

Understand the role and responsibilities of the paediatric first aider. Be able to assess an emergency situation safely.

Be able to provide first aid for an infant and a child:

- who is unresponsive and breathing normally, including child and infant resuscitation
- who is unresponsive and not breathing normally
- who has a foreign body airway obstruction
- with external bleeding
- with injuries to bones, joints and muscles.

Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:

- sickle cell crisis
- diabetic emergencies
- asthma attack
- allergic reaction
- meningitis
- febrile convulsions.

Understand how to administer first aid to an infant and a child:

- who is experiencing the effects of extreme heat and cold
- who has sustained an electric shock
- with burns or scalds
- who has been poisoned
- who has been bitten or stung
- with minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- with conditions affecting the eyes, ears and nose
- with head and spinal injuries
- with anaphylaxis
- who is suffering from shock.

Understand how to complete records relating to illnesses, injuries and emergencies.

This must be renewed every three years by means of a one day re-qualification course.

3.6 Defibrillator Training

Some Council locations because of the high number of visitors, or associated risks, including leisure centres have defibrillators on site. These are also provided in Darby House, Southwater One, and Addenbrooke House due to the large number of employees on site. First Aid at Work training now includes the use of a defibrillator but additional training can be provided if necessary.

3.7 All first aiders must be allocated enough time to:

- attend training
- carry out their routine responsibilities to check and restock first aid equipment
- review their first aid training materials.

3.8 Insurance The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

3.9 First aid training provider

First aiders must complete a training course administered by a competent First Aid training provider.

The requirement for first aid training providers to be HSE registered has been removed, however training organisations will still be required to meet certain standards/criteria set by the HSE.

Telford & Wrekin Council First Aid training provider offer 'regulated qualifications. These are nationally recognised and our training centre is registered as an 'awarding organisation' (AO). These AOs are recognised by national qualification regulators (Ofqual) that have dedicated policies and quality assurance processes that approve and monitor our training centres to ensure training meets standards set by the national regulators. The regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First Aid Qualifications – see the SQA website www.sqa.org.uk.

To book on any first aid courses please use the OLLIE site, there are a selection of dates but if there are none available or you can't attend the dates that are available please email Co-operative.Admin@telford.gov.uk to request a place.

If you are not registered with the online booking system (OLLIE) you can access and book all your first aid training via trainingenquiries@telford.gov.uk

School based staff should book direct with Steve Carter steve.carter@telford.gov.uk on 01952 380161 or with Telford Occupational Health Service Ltd, Halesfield 13, Telford, TF7 4QP. 01952 581251 or email jandt@tohs.co.uk

4.0 APPOINTED PERSONS

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- looks after first aid equipment and restocking as necessary.
- ensures that the necessary accident reporting is carried out.

Appointed persons are not first aiders and should not administer first aid treatment that they have not been trained to do.

5.0 MENTAL HEALTH FIRST AID

As part of the councils commitment to enhancing work-place mental health and to ensure that everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions staff can become Mental Health first aiders. This training enables those trained to identify and understand symptoms and be able to support someone who might be experiencing a mental health issue and will teach delegates how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

Telford and Wrekin Council staff have access to a range of services that can be considered to assist with managing mental ill health in the workplace, that include information and training for managers and employees, access to the councils' occupational health professionals, a team of mental health trained first aiders and a full employee support programme.