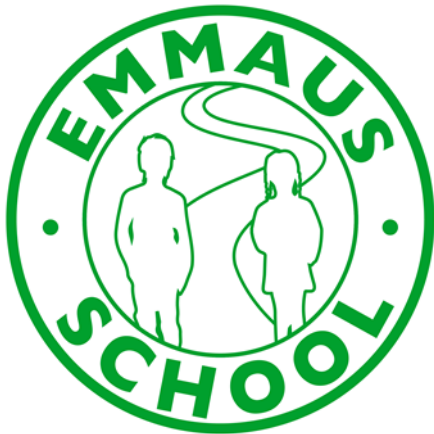


# First Aid Policy



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# First Aid Policy

## Introduction

This policy applies to all pupils, including those in the EYFS.

People at school can suffer injuries or fall ill. It is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid covers the arrangements that are made to ensure these things happen. It can save lives and prevent minor injuries becoming major ones. First Aid provision must be available at all times while people are on the school premises.

## Risk Assessment

The School Health and Safety Policy outlines the main areas of risk for pupils and staff. As far as First Aid requirements are concerned, the School is categorised as **low risk**. All full time staff and many part time members of staff receive training in emergency First Aid to ensure that there is always a First Aider on site and on educational visits.

## First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other medical help is summoned as appropriate
- Looking after the First Aid equipment and restocks at the end of each term
- Checking the School accidents records at least twice a term
- Updating and displaying all relevant lists and notices

First Aiders must complete an emergency First Aid course (normally 6 hours) and refresher training every 3 years. The course will cover the following topics:

- What to do in an emergency.
- Cardio-pulmonary resuscitation.
- First aid for the unconscious casualty.
- First Aid for the wounded or bleeding.

The certificate gained is valid for 3 years.

Teachers in EYFS will complete a paediatric First Aid training which is valid for 3 years.

## First Aid and Non- Trained Staff

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. A First Aider must be present on all school trips.

## **First Aid Room**

There is a designated First Aid room for children to await collection by their parents. It is equipped with a bed, and is adjacent to a toilet and wash basin.

## **First Aid Kits – content and location**

First Aid boxes for on and off site are located in the First Aid cupboard in the hall. In the science lab there is a First Aid box mounted on the wall next to a First Aid box for the treatment of eye emergencies and a box for the treatment of burns

The content of First Aid boxes is governed by H.S.E. guidelines. Items in the First Aid box should be discarded safely after the expiry date has passed.

Tablets or medicines should not be kept in the First Aid box.

The first aid list of contents for travelling First Aid kits should be the same as for the main school kit, although some items are fewer in number.

Pupils are not allowed to go to the First Aid boxes and help themselves to First Aid materials. Staff only, in whatever capacity that may be, are allowed to go to these boxes. Staff must not give pupils permission to attend to their own cuts and bruises etc.

First Aid containers must be taken to off site activities along with the school mobile phone.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml should be provided. Eye bath, eye cups or refillable containers should not be used for eye irrigation.

The use of antiseptic is not necessary for the first aid treatment of wounds.

Disposable plastic gloves, aprons and suitable protective equipment e.g. Resuscaide should be provided near the First Aid materials and should be properly stored and checked frequently to ensure they remain in good condition.

## **Displaying First Aid Notices**

Employees and pupils have to be informed of the First Aid arrangements. These can take the form of notices put up on the premises telling staff who the first aiders and appointed persons are, and where the first aid boxes are kept.

## **When to call an ambulance**

Always call 999 if someone is seriously ill or injured, and their life is at risk.

Examples of medical emergencies include (but are not limited to):

- chest pain
- difficulty in breathing
- Unconsciousness
- severe loss of blood

- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- Drowning
- severe allergic reactions

### **Handling blood and other bodily fluids**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to disposable gloves and take care when dealing with either blood or other body fluids and disposing of dressings or equipment. Equipment for dealing with spilt blood or other body fluids is located in the first aid cupboard in the hall.

### **Dealing With Cuts, Grazes and Wounds**

When dealing with cuts or grazes that require washing/ cleaning, it is best practice to wear rubber gloves, which are to be found next to the first aid boxes in the science lab. This helps prevent infection.

It is important to realise that the wearing of gloves is as much for the sake of the pupil not being at risk of infection as it is of the staff member. Some parents will expect staff to adopt best practice with their children.

### **Statutory Accident Book/ Record Book**

The School must keep readily accessible accident records which must be kept for 3 years. The record book for logging incidents should include:

- The date, time and place of incident
- The name and class of the injured or ill person
- Details of the injury/ illness and what first aid was given
- What happened to the person immediately afterwards (e.g. Went home, went back to class, went to hospital)
- Name and signature of the first person dealing with the incident.
- Record the name of the emergency contact informed with details of time and how they were informed.

The information in the record book can:

- Help the School identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first aid needs assessments
- Be helpful for insurance and investigative purposes

The School First Aider should be informed immediately of any head or eye injuries no matter how minor they may appear.

### **Contacting Parents after an Accident**

In an emergency, the Office Administrator should try to contact the child's parent/ guardian/ named contact as soon as possible by telephone or if necessary by email. Please record that you have done this on the accident form. Parents should be informed on the same day, where possible, of any accident or injury sustained by the child with details of any first aid treatment given.

### **Reporting Accidents**

The Headteacher will report all serious accidents to the HSE as required.

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from working for more than 3 days
- Accidents which require admittance to hospital for in excess of 24 hours
- H.S.E. must be notified of fatal and major injuries without delay by telephone.

An accident that happens to pupils or visitors must be reported under RIDDOR if:

- The person involved is killed or is taken to hospital, and
- The accident arises out of or in connection with work.

An accident must be reported if it relates to:

- The way a school activity has been organised (e.g. the supervision of a field trip)
- Lifts, machinery or substances

### **The condition of the premises**

Records must be kept of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Reportable, major injuries are:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Playground accidents involving collisions, slips and falls need not be reported unless they arise out of, or in connection with work (e.g. the condition of the premises or equipment, or the level of supervision).