



Diocese of Chelmsford Vine Schools Trust

The Diocese of Chelmsford

Vine Schools Trust

St Andrews Church of England

Primary School

First Aid Policy



1. Introduction	3
2. First Aiders	3
3. First Aid Kits	4
4. Accident Books	4
5. Ofsted requirements to notify parents and the Data Protection Act	5
6. Administration of medication	5
7. Sickness	5
8. Treatment of head injuries to children	5
9. Ice Packs	6
10. Asthma	6
11. Epi-Pens	6

1. Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

At least one member of staff with current first aid training must be on the premises at any one time.

2. First Aiders

The following people have paediatric first aid training:

- Andrea Cossens, School Secretary
- Nicola O'Dell, School Administrator
- Gloria Genal, Teaching Assistant

The following people have first aid training:

- Mrs Diane Fawcett, Headteacher
- Mrs Rachel Townsend, UQT
- Mrs Chris Russell, Teaching Assistant
- Miss Morgan Day, Teacher
- Mrs Jacki Kent, Teacher
- Miss Liz Myers, Teacher
- Mrs June Mugliston, Teacher
- Mrs Katy Paternoster, Teacher
- Mrs Caroline Mitchell, Teacher
- Miss Becky Robertson, Teacher
- Mrs Teresa Cole, SENCo
- Mrs Caroline Weaver, Teaching Assistant
- Mrs Sarah Filtness, Teaching Assistant
- Miss Paige Blastock, Teaching Assistant
- Mr Jake Jackson, Teaching Assistant
- Mrs Rachel White, Teaching Assistant
- Mrs Lisa Webb, Business Manager
- Mr Malcolm Caley, Caretaker
- Mrs Margaret Finney, Catering Manager
- Mrs Hilary Green, Catering Assistant
- Mrs Colleen Kidby, Catering Assistant
- Miss Ann Barnes, Mid Day Assistant
- Mrs Sam Dove, Mid Day Assistant
- Miss Jessica Panrucker, Mid Day Assistant
- Mrs Leanne Pratt, Mid Day Assistant
- Mrs Tara Thomas, Mid Day Assistant

3. First Aid Kits

Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Are regularly checked. Teachers and Teaching Assistants are responsible for maintaining the kits in their individual rooms. The Mid-Day Assistant on First Aid is responsible for the resourcing of their lunch time kit. The main office hosts a first aid kit which is regularly checked and restocked by the School Admin Team;
- Are easily accessible to adults; and
- Are kept out of the reach of children.

4. Accident Books

- Are kept safely and accessibly. All classrooms have their own book for accidents that happen during teaching time. The first aid room has its own book for accidents that happen at any other time. Accidents that are a bit more than the normal bumps and bruises (i.e. bump to the head) must be recorded in the polycarbonate first aid book in the first aid room. The child should take the white copy home.
- If a child has had a bump to the head, it is school policy for a Parent/Carer to be informed on the day before the charged is sent home. The person administering first aid is responsible for insuring this happens.
- If a **serious** accident must be reported to Debbie McManus so that they can be uploaded onto IRIS within 24 hours.
- All staff and volunteers know where they are kept and how to complete them.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books **MUST** be written in pen, completed on the same day of the incident and include: -

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to/stayed in class, or went to hospital).

The information in the accident books 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 need assessments;
- Be helpful for insurance and investigative purposes;
- Help provide information to parents.

All completed accident books should be given to the school office who will store them for future reference.

5. Ofsted requirements to notify parents and the Data Protection Act

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

Staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take notes, photographs or obtain a copy of the accident record.

6. Administration of medication

Only prescribed medication may be administered. It must be in date and prescribed for the current condition.

Children taking prescribed medication must be well enough to attend the school.

Children's prescribed drugs are stored in their original containers, in the school office or staff room fridge, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date, the name of the medication, the dose and time, or how and when the medication is to be administered. Parents should administer medication before school so that staff only gives one dosage during the school day.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health care professional

7. Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill while in school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV status.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety Coordinator and the Emergency First Aiders.

8. Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events

and can be dealt with by the supervising adult by applying a cold compress for the child's own comfort. Parents/Carers must be contacted. All head bumps must be recorded into the accident book and a slip sent home with the child. It is the responsibility of the person dealing with the head bump to inform the parent.

9. Ice Packs

Ice Packs can be found in the freezer compartment, within the fridge in the staff room.

Instant ice packs are single-use only and must be stored out of children's reach.

10. Asthma

We have many children with Asthma. All pumps are labelled and kept in the classrooms, these are located by the big Red A. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.

11. Epi-Pens

All Epi-Pens are labelled and one is kept in the school office and one in the classroom.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Staff should have training from a healthcare professional but if this is not the case then the emergency services must be informed at the same time as the Epi-Pen is administered.