



# St Mary's Church of England Primary School

Fowler Road, Islington, London N1 2EP

*'Believe and Achieve'*

## *First Aid Policy*

### Aims

The purpose of this policy is to ensure excellence is the provision of first aid and medical care for pupils and school employees in order whilst ensuring that the requirements of the First-aid regulations (Health and Safety (First Aid) Regulations 1981) are met. Its key purposes will be to:

1. Assess overall risk.
2. Have in place qualified first aid personnel.
3. To have in place appropriate first aid equipment.

### Provision of First Aiders

At St Mary's C of E Primary School we have used the [Health and Safety Executive \(HSE\) – First aid at work assessment tool](#) to help determine the required number of first aiders for our circumstances. This assessment of need will be reviewed annually. See [appendix one](#).

Suggested minimum numbers based on the HSE guidance Table		
Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aid Personnel within the school
<b>Lower Hazard</b>	fewer than 25	In school settings even where there are fewer than 25 staff then <b>EFAW</b> / a basic level of first aid training in order to meet pupil needs would be expected as a minimum.
	25 -50	At least one first aider trained in <b>EFAW</b>
	more than 50	At least one first aider trained in first aid at work ( <b>FAW</b> ) for every 100 employed (or part thereof).
<b>Higher Hazard<sup>1</sup></b>	5-50	At least one First Aider trained in <b>EFAW</b> or <b>FAW</b> depending on types of injuries that may occur.
	more than 50	At least one additional First Aider trained in <b>FAW</b> for every 50 employed (or part thereof)
<b>School settings where the EYFS framework applies</b>	N/A	At least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present, and must accompany children on outings.

To ensure high quality coverage and quick accessibility to a first aider for both pupils and employees/staff the following has also been considered:

- provision in order to cover absence, leave, offsite activities etc;
- previous injuries / illnesses experienced;
- the layout of our premises;
- the location of the school from emergency services;
- any specific hazards on site (e.g. DT machinery, hazardous substances);
- numbers of pupils on site;
- extended / extra-curricular school activities.

In higher risk areas such as science, DT, PE etc. staff are aware of immediate corrective measures in order to manage the initial injury and ensure an effective hand over of any specific information (particularly relating to chemical incidents) to the school first aiders.

Employees have agreed to become first aiders on a voluntary basis.

### **Specific Medical Needs**

This policy sets out to provide information regarding First Aid response and procedures, specialist advice for individuals with disabilities, long-standing medical conditions or allergies will be found in the Managing Medical Conditions and Asthma and Emergency Inhaler Use policies.

The school nurse and/ or other suitably qualified healthcare professional confirms that staff are proficient before providing support to a specific child.

In addition some employees/staff carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

### **First Aid Training**

- Teachers and support staff will receive training about individual pupils' medical conditions and first aid which will be organised by the school Inclusion Leader, *see appendix two*
- The Inclusion Leader will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions and first aid procedures in our school
- Temporary and supply staff will be given information by the Inclusion Leader about individual children or young people who are likely to become ill and/or require medical intervention.

At St Mary's qualified first aiders hold valid certificate in either:

- **First aid at work (FAW)** – a three-day course (18 hours);
- **Pediatric first aid** – a 2 day (12 hour) course to meet the requirements of the EYFS statutory framework;
- **Emergency first aid at work (EFAW)** – a one-day course (6 hours).

To support the school's appointed first aiders the school provides additional training to staff in order to ensure basic first aid skills (applicable to both staff and pupils) are held by a wide number of other teaching and support staff. We ensure that refresher training is undertaken before certificates expire and a record of first aiders and their certification dates is maintained.

Staff who administer first aid according to their training and in the course of their employment are covered by our employer's liability insurance.

### **First Aid Equipment**

We have a minimum of one first aid kit, clearly marked, readily accessible centrally located in the First Aid room and one in the Early Years, additional kits have been purchased for hazardous activities, travelling and offsite visits.

First aid kits contain a sufficient quantity of suitable first aid materials and nothing else. See [appendix three](#) for a suggested list of minimum contents.

All first aid kits are checked at the end of each month and restocked by a designated member of staff, items are not be used after expiry date shown on packaging. Extra stock is kept in the school.

First aid does not include the administration of medicines and thus first aid boxes **DO NOT** contain drugs of any kind including paracetamol, antiseptic creams etc.

In case of eye irrigation mains tap water is readily available in the first aid room, along with sterile water or sterile normal saline (0.9%) in sealed disposable containers. Each container holds at least 300ml and is not re-used once the sterile seal is broken. At least 900ml is provided. Eye baths/eye cups/refillable containers are not used for eye irrigation.

### **First Aid Room**

The school has a suitably designated first aid room centrally located in line with the School Premises (England) Regulations 2012. It is used for the medical treatment / the short term care of sick and injured staff/ pupils when required. This area is equipped with a sink, a fridge for medical purposes and is close to a WC. The first aid room may be used for other purposes, except teaching, so long as it is readily available for medical use when needed. The first aid room also caters for pupils with complex needs.

## Emergency Procedures

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment via the child's Individual Healthcare Plan. IHCPs are filed in the first aid room and in children's individual medical bags/ class boxes.

The school will call an ambulance (see [appendix four](#)) before contacting parents if a child becomes seriously ill – this applies to all children including those with health care plans.

Staff will not take children to hospital in their own car, as it is safer to call an ambulance. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

In the case of serious or potentially serious injuries, professional medical assistance will be sought at the earliest possible time so as to avoid the danger of inappropriate diagnosis or treatment.

In the event of evacuation from the school site, first aid equipment will be taken from the building as part of our evacuation procedures.

## Provision of Information

These arrangements including the location of equipment, facilities and personnel)  
All new and temporary staff are inducted regarding first aid procedures. There is a designated first aid room and first aiders and their locations are clearly communicated.

There are notices posted in highly visible positions within the premises, giving the location of first aid equipment and facilities and the names and locations of the first aiders.

## Record Keeping

St. Mary's Church of England Primary School will keep written records of all first aid given administered to children and staff. The record will be kept in the Medical Room and include date, time, location, visible injury, treatment and name of the member of staff who administered the first aid. See [appendix five](#).

The school ensures that the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or other staff (e.g. Epi-pens);
- First aid cases treated (accident / incident reporting).

## First Aid and Blood borne viruses

First aid training courses highlight the importance of preventing cross-infection in first-aid procedures. 'Universal Precautions' must always be followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.

This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures are always applied:

- Always cover any open wounds on your own hands with a waterproof adhesive dressing;
- Disposable gloves (unpowdered latex, nitrile or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids.

Small quantities of contaminated waste (soiled or used first aid dressings) are safely disposed of via the usual refuse collection arrangements. Waste to be double bagged in plastic and sealed by knotting. There is a secure bin for the disposal of needles and a designated 'blood bin' for waste contaminated with blood.

## Head Injuries

Injuries to the head need are treated with particular care. High energy head injuries or those with any evidence of following symptoms may indicate serious injury and immediate medical advice will be sought:

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory;
- persistent headache;
- blurred or double vision;
- vomiting;
- clear fluid coming from ears or nose;
- loss of balance;
- reading or writing problems;
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg;
- general weakness;
- seizure or fit.

Where pupils receive a head injury their parents/carers are informed, this happens immediately by telephone if symptoms described above occur. For minor bumps the parent is informed via bumped head letter. For vigilance and monitoring children who have a head injury wear a 'bumped head' sticker to ensure they are highlighted to staff.

## Day trips, residential visits and sporting activities

The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs.

## Liability and indemnity

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children. All Islington schools (not academies or free schools) are covered by the Islington Council policy with Zurich.

## Complaints

Any complaint should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## Monitoring the effectiveness of the policy

The following aspects will be monitored to ensure excellence is the provision of first aid and medical care for pupils and school employees:

- Is the school ensuring that the requirements of the First-aid regulations (Health and Safety (First Aid) Regulations 1981) are met?
- Are there appropriate Health and Safety risk assessments in place to ensure safety for all?
- Is there qualified first aid employees for the needs of the school?
- Is there appropriate first aid equipment for the needs of the school?
- Are there regular reports provided to the Children, Families and Community?
- Does regular monitoring of the First Aid log show that procedures are being followed and incidents are being monitored and risk assessed for improvement?
- Are there any records of complaints?
- Does the school have clear arrangements for the supply, storage, care, and disposal of first aid equipment?
- Do records show that the school has informed parents or carers that their child has received first aid?

Written by

Policy reference material, guidance or link policies

Reviewed by

Ratified by

Ratification date

Review cycle

Next review date

Review committee

Laura Mayende
<ul style="list-style-type: none"> <li>• DfE good practice guide, <a href="#">Guidance on First Aid for Schools</a> <ul style="list-style-type: none"> <li>• DfE Pastoral care / first aid guidance <a href="http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid">http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid</a></li> </ul> </li> <li>• HSE First Aid homepage <a href="http://www.hse.gov.uk/firstaid/index.htm">http://www.hse.gov.uk/firstaid/index.htm</a></li> <li>• <b>The DfES Document <a href="#">Managing Medicines in schools and Early Years settings</a> should be referred to for guidance.</b> <ul style="list-style-type: none"> <li>• Asthma &amp; Emergency Inhaler Policy</li> <li>• Managing Medical Conditions Policy           <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Complaints Policy</li> </ul> </li> </ul> </li> </ul>
Children, Families and Community
Children, Families and Community
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July 2017
Children, Families and Community

## First-aid need assessment

Our primary school has a maximum of 210 pupils that takes children from the age of four years. Across the site there are approximately 31 members of staff on duty at any one time (approximately 7 class teachers, 2 additional teachers, 7 learning assistants, 4 additional learning assistants, 3 leadership team, 3 office team, 1 premises and 4 kitchen staff).

The majority of hazards are considered low, although there is for example, a higher-hazard area in the on-site kitchen.

The school is aware that approximately 15 pupils have asthma and four hold Epi Pens.

The first-aid needs assessment indicates that the suggested requirements are:

First-aid personnel	Required Yes/No	Number needed
First-aider with a First Aid at Work (FAW) certificate	No	N/A as there are less than 50 staff
First-aider with an Emergency First Aid at Work (EFAW) certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with additional training in Paediatric First Aid	Yes	Staff should also have training in any specific health care needs such as anaphylaxis. In addition to the EFAW training a minimum of 2 staff should be trained in Paediatric First Aid (12 hours) to satisfy the EYFS requirements. To support the appointed first aiders (EFAW and PFA) inset training has been provided to ensure key first aid skills are held by a wide number of other teaching and support staff.
Appointed person	No	N/A
First-aid equipment and facilities	Required Yes/no	Number needed
First-aid container	At least 2	1 in the Early Years area and 1 in a central location easily accessible to the rest of the school (the first aid room). The food operator Caterlink provide the catering/ kitchen staff with a first aid kit and appropriate training.
Additional equipment (specify) (e.g. automated external defibrillator AED)	N/A	N/A
Emergency Salbutamol Inhaler	Non statutory	1
Travelling first-aid kit	Yes	6 available for offsite visits
First-aid / medical room	Yes	1

<b>Staff Training Record</b>					
<b>Staff Member</b>	<b>Role</b>	<b>Training Received</b>	<b>Length of training</b>	<b>Date of training</b>	<b>Date qualification expires</b>
SC	Learning Assistant	First Aid – Paediatric QA Level 2 Award	2 days	9 <sup>th</sup> & 16 <sup>th</sup> June 2014	16/06/17
DE	Learning Assistant	First Aid – Paediatric QA Level 2 Award	2 days	9 <sup>th</sup> & 16 <sup>th</sup> June 2014	16/06/17
All Teaching Assistants All Classteachers and SLT	Learning Assistant Class teachers SLT Office/ Premises	Anaphylaxis Awareness Asthma EpiPen training Epilepsy Awareness	1 hour	13/11/14 13/11/14	Autumn term annual refresher led by school nurse
TM	Learning Support Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	19/05/15	19/05/18
LW	Learning Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	19/05/15	19/05/18
SR	Learning Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	19/05/15	19/05/18
KS	Learning Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	16/06/15	16/06/18
SCo	Learning Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	16/06/15	16/06/18
GD	Learning Assistant	Emergency First Aid at Work- QA level 2 Award	1 day	16/06/15	16/06/18

## Staff Training Record ~ continued

Type of training received

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Date of training completed

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Training provided by

--

Profession and title

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Staff member PRINT NAME	Staff member <i>Signature</i>

I confirm that the members of staff detailed has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature

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Date

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Suggested review date

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### Suggested contents lists for first aid kits are as follows:

#### First aid kit

- Leaflet giving advice on first aid;
- Twenty individually wrapped sterile plasters (assorted sizes) appropriate to the work environment (which must be detectable for the catering industry);
- Two sterile eye pads;
- Two individually wrapped triangular bandages;
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings (12x12cm);
- Two large sterile individually wrapped unmedicated wound dressings (18x18cm);
- At least 3 pairs of disposable gloves.

#### Travel first aid kit

- Leaflet giving advice on first aid;
- Six individually wrapped sterile plasters (assorted sizes);
- Two individually wrapped triangular bandages;
- Two safety pins;
- Individually wrapped moist cleaning wipes;
- One large sterile unmedicated wound dressing (18x18cm); and
- Two pairs of disposable gloves.

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

Blunt ended stainless steel scissors (minimum length 12.7 cm) may also be useful to cut clothing away.

British Standard BS 8599 provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.



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## Medical Emergency Telephone Call Script

**Dial 999, ask for ambulance and be ready with the following information:**



1. Our school telephone number is 020 7359 1870.
2. Our location is: St. Mary's Church of England Primary School, Islington, London, N1 2EP.
3. Be clear that the school postcode is N1 2EP. If necessary (our school is located along Essex road, off Halton road).
4. Give your name.
6. Give name of child and a brief description of child's symptoms.

Say – please inform Ambulance Control that the best entrance for the school is Fowler road where they will be met by a member of staff.

**Speak clearly and slowly and be ready to repeat information if asked. Do not hang up/ end the call until you have been told to do so.**

