



Whitecross Nursery School

First Aid Policy

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| Reviewed by | Claire FitzPatrick Headteacher Kate Parker School Business Manager |
| Date of last review | June 2023 |
| Date of next review | June 2024 |
| Ratified by the Governing Body | 5 th July 2023 |

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it. Any changes will be communicated to all stakeholders.

Statement of intent

Whitecross Nursery School 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. This policy should be read in conjunction with our Supporting Children with Medical Needs Policy.

Whitecross Nursery School 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
- Safeguarding Policy
- Supporting Children with Medical Needs
- Food and Drink Policy
- Offsite Visit Policy

The Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal Framework

1.1. 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

2. Aims

- 2.1. 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.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. 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.
 - Ensure that medicines are only administered at the school when express permission has been granted for this.
 - Ensure that all medicines are appropriately stored.
 - Promote effective infection control.
- 2.5. 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.
- 2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:
 - A leaflet giving general advice on first aid;
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - Two sterile eye pads;
 - Four individually wrapped triangular bandages (preferably sterile);
 - Six safety pins;
 - Six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
 - Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; and
 - One pair of disposable gloves.
- 2.7. Equivalent or additional items are acceptable.
- 2.8. Headteacher and SBM, are jointly responsible for examining and maintaining 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.
- 2.9. First aid boxes are located in the following areas:

- Main Nursery (on wall near kitchen door)
- Kitchen (on wall to right of cooker)
- The Garden Room (next to kitchen wall cupboards)
- The Park Room (on wall over the draining board)
- A portable First Aid kit is available in First Aid cupboard in Main Nursery to take out to Forest School or on trips

3. First Aiders

- 3.1. 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.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Headteacher.
- 3.3. A list of the current paediatric first aiders is on the notice board in the main interior entrance, in the school office and in main nursery.
- 3.4. The training of staff in Paediatric First Aid takes place on a rolling programme. Training is updated 3 yearly and all certificates are kept in the 'Staff Courses and Training' file in the school office.

4. Emergency procedure in the event of an accident, illness or injury

- 4.1. 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.
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. 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.
- 4.4. 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 accident victim(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 victims.
 - Call an ambulance, if this is appropriate.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or if they are fit to be moved by removing injured persons from the scene. This is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

- See to 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.
- When the above action has been taken, the incident must be reported to:
 - The Headteacher
 - The parents/carer of the victim(s) or for injury to staff, next of kin

5. Reporting to parents

- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 5.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's parents will be telephoned as soon as possible.
- 5.4. A list of emergency contact details is kept on Integris and in the office.

6. Visits and events off-site

- 6.1. 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 Headteacher before the event is organised.
- 6.2. Please see the separate Offsite Visit Policy for more information about the school's educational visit requirements.

7. Storage of medication

- 7.1. Medicines are always securely stored in accordance with individual product instructions.
- 7.2. All medicines shall 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.
- 7.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 7.4. An emergency inhaler is available for pupils with asthma.
- 7.5. 2 spare epipens are available to be used with the permission of the emergency services in the event of a child presenting with anaphylactic shock.
- 7.6. Parents 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 and diabetes. A disclaimer will be signed by the parents in this regard.

8. Illness

- 8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. 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.

9. Hygiene/Infection Control

- 9.1. Basic hygiene procedures must be followed at all times.
- 9.2. Single use disposable gloves, apron and sometimes a face mask must be worn when treatment involves blood or bodily fluids. Care should be taken when disposing of dressings or equipment and the correct PPE disposable rules should be followed, see Infection Control Policy

10. Consent

- 10.1. For pupils with medical conditions parents 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. These forms will be updated periodically.
- 10.2. Staff do not act 'in loco parentis' in making medical decision 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.

11. Reporting accidents

- 11.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.
- 11.2 The Headteacher will keep an electronic record of any reportable injury, disease or dangerous occurrence. This will 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. This record can be combined with other accident records.
- 11.3 The following accidents will be reported to the HSE Involving employees or self-employed people working on the premises:
 - accidents resulting in death or major injury (including as a result of physical violence)
 - accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.

i.e. if it relates to

- any school activity, both on or off the premises
- the way the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay.

The Headteacher is responsible for ensuring this happens. The Headteacher must ensure that the accident report form is signed by herself and returned to the Health and Safety department of the Local Authority.

12 Monitoring and review

12.1 This policy is reviewed annually by the Headteacher in conjunction with the Lead First Aider, the SBM and the Governing Body; any changes made to this policy will be communicated to all members of staff.

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

12.3 The Headteacher will ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.

12.4 The Headteacher will have in place procedures for ensuring that parents are informed of significant incidents. A first aid slip will be completed by the staff who dealt with the injury. Parents or Carers will sign the slip when they collect the child to acknowledge that they have been spoken to and understand the nature of the injury.

12.5 Staff will telephone a parent or carer immediately should a child have a 'significant' bump to the head to inform them of the accident.

12.6 If a child is not collected by a family member, then the above procedure should ensure the parents are aware of the accident. The person collecting will be informed of serious accident at the door.