

# PETERSFIELD INFANT SCHOOL



## A POLICY FOR FIRST AID

### STATEMENT

**Petersfield Infant School** 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.

Responsibility for first aid at **Petersfield Infant School** is held by **Headteacher** who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aids Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### PROCEDURES

#### First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained

staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### **School First Aid Trained Staff**

At **Petersfield Infant School** there are **11** school first aid trained staff (see Appendix B).

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff.

### **Qualified First Aiders** (*Those completing the HSE approved 3-day first aid course*)

At **Petersfield Infant School** there is **1** member of staff qualified in 'First Aid at Work'.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

### **Paediatric First Aid Trained Staff**

At **Petersfield Infant School** there are **2** paediatric first aid trained staff (see Appendix B).

These members of staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

### **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 4 first aid travel kits on the premises
- These first aid kits will be situated in the **disabled toilet in Year 1**

It is the responsibility of the class Teaching Assistant to check the contents of the class first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid file. It is the responsibility of the school Office staff to check the first aid travel kits.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. In our school, the responsibility for keeping the first aid post and travel first aid kits appropriately stocked is held jointly by **Nicola Reid** and **Sarah Woods**.

The area in **Year R outside Dolphins classroom**, is designated as the first aid post for treatment, sickness and the administering of first aid. The first aid post will have the following facilities:

- Basic first aid kit, first aid book, chairs, bumped head letters, water.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider, in discussion with the headteacher if available, is to always call an ambulance on the following occasions:

- In the event of a serious injury

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an emergency involving a child, where appropriate, it is our policy to always notify parents as soon as possible of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires emergency first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Recording and reporting**

All incidents involving staff, pupils and visitors, which require first aid to be in attendance are to be recorded with (at least) the following information:

- Date, time and place of the incident
- Name of injured or ill person
- Details of the injury or illness
- Details of what first aid was given
- What happened immediately after the incident (for example, went home, went back to class, went to hospital)
- Name and signature of first aider or person dealing with the incident

Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

HSE should be notified of fatal and major injuries, and dangerous occurrences without delay. See the [HSE RIDDOR advice](#) for more details.

Injuries to anyone who has been involved in an accident at the school or college, or on an activity organised by the school or college, are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident schools and colleges can consult the HSE [general RIDDOR guidance](#).

## **Information for Staff**

### **Appendix A**

Guidelines for First Aid

### **Appendix B**

List of Qualified First Aiders

### **Appendix C**

Guidance on use of AED

Staff: Jan 2024

Gov: March 2024

Statutory / Annually / resources /web

*DfE Guidance last update June 2022*

## Appendix A

### GUIDELINES FOR FIRST AID

- Plastic gloves must always be worn when dealing with blood or any open wound.
- **NO** creams/ sprays to be used on cuts and bruises.
- **BUMPED HEADS** must be recorded in the accident book and a letter sent home to parents.
- Ice pack and cover to be used to reduce swelling on bruises and bumped heads.
- Water to be used to clean cuts and open wounds except when not easily accessible when medi-wipes may be used.
- Cover open wounds with plasters if necessary. (Check that the child is not allergic to plasters, if so clean the wound and leave it). If in doubt check with First Aider.
- In the event of a suspected broken leg the child must **not** be moved. Please inform a First Aider and an ambulance will be called. Parents will be notified.
- In the event of a suspected serious injury, eg broken arm, call the First Aider. A decision will then be made whether to move the child and / or call an ambulance.
- For any injuries that you are unsure of please do not move the child but send for a First Aider and a decision will be made.
- If you feel a child should go home, please inform a member of the office team **before** telephoning.
- Ensure you have a completed consent form from parents before administering medicines or allowing the child to self-administer medicines ie inhalers for asthma etc.
- Medicines that have to be taken **four** times a day (one at lunchtime) ie penicillin etc should be sent to the office where parents can complete a consent form. The office staff will administer this medication.
- All other medication should be kept in a box marked **FIRST AID** in the classroom.
- It is the responsibility of parents to ensure that their child's medication in school is in date.
- It is the responsibility of the parents to ensure that their child's medication no longer required including those which have date expired are returned to the pharmacy for safe disposal.
- All teachers and assistants should be aware of any allergies / medical problems of children in their class and their treatment.
- Class medical registers should be completed at the beginning of the autumn term and updated as required.
- All medicines kept in the classroom should be recorded on the record of prescribed medicines sheet and this must be completed whenever a medicine or medication is given, including inhalers / eczema cream and Epi-pen.
- The class medical register and consent form should be kept on a clipboard next to the first aid box.
- All accidents requiring first aid treatment are recorded with the following information:
  - name of injured person, date of accident, type of accident (bump on head etc) treatment provided and action taken, where accident took place.
- Jungle Formula may be used for wasp and bee stings. Permission is sought from all parents on entry to the school. First Aiders will decide whether this will be administered.

### ALLERGIES

#### The effects are:

- Nettle rash all over body
- Swelling around neck and throat - breathing difficulty
- Severe reaction - anaphylactic shock (see separate procedure)

Three checks

- A Airways
- B Breathing
- C Circulation

- Adult should stay with child
- Some children have Piriton / epi-pens to treat their allergy – if prescribed, use them

If necessary, inform ambulance

Inform parents

**DO NOT USE ANY MEDICATION NOT PRESCRIBED TO THAT PERSON**

Medicines should be kept in the classroom except for antibiotics which need to be kept refrigerated.

HCC will cover staff for administering drugs provided the school has suitable procedures in place.

**DO NOT TAKE A CHILD TO HOSPITAL IN A CAR - WAIT FOR AN AMBULANCE**

Inform either Headteacher, Deputy Headteacher or First Aider

PLEASE CHECK THE MEDICAL REGISTER FOR DETAILS OF ALLERGY AND TREATMENT

### **PROCEDURES FOR RECORDING ALLERGIES**

- The parents of any child entering Petersfield Infant School at any other time must complete a Health Form.
- Reply slip to be returned to office for filing (in class order alphabetically) in medical register
- Every class register contains a list of current medical concerns in the class
- Photographs of the special alert children are displayed in the Medical Forms File, at First Aid Point and Staffroom.

### **ASTHMA ATTACKS**

#### **Recognition**

- Difficulty in breathing, especially breathing out
- Wheeziness when breathing out
- Blueness of the skin
- Distress and anxiety

#### **Treatment**

Reassure child to reduce anxiety

Make sure the child sits down, leaning slightly forward on a table or some other support

Ensure plenty of fresh air

Find out if the child has medication and encourage him / her to use it. This is most likely to be a "puffer" aerosol.

## **THE MEDICATION IS KEPT IN A BOX IN THE CHILD'S CLASSROOM**

An adult should stay with the child

Inform either:       Headteacher, Deputy Headteacher or First Aider

**If the medication fails to have any effect and the condition worsens DIAL 999 and call an ambulance and then contact the parents.**

**DO NOT TAKE THE CHILD TO HOSPITAL IN A CAR – WAIT FOR THE AMBULANCE**

## **ANAPHYLACTIC REACTION**

**Anaphylactic shock is a severe allergic reaction**

### **RECOGNITION**

- An urticarial rash (like nettle rash or hives)
- Intense itching
- Sneezing
- Swollen lips and tongue
- A hoarse voice
- A metallic taste in the mouth
- A feeling of a lump in the throat
- Wheeze or difficulty breathing or swallowing
- Vomiting and diarrhoea
- A feeling of dizziness
- Loss of consciousness
- Lack of breathing and absence of pulse

### **TREATMENT**

#### ***Stay with child***

If the child has an epi-pen or other prescribed medicine in school use it  
Ask someone else to telephone 999 and contact the parent

Inform either Headteacher  
                  Deputy Headteacher  
                  First Aider

A list of all first aiders is held the first aid file, office and staff room.

**List of Qualified First Aiders In School Sept 2023**

<b>Staff Member</b>	<b>Qualification</b>	<b>Renewal Date</b>
Cat Amos	Schools First Aid	03.03.2024
Nicola Reid	Schools First Aid	02.09.2025
Allison Whelan	Schools First Aid	02.09.2025
Sababa Sadullah	Schools First Aid	02.09.2025
Sam Proudfoot	Schools First Aid	02.09.2025
Erica Holloway	Schools First Aid	02.09.2025
Nathalie Lyons	Schools First Aid	02.09.2025
Jackie Black	Schools First Aid	02.09.2025
Faith Mousley-Smith	Schools First Aid	02.09.2025
Angie Smith	Schools First Aid	02.09.2025
Catriona Dawes	Schools First Aid	02.09.2025
Sam Turner	First Aid at Work	31.03.2024
Peggy Geary	Paediatric First Aid	27.05.2024
Cara Schwick	Paediatric First Aid	16.03.2026
Francesca	First Aid Work	Booked 7,8 & 9 May 24

What are the 7 steps of using an AED?

**The AED protocol has seven basic steps:**

- Check unresponsiveness.
- Call 9-9-9 or the local emergency number (if applicable) and retrieve the AED.
- Open the airway and check for breathing. ...
- Check for a pulse. ...
- Attach the AED electrode pads.
- Analyse the heart rhythm. ...
- Press the "shock" button, if advised.