

# Broom Valley Community School



We dare to dream big

**Policy**

**First Aid**

**January 2018**

<b>First Aid Policy</b>			
<b>Review Frequency</b>	Annually	<b>Review Date</b>	January 2019
<b>GB Committee Responsible</b>	Full Governing Body	<b>Staff Responsible</b>	<b>Kim Reaney</b>
<b>GB Ratification Date</b>	23.01.18	<b>Website</b>	Yes

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

This policy reflects guidance produced by the Local Authority, Department for Education and Department for Health.

### **Objectives**

To appoint the appropriate number of suitably trained people as First Aiders (at least 80% of staff) (See Appendix A) to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the Health & Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

### **Personnel**

- The School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see Appendix A)

## **Insurance**

Whilst conducting their duties in relation to their employment all paid and volunteer staff are covered by the terms and conditions of the Council's Employers and Public Liability Insurance Policy. Any claim arising in relation to an Employee's actions whilst representing the Council / School will be made against the Council and not the individual concerned. (See appendix B)

Any inappropriate action in relation to an employee's negligence or misconduct will be treated as a breach of the terms and conditions of employment and as such subject to appropriate action being taken by the employer following HR processes and guidance.

Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.

When a child in our care becomes unwell it is usual practice to ring the parent(s)/carer(s) and discuss the situation. In the interest of the ill child and the remaining children, the staff member may request that the child is collected as soon as possible by the parent(s)/carer(s) or another authorised adult (see SIMMs system).

## **Duties of an Appointed Person – Sarah Addis**

- Takes charge when someone is injured or becomes ill.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

\*Although Appointed Persons do not have to be first aiders, it is the policy of Broom Valley Community School that Appointed Persons have completed Paediatric First Aid Training or Emergency First Aid Training.

## **Main Duties of a First Aider**

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

## **Administering First Aid**

Any non-serious injury/bump will be dealt with by a first aid trained member of staff, this may be SMSAs during the lunchtime period or LAs during playtime or Office Staff throughout the school day as appropriate.

Office staff/leadership team will support any member of staff who requires a second opinion. In the case of needing further medical assistance (hospital) staff will try to contact parents/carers first to enable them to support their child in further medical attention.

#### For cuts and grazes

- Clean using water and a sterile swab. Antiseptic wipes and plasters can be used for school children with parental permission (see first aid room lists for children **who have not got consent**). Plasters are for wounds that will not stop bleeding only – not as a comforter.

#### Bumps

- Give cold compress of wet tissue or ice pack covered in paper

#### Splinters

- Ask the office to phone parents – you must not remove any splinters

#### Objects in eyes

- Offer wet tissue paper to the child – you must not try to remove anything from a child's eye – ask the office to phone parents

#### Nose Bleed

- Give the child/apply a cold compress at top of nose. Do not tilt head backwards.
- Using Latex gloves to clean up any spilt blood and place soiled items in the yellow bucket. If a large area contact the Caretaker to help you.

#### Vomiting

- Quickly provide the child with a bucket with a bin liner (not yellow)
- Telephone Mr Green or Mr Wicks to clear any vomit from floors or furniture and make sure other children stay away from the area
- Ask the office to telephone home to have the child collected.
- Empty the bucket into the bins outside in accordance with the Regulated Medical Waste document (in medical file in main office)

#### Sprains

- Apply a cold compress
- Ask if the child is ok to remain in school or telephone home - see above for further medical attention

#### Redressing old wounds

- If child has an existing injury that requires redressing, use an antiseptic wipe and replace the dressing ie plaster or bandage (check child has no allergy to latex or antiseptic wipes)

#### Intimate Care

- When looking at injuries of an intimate nature, ensure you have another member of staff with you. Ensure privacy for the child and only look at the injured area. If in any doubt contact the SLT/office.
- If appropriate use the disabled toilet in KS2 or KS1

Complete the accident book for any injury you administer to

**Under no circumstances should you use cotton wool at any time to treat injuries**

### **First Aid Equipment and Facilities**

- The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. There are two dedicated first aid rooms in school.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools).
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

### **Information on First Aid arrangements**

- The Headteacher will inform all employees at the school of the following:
- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

### **How to deal with blood and body fluids**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

### **Staff Contact**

- Site Manager / Caretaker to be contacted initially so that arrangements can be made to clean the area
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the '**Initial Clean Up Procedure**'.

### **Initial Clean Up Procedure**

- Wear disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Site Manager for further help.
- The bin liner with the soiled absorbent towels should be tied securely, double bagged and put in the large bins outside.
- Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- Staff should contact SLT for advice or the Site Manager, especially if more urgent care of the child and/or care of the wider school community (in terms of H&S) is required.

### **Procedure for Blood and Other Body fluid Spillage**

- Gloves to be worn at all times

- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the outside bins.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- The contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in the outside bins.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area if a hard floor.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.

### **Management of Accidental Exposure to Blood**

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

### **Action to Take**

- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to SLT (senior leadership team)
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR

### **Pupil accidents involving their head**

The School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, all bumps to the head will be reported to parents with a 'bump note' (see procedures below 'Record Keeping and Reporting Accidents').

### **Record Keeping and Reporting Accidents**

- All minor injuries and First Aid Treatments given are recorded in the accident record books kept in both first aid rooms on KS1 & KS2 corridor. In Nursery minor injuries and First Aid treatments are recorded on the accident form.
- Parents are notified by a note home if any First Aid has been administered (see Annex B). A copy of the information sent home is kept in the accident record book (Carbon copy).
- Parents are contacted by telephone with a follow-up note if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, a Rotherham Borough Council Local Authority Accident Form is completed

- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

### **Statutory requirements for Accident Reporting**

- The Governing body will implement the LA's procedures for reporting:
  - All accidents to employees.
  - All incidents of violence and aggression.
  - The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
  - An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
  - An accident which requires admittance to hospital for in excess of 24 hours.
  - Death of an employee.
  - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
  - For non-employees and pupils an accident will only be reported under RIDDOR:
  - Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
  - It is an accident in school which requires immediate emergency treatment at hospital
  - For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.
- See additional guidance attached to this policy

### **Transport to hospital or home**

In the event of a serious injury, the first aider will make the decision to call an ambulance and will send notification to the Headteacher or next member of staff in seniority.

Where hospital treatment is required but it is not an emergency, then the Office Staff will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed:

See Administering Medicines In School Policy.

A copy of the Parental Agreement form will be taken along with the relevant medication on the visit.

The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

### **Exclusion Procedure for illness**

For information regarding isolation periods for illnesses, please consult the 'South Yorkshire Health Protection Unit' disk for the 'Management and Control of Infectious Diseases', the Health Protection Agency Guidance on Infection Control in Schools and other Child Care Settings (poster/leaflet/website) and/or contact Public Health (England) on 01142263560

Children contracting infectious diseases/illnesses will be excluded from the school for the appropriate number of days recommended by the health authority. There are a minimum number of days children should be excluded but this depends on the condition of the individual child.

If a serious illness, an outbreak of an illness which is hard to control, a notifiable disease as identified in the Public Health (Infection Diseases) Regulations 1988 (see also Health Protection Agency / Public Health England guidance), or any illness or disease which is currently a local health issue occurs within the school then the Head Teacher / Deputy in their absence will contact and act on any advice given by the Public Health (England) 0114 2263560 and notify RMBC, Dean Fenton 01709 254821 and Ofsted on 0300 123 1231.

The incident and action that was taken will be logged in the Notifiable Illness Book stored in the main office under medical.

Once the above points have been taken into consideration regarding communicable diseases, the RIDDOR website will be consulted for up to date information.

### **First Aid at Work for Employees**

Sarah Addis is the named person for first aid at work for all staff.

## **Appendix A**

### Current First Aid Trained Staff

Name	Name
Shaheen Akhtar	Sarah Lloyd
Shanum Arif	Amy Lendrum
Mary Banks	Lisa Marshall
Rabena Bi	Chloe Revill
Sofia Bibi	Sidra Sajid
Ilona Critchley	Debbie Stanley
Lauren Gabriel	Lyndsey Taylor
Chris Hawkins	Jason Wicks
Nicola Jones	Mary Wilkinson

### Current Paediatric First Aid Trained

Sarah Addis	Chloe Littlemore
Karen Ball	Matt Smith
Sarah Barrow	Joanne Staniland
Helen Crooks	Debbie Stanley
Rachel Dudley	Farhat Sultana
Ruksana Gulfraz	Hannah Webb
Gemma Kerr	

### Current 3 Day First Aid Trained

Sarah Addis
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## Appendix B

### STAFF INDEMNITY

#### LA POLICY FOR SUPPORTING

#### CHILDREN WITH MEDICAL NEEDS IN SCHOOL

Extract from Council Minute 2596, April 1987, regarding professional indemnity:

#### **“2956 PROFESSIONAL INDEMNITY**

The Directors of Financial Services and Legal and Administrative Services submitted a joint report relating to the above.

##### **Recommended:-**

1. That the Council indemnify all officers of the Council against the whole or part of any damages, costs or legal expenses which any such officer may have been ordered to pay or may have incurred, if the officer acted in good faith and honestly believed that the act complained of was within her/his power and that her/his duty as an officer required or entitled her/him to do it. Such indemnity shall extend to responsibilities arising from duties performed by any officer by virtue of her/his employment with the Council on behalf of other bodies.

Exceptions: The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- (a) fraud, dishonesty or a criminal offence on part of the employee;
- (b) any neglect, error or omission by the employee otherwise than in the course of her/his duties; and
- (c) liability in respect of surcharge made by the District Auditor.

The indemnity will not apply if an employee, without the written authority of the Authority, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution.

2. That the above indemnifications be continuing, and cover present and former officers of the Council.
3. That the cost of the indemnification be met from the General Rate and Revenues of the Council.

(Exempt under Paragraph 1 of the Act)"