

Having faith in God, ourselves and each other as we strive to reach our potential



**Queen's Park C.E./U.R.C.
Primary School**

First Aid Policy

September 2021

*To be reviewed September
2022*

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Our vision for Queen's Park C.E./U.R.C. Primary School

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Through our vision, we serve our community by providing an inclusive, happy, secure and caring Christian environment where all are valued and respected. We believe that God loves all his children unconditionally and values the uniqueness of the individual and recognise the diversity and range of contributions that each child can make.

Following the Church of England's Vision for Education 'Life in all its fullness' John 10:10, we provide a high-quality education within a creative, stimulating, encouraging and mutually supportive environment where children are enabled to develop the skills they require to become successful.

Our Core Christian Values

Love

Forgiveness

Trust

Respect

Honesty

Hope

'First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

DFEE Guidance on First Aid for schools p. 4 updated 2014

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DEFINITION

First Aid is the immediate treatment or care of a person who is injured or taken ill at school before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency.

To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

PROVISION OF FIRST AID PERSONNEL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate.

Members of staff should not give first aid treatment for which they have not been trained.

A named midday supervisor and all learning assistants are trained in emergency first aid. This is due for renewal in September 2021. All learning assistants were trained in basic paediatric first aid in June 2020 and two learning assistants (S.Baskett and K.Paton) and a midday supervisor (L. Ellis) are trained fully in paediatric first aid.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through

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other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' at morning play and lunch time; and by the teacher or learning assistant during lesson time if they are First Aid trained or by sending for one of the First Aid trained members of staff.

School First Aiders:

A named midday supervisor and all learning assistants are trained in emergency first aid. This is due for renewal in September 2021. All learning assistants were trained in basic paediatric first aid in June 2020 and two learning assistants (S.Baskett and K.Paton) and a midday supervisor (L. Ellis) are trained fully in paediatric first aid.

We also have seven members of staff who are trained to use the school defibrillator (Sarah Baskett, Kath Paton, Becki Wilmott, Mandy Hughes, Elaine Gauld, Anne Marie Fishwick and Lynne Ellis).

ACCIDENTS and REPORTING

To be ensure school meets new GDPR regulations, the procedures for accidents and reporting were changed in June 2018. Any time a child receives first aid, a log is completed on our secure electronic safeguarding system CPOMs. The log should be completed by the adult administering the First Aid. Any incidents which require escalating (due to severity of incident or injury as a result of a potential health and risk in school) should be brought to the attention of Mrs J Campbell (Business Manager) who will complete St Helen's authority health and safety log online. In addition to this, a first aid slip on these escalated incidents should be completed and sent home with the child to

inform parents that their child had been seen by a first aider during the school day.

Bumps to the head - parents will be notified if the school has any major concerns, the parent/carer will be invited into school to judge whether their child is able to stay in school or taken for further treatment.

Other, bumps, grazes etc. will be judged by the evidence seen at the time

e.g. visible on the person, behaviour of the person etc. If staff feel that parents/carers need to be made aware of an incident before the end of the day, a phone call will be made from the school office.

Any accident leading to immobility will need paramedics to attend and the person should not be moved. When an ambulance is called, the office staff will print a "Serious Incident Form" and complete the child's details before handing it over to the first aider treating the child who will complete the remainder of the form. This will then either be handed to the parent/carer taking the child to hospital or to the paramedic.

MEDICAL REGISTER

All medical registers are stored electronically on the school's network in the SEN file and should be amended as needed. Information on children with significant or specific medical conditions is displayed along with their photograph on the staffroom noticeboard. No information about a child will be displayed in a public area without parental permission.

CARE PLANS

All children who are in receipt of a care plan have their photos and plans displayed in their classrooms and in the staff room. These care plans are reviewed in accordance with the school nurses' recommendation.

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EPIPENS

All staff will receive their annual training for asthma and allergy in September 2021.

Allergy advice is published on the school's medical board.

All epipens are stored in the medical storage cupboard in the staffroom.

This policy will be reviewed every 3 years or sooner if required.

The Local Authority recommends that:

"It is strongly recommended that two paediatric first aiders must be present at all times"

The school operates in excess of this guidance - please see the list above which outlines the first aiders.

"With effect from April 2017, all newly qualified entrants to the early years workforce who have completed a Level 2 or Level 3 qualification after 30.06.16, must have either a full PFA or an emergency PFA certificate within three months of starting work, in order to be included in the requires staff:child ratios at Level 2 or Level 3 in an early years setting." This new guidance will now be implemented and be adhered to as part of the school's induction policy.

It is recommended by St Helens Local Authority (March 2017 - Health and Safety procedures) that 1 first aider for every 150 pupils is normally held to be a reasonable ratio. The school works operates well within these preferred ratios with all learning assistants trained in First Aid.

Serious Incident Form

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Handover Form for Parents / Ambulance Staff / Hospital

Name of Child:		Date of Birth	
Date of Injury:		Time of Injury: Class activity / Playtime / Sports activity	
<p><u>Injury Details:</u></p> <p>Allergic Reaction / Bite / Sting <input type="checkbox"/></p> <p>Bump / Bruise <input type="checkbox"/></p> <p>Bump to Head <input type="checkbox"/></p> <p>Burn / Scald <input type="checkbox"/></p> <p>Cut / Laceration <input type="checkbox"/></p> <p>Damage to teeth <input type="checkbox"/></p> <p>Fracture(s) suspected <input type="checkbox"/></p> <p>Location on body: <input type="checkbox"/></p> <p>Irritation to eye <input type="checkbox"/></p> <p>Nosebleed - severe <input type="checkbox"/></p> <p>Sprain / strain suspected <input type="checkbox"/></p> <p>Other - details: <input type="checkbox"/></p>		<p><u>Location of Incident:</u></p> <p>Playground <input type="checkbox"/></p> <p>Field <input type="checkbox"/></p> <p>Class (please state which Classroom) <input type="checkbox"/></p> <p>Play Area <input type="checkbox"/></p> <p>Metal / Wooden / Tyres <input type="checkbox"/></p> <p>Other - please state: <input type="checkbox"/></p>	
		<u>How did the injury occur:</u>	
First Aid administered:		Medication given. Dosage and time to be included:	
Signature of Staff Member present:		Signature of First Aider:	

This form is used by Queen's Park Primary School as a handover sheet between School and Parents / professionals. All First Aid is administered in accordance with current guidelines and practices in Schools.

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