



John Chilton School

First Aid Policy

First Aid Policy Statement

The Governors and Head teachers of John Chilton School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all serious accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The school appoints qualified First Aiders (appendix 1) who oversee medical assistance for adults. The school also appoints paediatric First Aiders who oversee medical assistance for children aged xxxx. Adult and a paediatric First Aiders all express agreement that they are happy to support children's medical needs too but in most cases these will be dealt with by nearest adult or class staff. The School Nursing Team only oversee and support medical care for identified pupils with a Health Care Plan. This team of First Aiders regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

Each class have their own First Aid Box. These are stored where they are visible and easy to access and labelled. These are stored across the school as well as in classrooms. First Aiders are allocated to take responsibility to ensure that specific First Aid boxes are regularly checked and that the stations are fully stocked.

Each class have their own trip first aid bum-bag. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

PPE is available which must be worn every time First Aid is administered. It is the responsibility of the adults in class and play-leaders to request more PPE from the Appointed Person if the stocks are low.

Playground:

First Aid box for the playground It is found in staff rooms on each site.

It is every supervising adult's responsibility to provide First Aid in case of a minor accident. Staff can request help/ second opinion from a qualified paediatric First Aider or an Adult Work For Work Aider who is happy to support adults or pupils.

In case of a major accident or a head injury a qualified Paediatric/ Adult Workforce First Aider willing to also assist young people be asked to assist in giving First Aid.

If the pupil has a Health Care Plan the health care team should be called to take pupil to the Nursing Room.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and a major accident form should be given to the office to be kept on file. Parents and Carers should be informed by telephone if serious or in writing using the 'Notice Of Episode' form if minor.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents or Carers must be informed by Telephone by Healthcare Team if the pupil is on their caseload, or by Class staff . The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. The head injury checklist should be used. If the pupil has a shunt the health care team should always be called and take responsibility (See Appendix 2- head injury Checklists)

First Aid and Medicine files

Minor Accident file- The contents of this file are kept for a period of 3 years as required by law.

For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and Staff Handbook and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

First Aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the teacher/HLTA prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Appendix 3- First Aid kit contents

Administering medicine in school:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these pupils and their conditions is kept in the Teachers' files, where relevant.

The nurse also has a complete list of pupils with a health Care Plan or conditions, signed by parent/ Carers. These need to be checked and reviewed regularly. Clearly labelled medicatios for relevant pupils are stored according to clinical protocol in the Nurse's Room. Staff emergency medication is also stored in Nurse's Room, clearly labelled.

All medicines in school are administered following the agreement of a care plan.

Asthma

Pupils with Asthma might have inhalers as medication. These are kept in the Nurse's Room, labelled and in-date. These pupils have an Asthma plan that the nurse ensures is in place. These pupils are identified on class medical information sheet displayed in all rooms. Pupil take these inhalers on trips if required.

It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children,. The Health Care team check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers

. If the inhaler is needed, a staff member from the pupil's class or nearest adult goes to retrieve it from the Nurse's Room.

Staff with asthma inhalers retain these themselves but never within reach of pupils and follow guidelines from their own GP or medical advice. Staff monitor the expiry date of their own medication.

Generic emergency salbutamol asthma inhalers:

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. The school stores two generic use asthma inhalers, labelled and in date, should pupils or staff have an emergency but don't have in-date or working inhalers.

These inhalers can be used for pupils whose parents have completed an Asthma plan and have inhalers in school or by adults in emergency should they request.

In case of an emergency, an adult needs to be sent to get the asthma pump while a pediatric/ Adult Work Force First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form with liaison with Healthcare Team. The Healthcare Team must be notified if emergency inhalers have been used.

Defibrillator

At Bengarth Site this is kept in Medical room.

At Vernon Site this is kept in Medical Room

Other Medicines

Short term prescriptions; Medications such as the short term use of antibiotics, antihistamines or painkillers can be administered only if the parent /carer completes the 'Parental Consent Form For Administering Medicine' form. Parents can obtain the form from the Healthcare Team ideally before the first day of requesting the medicine to be administered at school, providing as much notice and information as possible. If there is no form completed, the school nurse will call parent/ carer and get verbal consent for the first day only, insisting on signed paperwork for the following day.

Paperwork filled in by Healthcare Team if medication is given.

Medication may be administered in school if it is required to be taken four (4) times a day, including eye drops. If medication is required at a greater frequency than this then School Nurse will liaise with professionals and family about the practicality/ viability of this,

School staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address, ensuring it is in date.

All medication should always be handled by adults. The transfer of medication from school to home, or after school club, and vice versa should be between adults and it should never be put in pupil's bag but handed over to adults/ Passenger Assistant , not left with pupils for journeys or transportation.

Medications that need to be kept in the fridge can be stored in the Nursing Room.

Paracetamol

First Aiders can administer paracetamol from school supply in Nurses' Room if a pupil has a consent form completed by parents and stored in Nurses' Room or, failing this, if parental permission is then obtained from calling family. If a First Aider administers Paracetamol this information given to Health Care Team to record on their administering of medication paperwork .

Calling the Emergency services.

For Staff:

In case of a major accident, it is the decision of the fully trained first aider and SLT whether the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter is sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

COVID-19

If a pupil displays one or more symptoms of COVID-19, a class based adult will isolate the pupil maintaining social distancing of 2 metres at all times. The pupil will remain in the room until the parent/carer will be able to collect. Staff need to ensure that they wear the correct PPA equipment while attending to a child with COVID-19 symptoms. The room is cleaned carefully afterwards.

The child is not to return to school until a COVID test has been taken and the result is negative or 5 days have passed.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Peg Feeds

Some pupils require peg feeds or other medical procedures that are carried out by Healthcare team of some class staff. In these instances staff are trained, having had their competencies verified through a thorough training process. See Separate medical Conditions Policy.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1- List of Adult First Aiders/ paediatric First Aiders

Orchard Site:



John Chilton

First Aiders & Fire Wardens

First Aid at Work

Name	Date of Training	Renewal Date
Toni De Feo-Mayers	March 2022	March 2025
Shannon Mills	January 2022	January 2025

Paediatric First Aider

Name	Date of Training	Renewal Date
Helen Cambridge	June 2022	June 2025
Sadia Woods	November 2020	November 2023



John Chilton School

First Aiders

First Aid at Work

Name	Date Of Training	Renewal Date
Ankita Banerjee	January 2022	January 2025
Charles Gilbert	March 2022	March 2025
Geraldine Woolston	September 2022	September 2025

These staff check the contents of first aid kits against a checklist

Appendix 2 – First Aid Kit contents:

Appendix 2

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in Bengarth (locations labelled):

- The medical room

- Classrooms
- Shared classrooms- SEMH, Music Room, Kitchen , Therapy Room, Hydro Pool area
- Main Reception Area
- The staff room
- School Mini bus

First aid kits are stored in Satellite (locations labelled):

- Main Reception Area
- The medical room
- Staffroom
- Classrooms
- Kitchen
- Therapy Room
- School Mini bus

See below Appendix 3

Appendix 4- Which First Aiders check which first Aid kit Sept 2023

Bengarth First Aid Kit Contents Checking	
Location of First Aid Kits	Who checks contents each term:
Medical Room	Nursing Team
P3P, P3R, P3B, P4V	Charlie
P5, P4B, P4R, P4P in Music Room)	Ankita
Shared - SEMH Room JC15, Kitchen , Therapy Room, Hydro Pool area	Geraldine
Main Reception Area	xxxx
Bengarth Mini buses	xxxx

Orchard First Aid Kit Contents Checking	
Location of First Aid Kits	Who checks contents each term:
Main Reception Area	Toni
Medical Room	Medical Team check
Staffroom	Sadia
Classrooms: Sunflowers daisies Poppies Bluebells	Sadia

Classrooms Sharks Whales Starfish	Helen
Kitchen	Shannon
Therapy Room	Shannon
Orchard Mini Bus	Toni

Sept 2023