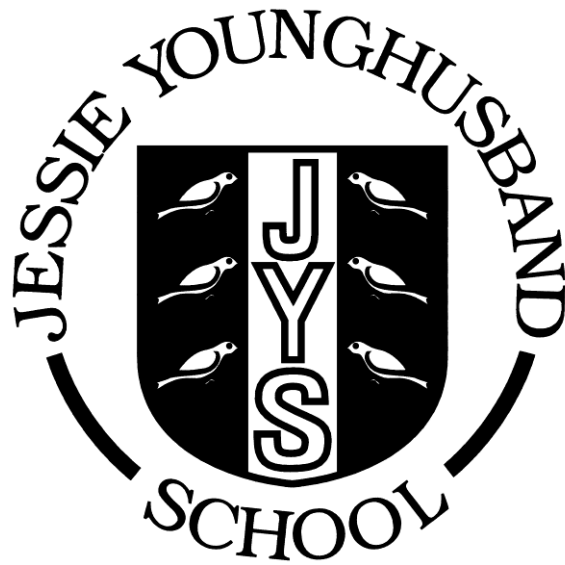


JESSIE YOUNGHUSBAND SCHOOL



First Aid Policy

incorporating guidelines and procedures

**Updated January 2019
Review January 2022**

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FIRST AID POLICY

STATEMENT OF INTENT

This policy is supplementary to the Health and Safety policy. The main legislation for standards of first aid in schools and early years settings is the Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework.

This policy is written in conjunction with the West Sussex County Council Health and Safety guidance which is available on the West Sussex Services for Schools website (WSSfS). These protocols and procedures are followed and further advice can be sought directly from the West Sussex Health and Safety team.

Management of first aid

At Jessie Younghusband School, we have adequate arrangements to provide immediate first aid for staff, pupils and visitors. Contractors who work on site must provide their own first aid. First aid is available from a First Aid qualified member of staff at all times when children are on site and between 8.00am and 4.00pm during term time, and to groups who are taking part in off-site activities or are otherwise in the establishment's duty of care. At other times anyone requiring urgent medical attention should contact their doctor or the hospital as appropriate.

Charlotte Elkington is the lead first aider who is allocated the duty of day-to-day management of first aid within the establishment, this will include:

- supporting the review of the first aid risk assessment whenever necessary;
- arranging for the headteacher to providing letters of appointment to first aiders;
- co-ordinating first aid training to ensure continuous cover;
- checking the contents of first aid kits every Monday - ticking, dating and signing the checklist (shown in Appendix 1) to acknowledge completion of this task, and
- ensuring that first aid supplies are replenished as and when used, kept in date and correctly stored.

Qualifications and training

All our first aiders hold a relevant current certificate that has been obtained through attendance on one of the following training courses run by an approved organisation:

First Aid at Work (FAW) - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years. St Johns Ambulance also provide EFAW (Primary), a 1-day course in first aid delivered as above, that includes first aid to employees and additional

training in resuscitation of children aged 5-11. This latter course (or equivalent from other first aid training providers) is recommended for primary schools.

Early Years First Aid (EYFA) - A 2-day course specialising in first aid for children aged up to 5 years, delivered by a provider approved by the Local Authority (LA). This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

Combined Emergency First Aid at Work (Primary) and Early Years First Aid (EFAW/EYFA) - A new 2-day course provided uniquely for West Sussex County Council by St Johns Ambulance, aimed at primary and nursery schools with children under 5. The course specialises in first aid for children but also includes emergency first aid for adults. It meets the requirements for paediatric first aid provision and also for employee first aid provision. Please note that this course is delivered over 2 extended days (5.00pm finish) to accommodate the syllabus of both certificates.

Refresher training - Although certificates are valid for 3 years, the HSE strongly recommends that first aiders receive annual refresher training. Half day refresher courses can be booked through the Health and Safety Team. First Aiders at JYS have access to annual refresher training.

How many first aiders?

At JYS, we have 3 staff (Charlotte Elkington, Sandra Aylward, Jo Taylor) who hold the First Aid at Work qualification (FAW); Alison Creasey holds the Early Years first aid qualification. Both Mrs Elkington, Mrs Aylward and Mrs Taylor have attended the WSCC Managing Medicines training. Other classroom support staff hold the EFAW qualification having completed 1 day of training in May 2016. Where staff are new this year further training will be organised as soon as possible. This level of cover, with regards to the number of trained first aiders ensures that assistance can be provided quickly in an emergency. It is also sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties may be shared between qualified staff; however the appropriate level of provision is maintained.

Educational establishments with children under 5 (including Reception class children)

At JYS, we meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at school, or on an organised off-site visit, there will be at least one person present who has successfully completed an approved Early Years First Aid (EYFA) course or a combined Emergency First Aid at Work and Early Years First Aid course (EFAW-EYFA), plus at least 2 adults will hold the First Aid at Work (FAW) qualification.

Letters of appointment

A formal letter of appointment is given to staff that agree to provide first aid, upon issue of their certificates. See Appendix 1 for an example of a model letter.

Contacting first aiders

Our Headteacher ensures that everybody on the premises knows how to summon a first aider in an emergency. The procedure is included in staff and volunteer induction training and updates are provided in staff briefing meetings. Unaccompanied visitors are informed of our procedures when they sign in.

Carrying out a risk assessment

First aid is provided to any person that we owe a duty of care, if they are injured or become ill while on our premises or involved in an off-site activity. There are sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and a call made to the emergency services when appropriate.

Appropriate practice

All of our first aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, liaising with one of our four FAW trained staff for additional support and assistance, referring the injured/ill person/child to hospital for assessment or further treatment, or calling the emergency services for immediate help. Appendix 2 features a list of guidelines for staff as to what action to take if a child reports that they are hurt or unwell and when to refer for First Aid.

If the first aider is in any doubt about whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or contact NHS Direct.

Emergency treatment should not be delayed in order to consult with parents or carers. However, every care will be taken to notify parents, or the Local Authority in the case of Looked After Children.

The current First Aid Manual is the 10th edition published by Dorling Kindersley Limited in 2014 (ISBN 978 1 4093 4200 7). First aiders should adhere to the procedures in the First Aid Manual.

At JYS, we also refer to the guidance contained in the following documents:

Supporting pupils at school with medical conditions –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Guidance on the use of emergency salbutamol inhalers in schools –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Appendix 3 refers to guidance in respect of medicines being administered to children such as paracetamol.

Head bump letters

Children often bump their heads without further consequences but for bumps of a serious nature and those which result in a lump forming, parents are informed by phone call and with a follow-up head bump leaflet so that they can look out for signs that the injury could be more serious.

The leaflet can be found at: https://www.westsussex.gov.uk/media/4076/head_injury_leaflet.pdf

If any of the signs featured in the leaflet become apparent while the child is still at school, we recommend that their parent arranges for them to see a GP or attend an Accident and Emergency department immediately.

Calling the emergency services

When we dial 999, we are not calling an ambulance but alerting the emergency services to our incident. They will decide on the response that they will provide; this could be an ambulance, a fire tender, a helicopter, or verbal advice over the phone.

If external assistance is required to help support a child/person in need, calling 999 should not be delayed – we let the emergency services decide the appropriate course of action based on the information that we give them.

On the notice board in the main office, there is a checklist for requesting an ambulance with steps to follow in an emergency (see Appendix 4).

Pupils with medical conditions

First aiders are informed of pupils with any medical conditions that are likely to need special emergency treatment. We have training linked to diabetes and the use of epi-pens, carried out by the designated nurse from the school nursing service. Pupil Health Care plans are available to first aiders; a copy is always provided to any medical practitioner providing emergency medical treatment to such pupils. Health Care plans are kept in a file in the office and are updated each year and signed by parents.

Hygiene and infection control

First aiders follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves are worn and disposable paper towels and a detergent solution are used to absorb and clean surfaces. These items are disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Record keeping

All first aiders ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties;
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday;
- employees and others - 6 years from the date of the accident.

We record first aid provided to pupils separately from that provided to employees and others. We also ensure that records are protected from unauthorised access and that they are irretrievably destroyed when their retention period expires.

Indemnity

It is noted that West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided we relate to first aid provided in the course of our employment and act in good faith and in accordance with our training. The indemnity is regardless of where and to whom the first aid is provided.

First aid materials, equipment and facilities

There is an adequate level of first aid materials, equipment and facilities kept in school to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits are regularly checked and replenished as and when necessary. For information about the medical accommodation and the content of first aid kits please see Appendix 5.

Accident Prevention

All staff at JYS are vigilant with regard to potential hazards; we receive regular updates regarding Health and Safety and first aid during our staff briefing meetings. First aid preparedness is important, however systems that assist in reducing the need to administer first aid are equally so.

Termly assemblies are held with the children to explore ways to keep safe and minimise injuries in and around the school and out on the playground.

The Resources Committee of the Governing Body address issues or concerns relating to Health and Safety each term and regularly review the accident book. This ensures that any patterns or concerns are raised and discussed, and any necessary action addressed.

This Committee also review the First Aid Policy, and raise any concerns with the Chair of the Resources Committee.

This policy is reviewed every three years or sooner, if necessary

First Aid Policy Appendices

Appendix 1

Jessie Younghusband School

First Aid Letter of Appointment

Date:

Dear

Following your agreement to act as a First-Aider, I set out below the duties that you have agreed to undertake:

- 1) Administering First-Aid in accordance with your training;
- 2) Deciding when to refer casualties for further treatment or assessment, or to call the emergency services;
- 3) Maintain familiarity with the guidance on first aid provided in the health and safety section of the West Sussex Services for Schools;
- 4) Maintaining effective communications.

Yours sincerely,

Mrs A Sadler
Headteacher

Guidelines for Staff Regarding Referring for First Aid

General Arrangements

The majority of first aid will be undertaken by the classroom support staff. At break times and lunchtimes there will be a rota of staff to deal with children requiring first aid.

At break times, first aid will be dealt with in the corridor by the Year 3 / 4 classrooms.

At lunchtimes (not wet lunch), first aid will be dealt with in the hut. If there is a wet lunchtime when children have not gone outside first aid will be managed in the corridor outside the staffroom (opposite the accessible toilet).

First Aid equipment will be kept in a portable First Aid bag which will normally be kept in the maths cupboard opposite KS2 girls' toilets.

Children who are still recovering at the end of break or lunch should be taken back to their own classroom and the class TA continue to help them. This should still be recorded in the First Aid book by the duty first aider who started the treatment but any further information added by the person taking over.

The First Aid book will be kept with the First Aid bag and should be completed after each incident.

Child becomes ill or injured whilst in class

Children requiring first aid or feeling unwell during class time should be given appropriate attention by the class TA. This may include

- Suggesting a drink of water.
- Going to the toilet.
- Sitting quietly for a few minutes.
- Checking again to see how they are.
- Asthma inhalers should be kept in the classrooms in individual bags. Entries should be made on the log in the bag if the inhaler is used. Children should know where these are so that any adult can locate them in an emergency. Cupboards containing the inhalers will be marked with a green +.
- Only children who require administration of prescription medicine should be sent to the office directly during the day. Unless otherwise arranged, this will be given and recorded by the office staff.
- Any first aid given in the classroom should be noted on a dated sticker and the sticker transferred to the First Aid book at the end of each day.

If the child is sick or faint or clearly very unwell they should be brought to the office. The TA should ensure they are settled before handing over to the office staff to contact someone from home to collect them.

Child becomes ill or is hurt in an after school club

At this time of the day if an injury occurs that the club leader is unable to deal with the child should be sent to the office or if it is a more serious incident someone from the office called for by another child. If an incident occurs after 4pm, a child should be sent to find an adult (Teacher/Headteacher) that will be able to administer first aid or access contact details for the child.

Child needs to go home or to receive further medical attention

If it is felt that a child is unwell and needs to go home or is injured and requires hospital attention, the TA should take the child to the office if possible. The office staff should then contact the child's parents or call 999. This allows the TA to return to their first aid duty or to the classroom. Support and guidance should be sought from at least one of the fully trained first aiders in any emergency situation. Children waiting to go home will wait in the Library or the office, whichever is most appropriate.

Medicines Being Administered in School

Medicines in School

Staff at Jessie Younghusband School follow the Department for Education guidance on Supporting Pupils with medical Conditions and administering Medicine.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Parental agreement for JYS to administer the medicine' (Form 3B). The Headteacher will then complete and sign Form 4 to confirm the agreement to allow the administration of the named medication (see Appendix 7 for Form 3B and 4).

Non-prescription Medicines

Occasionally paracetamol will be administered to pupils age 10 and over suffering acute pain from things like migraine and period pain. The school keeps its own supply of standard paracetamol for administration to pupils over the age of 10.

- Parents must give written consent for the school staff to administer medication at the start of the school year or when their child joins the school.
- Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.
- Only 1 standard dose (appropriate to age and weight of the pupil) can be administered in school per day.
- Verbal parental consent must be gained during the day to administer paracetamol between the start of school day and 12pm and again from 2pm and until the end of school day. If parents cannot be contacted then paracetamol cannot be administered.
- The school can administer paracetamol without parental consent on the day between 12pm and 2pm.
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage.
- The school will keep records of the administration of paracetamol as for prescribed medication.
- Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration.

Paracetamol may be used as pain relief for children under the age of 10, if a GP/Consultant/Dentist/Nurse Practitioner/School Nurse has recommended its use and parental

consent is gained. Circumstances that might warrant the use of pain relief in the under 10's include fracture, pre/post-operative toothache and post-operative general surgery (this is not an exhaustive list). Details of the pupil's condition and the requirement for on demand pain relief must be documented on the pupil's Individual Health Care plan. In addition to the protocol for the administration of paracetamol detailed above the school will:

- Only administer paracetamol for a maximum of 1 week.
- The parent or carer will supply daily a single dose of paracetamol for administration. This can be in the form of a tablet or liquid sachet.
- The requirement for pain relief will be regularly reviewed during the week; pain relief should not be given routinely each day. The review will be detailed on the pupil's Individual Health Care plan.

Pupils with Long-term or Complex Medical Needs

Parents or carers provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Asthma

JYS has a record of all children who require an inhaler to treat their asthma. The school holds an emergency salbutamol inhaler and spare spacers for a child to use if their own one is faulty in some way. Parents are informed if their child needs to use the school's own inhaler.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's Health Care plan and parents should complete a 'Request for child to carry own medicine form'.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, such as epi-pens, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epipens etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are

told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epi-pens are kept in the school office in a clearly identified container. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. A spare epi-pen for each child is kept in the school office.

Medicines that require refrigeration are kept in the staffroom fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons, records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

Educational Visits

Our school staff will administer prescription medicines to pupils when required during educational visits. Parents must complete a consent form (e.g. Form 3B – see Appendix 7) and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of Health Care plans will be taken by the responsible person.

Non Prescription Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the Health Care plan.

Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a 'Request for school to administer medicine' form (e.g. Form 3B – see Appendix 7) before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets for administration to pupils during a residential visit. The medication will be stored appropriately and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Travelling Abroad

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a Health Care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the Health Care plan (112 is the EU number).

Checklist for Contacting the Emergency Services

Request for an ambulance –

**First dial 9 for an outside line, then 999 and ask for ambulance.
Be ready with the following information:**

1. Your telephone number

01243 782192

2. Give your location as follows:

**Woodlands Lane
Chichester**

3. State that the postcode is:

**PO19 5PA (explain Woodlands Lane NOT
Norwich Road)**

4. Give exact location in school

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform ambulance control of the best entrance and state that the crew will be met and taken to the incident.

**SPEAK CLEARLY AND SLOWLY AND BE READY TO
REPEAT INFORMATION IF ASKED**

First aid kits

At Jessie Younghusband School, our first aid provision caters for at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, a smaller kit (suitable for minor cuts and grazes) can be found in the Hut on the school playground.

Our first aid kits are stored in a locked cupboard (in the main school office) with certain items being stored in robust containers designed to protect the contents from damp and dust and marked with a white cross on a green background.

There are no particular items that must be kept in a first aid kit, but as a guide we include at least:

- one leaflet giving general guidance on first aid;
- several pairs of disposable gloves;
- Blunt ended scissors;
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas);
- 1 sterile eye pads;
- 2 individually wrapped sterile triangular bandages;
- 6 safety pins;
- 3 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm);
- 5 pods of sterile water or sterile normal saline (0.9%) in sealed disposable containers if tap water is not available for eye irrigation. These have a limited shelf life and need to be replaced periodically.
- 2 vomit bags;

Where soap and water are not available, individually wrapped, moist cleaning wipes are provided. Scissors which are put into the first aid box are blunt-ended. Disposable aprons and waste bags are stored in the cloak room first aid cupboard, which is also where the first aid kits are located.

We do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The contents of our travelling first aid kit for off-site visits is appropriate to the type and duration of visit, but always contains as a minimum:

- one leaflet giving general guidance on first aid;
- Several pairs gloves
- Blunt ended scissors
- 2 Triangular bandages;
- 5 saline eye wash pods;
- 1 sterile eye pad;
- 12 alcohol free cleansing wipes;

- Plasters of various sizes;
- Small pack of tissues;
- Anti bac hand gel;
- 3 wrapped sterile dressings 12cm x 12 cm;
- 3 Low adherent dressings;
- Micropore;
- 6 safety pins;
- 2 vomit bags;

Scissors which are put into our travelling first aid kit are blunt-ended.

Form 3B

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School: Jessie Younghusband School

Date

Child's Name

Group/Class/Form

Name and strength of medicine

Expiry date

How much to give (i.e. dose to be given)

When to be given

Any other instructions

Amount of medication to be administered

Agreed review date to be initiated by the head teacher

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering the above medication in accordance with the school health care plan arrangements.

I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature:

Print Name:

Date:

Form 4

Confirmation of the Headteacher's agreement to allow the administration of the named medication.

Jessie Younghusband School

It is agreed that _____ will receive

in accordance with the health care plan.

This arrangement will continue until the school is informed otherwise by the parents.

Signed:

Print name:

Date: