



NEWBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

First Aid Policy

Reviewed: Spring 2 2022
Next Review: Spring 2 2023

Newborough Church of England Primary School

First Aid Policy Statement

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of the staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Newborough Church of England Primary School. The First Aid Policy is robustly reviewed annually.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid and epi-pen training and all trained staff undertake a rolling program of retraining.

First Aid kits

Middy Assistants and Teaching Assistants are issued with a small first aid bag for the playground and carry this with them at lunchtime and breaktime.

Basic first aid kits are stored in every classroom, the Hall, the Food Science Room, the music room and the kitchen. A larger kit is stored in the medical room. An emergency first aid kit is available for use during out of school visits.

Inhalers

Inhalers are based in classrooms but to ensure accessibility they are taken to the hall at lunchtime, the church, PE lessons and trips. Any personalised medication would be treated similarly.

Cuts

Ideally all open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. It is up to parents to make the school aware of any plaster allergies.

Minor cuts should be recorded in the accident file and parents informed through First Aid forms.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in the bin provided for medical waste in the bin in the First Aid room.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home and they will also wear a sticker identifying they have bumped their head. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Accident files

Each class has an accident file to record class based injuries. Lunchtime and breaktime injuries are also recorded. Old accident logs are stored in the school office.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. A form should be filled out and given to the office who will then report this via the Local Authority reporting system.

Care Plans

Though not directly related to first aid it is important that all staff are aware of the key elements of children's specific plans. These are located in the reprographic area of the staff room; they include picture and are updated regularly.

Calling the emergency services

Dial 999 and ask for an ambulance and be ready with the following information:

1. Your telephone number: 01733 810253
2. Your location: Newborough CE Primary School, School Road, Newborough, Peterborough
3. Your postcode: PE6 7RG
4. Give exact location in the setting: the school is immediately right at the crossroads after the church if approached from the city hospital
5. Give your name:
6. Give the name of the child and a brief description of the child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to :

Speak clearly and slowly and be ready to repeat information if asked.

Related Policies:

Supporting of Pupils with Medical Conditions Policy

Practicing First Aid - Safe Working arrangements (Covid-19)

Avoid close contact in the first instance. Consider where you may be able to instruct a person about what to do, or pass them items that they need in order to treat minor injuries. Stand at a distance if this is age-appropriate.

If it is not possible to fully clean a wound, staff should contact the parents/carers to give them the option of checking the wound at the time of the injury.

If a person has suspected COVID-19, wherever possible, ask them to move to a location away from others. If there is no physically separate room, or the individual is not able to move to another room, ask all other persons not required to assist in first aid provision to leave the vicinity.

Where a close contact response is needed (for symptomatic people), the following equipment is required:

- Disposable gloves
- Plastic apron
- Fluid repellent surgical mask
- Hand sanitiser
- Two bin bags
- Disinfectant wipes (for cleaning first aid box)

Public Health have confirmed that PPE is not required for first aid for non-symptomatic people.

Personal Protective Equipment (PPE) – to support previous guidance

Storing PPE - PPE should be kept in a labelled box or bag with First Aid kits so that it is readily available and can be accessed quickly.

Using PPE - Schools and settings might want to designate particular staff to support children with suspected symptoms but it is vital that any member of staff who uses PPE reads the national guidance (COVID-19 Personal Protective Equipment Guidance) and takes the time to familiarise themselves with the instructions for donning and doffing PPE. We would ask that staff watch this video, and read the guidance note prepared by the Public Health Team, in readiness for responding to a first aid event.

Removal of PPE - Remove PPE when close contact is no longer required by following the sequence for removal included within the guidance note. It is critical that you do this in order to avoid self-contamination. You should not walk through the premises whilst wearing this.

You can use hand washing facilities after you have followed the PPE removal sequence, or hand sanitizer, where hand washing facilities are not in close proximity.

Cleaning - If you provided first aid to a symptomatic person, all surfaces that the person has come into contact with after they developed symptoms should be cleaned following the cleaning requirements which are outlined in the specific guidance document for the school/setting that you work in.

Additional cleaning is not required in areas where a symptomatic person has passed through and spent minimal time (e.g. corridors). If these are not visibly contaminated, they can be cleaned using the setting's usual procedures.

Clothing - You do not need to change your clothing, unless your clothing has become contaminated or soiled as a result of close contact but should change your clothing on arrival at home (after close contact or wearing PPE).

Clothes should be washed separately from other household linen, in a load not more than half the machine capacity - at the maximum temperature the fabric can tolerate, then ironed or tumble dried.

Staff Responsibilities

Headteachers must ensure that:

- The requirements relating to the management of first aid outlined in COVID- 19 Guidance for all education settings have been implemented.
- The additional equipment that is specified within the 'Safer Working Arrangements' section is provided.
- First aiders do not fall into a clinically vulnerable group (unless a specific assessment has been carried out).
- Discuss this guidance with first aiders and ensure that they understand the requirements included within it.

First Aiders must ensure that:

- They familiarise themselves with the guidance and follow these requirements where it is possible to do so.
- They undertake first aid duties applying the principles of social distancing and infection control as much as is possible.
- Where close contact is required they follow the requirements for wearing PPE, specifically paying attention to the sequence for PPE removal in order to avoid self-contamination.
- Ensure that the equipment is ready for use as part of their response arrangements.

Cardiopulmonary Resuscitation

If you need to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions to reduce the risk of virus transmission. It is acknowledged that you may not have had the opportunity to put on PPE.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

The following steps are recommended:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth (unless you are wearing a fluid resistant mask). If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If the individual is suspected to have COVID-19, make the operator aware when you dial 999.
- If there is a perceived risk of infection, first aiders should place a cloth/towel over the victim's mouth and nose (unless the first aider is wearing a face mask) and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
- Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

We do recognise that some first aiders will still choose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

First Aider Actions

- If you have been in close contact with a person and/or have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.
- Wipe down the first aid box after use using a disinfectant wipe.
- Replace used PPE so that it is available for the next first aid event.
- Follow your normal arrangements for recording first aid and checking stock.