



**First Aid Policy**  
**Blackheath Primary School**

**Date of issue:**

**February 2018**

**Review date:**

**February 2021**

The Governors of Blackheath Primary School value the health and safety of all employees, pupils and visitors and will take appropriate action to ensure practices are in place to protect them.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Blackheath Primary School will strive to ensure it meets this obligation.

The arrangements within this policy (for example the number of First Aiders, first aid provision and contents of first aid kits) are based on the results of a suitable and sufficient risk assessment carried out by Blackheath Primary School with regard to all staff, pupils and visitors.

## Definitions

**First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin to adults in accordance with accepted first aid practice to treat a suspected heart attack.

**First Aiders** are members of staff who have completed a Health and Safety Executive (HSE) approved First Aid course and hold a valid certificate of competence in First Aid at Work, Pediatric First Aid or Basic First Aid.

**Appointed Persons** are members of staff who may not be qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid unless they have the relevant qualification. The Appointed Persons at Blackheath Primary School are the Office Staff;

Adele Reynolds	Karen Hughes
Pearl Hebberts	Alison Deakin

**First Aid Guidance** is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 3rd edition, 2013).

## **Aims of this policy**

To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services.

## **Responsibilities**

The Headteacher/s of Blackheath Primary School has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Headteacher/s delegates to the Business Manager the day-to-day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Business Manager will at least annually carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Business Manager is responsible for ensuring that all staff and pupils are aware of, and have access to, this policy.

The Business Manager delegates to the Office Manager responsibility for collating medical consent forms and important medical information on a yearly basis or each pupil and ensuring the forms and information are accessible to staff as necessary.

The Business Manager is responsible for ensuring that staff, have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Business Manager is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the advice given in Appendix 5 HSE First Aid at Work. The Health and Safety (First-Aid) Regulations 1981 – Guidance and Regulations

The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid:

### **First Aid at Work**

Brogan Barrett, Natalie Bailey, Pearl Hebberts

### **Paediatric First Aid**

Katie Hulagu, Sharon Bowden, Lynn Richards, Esme Bastable, Laura Watkin, Anthony Oakes, Kim Baker, Karen Smith, Karen Rock, Shirley Williams, Pearl Hebberts, Brogan Barrett, Mandy Adlam, Tiffany Ahman, Kavandeep Soki.

### **Basic first Aid**

Shelagh Kenny, Julie Hyde, Rachel Smith, Jackie Adams, Debbie Lawrence, Anita Dudley, Hardeep Cheema, Debara Hill, Katie Owen, Katie Calgotra, Sonia Bassi, Samantha Ordway, Cath Jarvis, Tina Gualano, Linda Crandon, Kristianne Price, Mohiba Bajwa, Alexandria Moore, Kelly Blackwell, Sheeba Nazir, Sonia Gardner, Diane Dellicott, Kate Hill, Zakia Majid, Sarah Nightingale, Sarah Philips, Laura Darby, Sue Turner, Tammy Snead, Marie Palmer, Kate Fairfax

### **Forest Schools – First Aid Certificate**

Jo Morgan, Sharon Bowden,

A list of qualified first aiders will be displayed in prominent places around the School.

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Business Manager.

The First Aiders will undergo update training at least every three years.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavors, at all times, to secure the welfare of the pupils.

First aid notices will be displayed in the staff room on the Health and Safety Board. First-aid information will be covered in the induction programmes and updates given via staff news as necessary.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

### **First Aid kits**

A First Aid trolley is located on the first floor (by the Year 5 classrooms) and on the ground floor (in the Year 1 wet area). Nursery and Reception classrooms hold their own First Aid kits which are located for Nursery in the kitchen and reception in the learning hub. All kits are stocked in accordance with the suggested guidelines from St John's Ambulance, Appendix 1.

If First Aid kits are used, items should be replaced. It is the responsibility of **ALL** staff to ensure first aid kits are fully stocked. First aid items are stored in the storeroom on the left hand side as you walk into school from reception. If you take the last of anything please inform the Business Manager/Office Manager.

At break times and lunchtimes first aid is administered in the Year 1 Learning Hub.

All lunchtime supervisors who are supervising children on the playground carry a first aid kit on their person. All minor incidences should be treated on the playground. More serious instances should be sent to the first aid area in the Year 1 Learning Hub. Children sent to First Aid by a member of lunch staff will be given a card to take with them to the first aid area.

### **Offsite Activities**

First Aid bags for any off-site activities are kept in the storeroom in which the First Aid items are kept. A qualified First Aider will accompany all offsite activities. Any incident of First Aid treatment must be reported and the relevant forms completed, Appendix 2, 3

and 4. Any serious incidents that happen offsite must be reported to the school or the emergency contact in the event of an out of hours visit as soon as possible so that the appropriate measures can be put into place.

### **Information on students and staff**

Parents are requested to complete a medical form on an annual basis. The Office Manager (in consultation with the Business Manager if necessary) will be responsible for reviewing pupil's confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions, which may affect a pupil's functioning at school to the Headteacher/s, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil.

Staff are asked to complete a medical form on appointment and are required to keep it up to date of any changes. Forms are kept in staff files and information is only accessed in the event of an emergency.

### **Procedures for pupils and staff with asthma**

Parents are asked to complete an asthma card annually if their child suffers with asthma. This is kept in the pupil's classroom along with their inhaler. Parents are also requested annually to sign a letter of consent for their child to use the schools emergency salbutamol inhaler in the event of an emergency. The spare inhalers are kept in the school office. Inhalers, asthma cards and signed letters are taken on all offsite activities. They are collected each lunchtime by a member of the lunchtime staff and kept in the first Aid area. They are taken with the children when doing PE or any activity outside of the classroom.

From the 1 October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows primary and secondary schools in the UK to keep a salbutamol inhaler for use in emergencies. The school's spare inhalers are only to be used on pupils known to have asthma, for whom written parental consent for use of the spare inhalers has been provided. The inhalers are kept in a box in the school office along with the schools epipens.

A Risk Assessment is in place for staff that suffer from asthma. Staff are requested to carry their inhaler with them at all times.

### **Procedures for pupil's with severe allergies**

Parents are asked to inform the school annually of any severe allergies (information requested on the annual medical form) their child has. If an Epipen is required, it is kept in the pupil's classroom. As with inhalers Epipens are taken on offsite activities, to the first aid area at lunchtime and with the child when doing PE or other activities outside of the classroom. A Care Plan/Risk Assessment is written in conjunction with parents, the school nurse and all relevant parties. Class teachers, first aiders, and the catering company are informed of any allergies. Care Plans are updated at least annually.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy adrenaline auto-injector (AAI, epipen) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

The school's spare epipen is only to be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the epipen has been provided. The epipen's will be kept in a box in the school office along with the schools asthma inhalers.

### **Training**

All staff receive Epipen, asthma and seizure training on an annual basis.

### **Procedure in the event of illness**

If a Pupil or member of staff is unwell whilst in school then they should consult with a member of SLT who will assess the situation and decide on the next course of action.

### **Procedure in the event of an accident or injury**

If an accident occurs, the injured person should be seen immediately by a First Aider.

### **Minor Injury**

1. The child is sent to a qualified First Aider. The injury/concern is checked and an assessment made of the level of treatment needed

2. Treatment is administered and a First Aid Slip completed and sent home with the child

### **Serious Injury/Suspicious Injury/Head Injury**

1. A qualified First Aider is called and the injury/concern is checked and an assessment made of the level of treatment needed.
2. If deemed necessary parents and/or the emergency services are called by the qualified First Aider and the emergency service assess whether the child should be sent to hospital.
3. A decision will be communicated to the class teacher and appropriate Senior Leader
4. A First Aid Report Form is completed and given to the Business Manager, which is then sent to the Local Authority. If the injury is serious a written report maybe requested.

In the event of a serious accident or injury parents must be informed as soon as practicable. The member of SLT in charge at the time will decide how and when this information should be communicated.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

### **Bump to the Head**

All children who have a minor bump to the head should be given a sticker to wear to identify immediately to parents and staff they have had a bump so a close eye can be kept on them for the next 24 hours.

### **Procedure in the event of contact with blood or other bodily fluids**

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;



- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands before (where possible) and after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Business Manager and take medical advice if appropriate.

### **Reporting - Pupils**

For all minor incidents the First Aider should complete a first aid slip as set out in Appendix 4. The slip should be sent home with the child. All major incidents should be recorded on an incident form by the First Aider who dealt with the incident, as set out in Appendix 3.

The Business Manager is responsible for collating all the information about the incident, completing any follow up actions and reporting it to the Local Authority where necessary.

The following information should be recorded;

- the date, time and place of incident
- the name (and class) of the injured person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

### **The Accident/Incident Database**

All accident slips are retained by the school. Records are be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

## **Reporting – Staff and Visitors**

All accident and incidents no matter how small should be recorded on an incident form as set out in Appendix 3. The Business Manager/Headteacher/s is responsible for collating all the information about the incident, completing any follow up actions and reporting all incidents to the Local Authority

## **Reporting to The Health and Safety Executive**

The Local Authority is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

### **Accidents involving Staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Accidents involving students or visitors**

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a trip);
- equipment, machinery or substances;

- the design or condition of the premises.

## **Insurance Claims**

In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. Blackheath Primary School will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

## **Monitoring**

The Business Manager/Headteacher/s will organise a regular review of the Pupil Database in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Business Manager will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

## **Appendix**

- 1. First aid Kit list**
- 2. Near Miss reporting form**
- 3. Incident Form**
- 4. First Aid Slips**
- 5. HSE - First aid at work** - The Health and Safety (First-Aid) Regulations 1981- Guidance on Regulations

## Appendix 1



### First Aid Kit – Recommendations

- Burns Gel
- Face Shield
- Scissors – Tough Cuts
- Eye Pad
- Dressings
- Gloves
- Apron
- Disposable bag
- Tweezers
- Triangle Bandage
- Conforming Bandage
- Cleansing Wipes
- Eye Wash
- Plasters
- Gauze
- Safety Pins
- Adhesive Tape
- Inhalers
- Spacers
- Heat Retaining Blankets
- Ice Pack
- Alcoholic Hand Gel
- Pad and Pen

**Appendix 2**



**BLACKHEATH PRIMARY SCHOOL  
Safety Concern Form - Incident and Near Miss Reporting**

Please complete this form and return it to the Business Manager if you feel an incident or near miss has occurred relating to Health and Safety anywhere on the school premises.

Name:		
Location:	Date:	
Incident      or      Near Miss		
Details		

Office Use Only

Action Taken:	
Signed.....	Date.....

### Appendix 3

Data Protection: The information you are providing will be entered into an incident recording database to provide statistical and trend information across Sandwell Metropolitan Borough Council. The information may be shared for the purpose of meeting the Council's obligations under the law and will be treated confidentially.

### PART A – TO BE COMPLETED BY, OR ON BEHALF OF, INJURED OR AFFECTED PERSON (form to be completed by an employee for a member of the public or pupil)

#### 1. DETAILS OF INJURED OR AFFECTED PERSON

Last name:		Check no (SMBC employees only):		
First name(s):		Job title:		
Home address:		Usual workplace:		
Post code:		Works telephone no:		
Date of Birth:	Male/Female	Line manager:		
Is the injured or affected person a ( <input checked="" type="checkbox"/> tick one box only):				
Sandwell MBC employee <input type="checkbox"/>	Member of the public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Pupil or service user <input type="checkbox"/>	Voluntary worker <input type="checkbox"/>
For SMBC employees: which Directorate or School do you work in, or who is your Head of Service or Head Teacher?				
For contractors: what is the name of the company?				

#### 2. DETAILS OF INCIDENT

What type of incident are you reporting (please tick one box)?		
Accident <input type="checkbox"/>	Violence/Aggression <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Date	Time am/pm	Was there an injury? Yes/No
Describe the injury: (state left or right as appropriate)		
Address where the incident happened:		
Exact location of incident:		
Describe the incident fully stating <b>what</b> happened and <b>how</b> , continue on an attached sheet if necessary:		
Names and addresses of witnesses (if any):		

#### 3. IF IT WAS AN INCIDENT OF VIOLENCE OR AGGRESSION

Name & address of assailant (if known):
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