



Godmanchester Community Academy

First Aid Policy January 2022

This policy will be reviewed annually.

FIRST AID means

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

This definition is taken from the First Aid Regulations. It means that people at work are entitled to attention if they suffer injury or fall ill, whether or not the injury or illness was caused by the work they do. It is important that casualties receive immediate attention and that assistance is sought, normally by calling for an ambulance, when necessary. First aid does not extend to giving medical treatment or medications, such as analgesics (headache relief) etc.

Administration of Medicines

The school has adopted the 'Cambridgeshire Code of Practice for the Administration of Medicines to Pupils'. This means that normally medicines will not be administered to children in school. However, there are circumstances where children require regular medication (eg ADHD medication/Asthma/ Epi-pens) and in these cases an Administration of Medicines Form must be completed and forms returned to the School, giving permission to staff to administer the medication. All medicines must be in their original containers with dosage instructions (original label from the pharmacy should be attached). Only medicines supplied on prescription will be administered. It is noted however that staff do not have to administer medicines as part of their Job Description and take on this role voluntarily.

Godmanchester Community Academy provides**• Qualified First Aiders:**

The school employs at least two Advanced First Aiders/ Paediatric First Aiders whose role involves caring for unwell and injured children. All Advanced/ Paediatric First Aiders will have undergone a training course in administering first aid and hold a valid Advanced/ Paediatric First Aid Certificate. In addition to these two individuals, the school appoints a number of additional first aiders who hold valid First Aid at work certificates. A first aid certificate is valid for a period of 3 years and re-certification must be taken before this period expires for the person to continue as a first aider. If this period is exceeded (ie certification expires) then it is necessary to re-qualify by taking the full course again.

• Appointed person(s):

The LA recommends that an appointed person is chosen where the first aid assessment indicates that no qualified first aider is required. In this case it is the appointed person's role to take charge when someone is injured or falls ill, including calling an ambulance if required and to look after first aid equipment eg restocking first aid boxes. Godmanchester Community Academy has a minimum of two qualified first aiders on the staff at any one time; however, two appointed persons have been identified within our administrative team who ensure the following:

- First Aid equipment in suitably stocked and locked in the first aid cupboard.
- Information for employees on first aid arrangements is displayed across the school.

- Insurance providing full cover for claims arising from actions of staff acting within the scope of their employment.

FIRST AID EQUIPMENT

Godmanchester Community Academy provides a stock of first aid items including the following:-

- First Aid manual giving general advice on first aid
- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandage
- Medium sized sterile unmedicated dressings
- Large size sterile unmedicated dressings
- Extra large sterile unmedicated dressings
- Individually wrapped moist cleansing wipes (alcohol free)
- Safety pins
- Disposable gloves
- Adhesive tape
- Sterile water
- Plasters
- Scissors
- Icepacks with sleeves/covers

We do not stock:

- Tablets, including paracetamol or aspirin
- Proprietary items for relief of burns or stings etc

At playtimes and lunchtimes first aid is provided on the playground by an individual holding a valid first aid certificate. A full first aider will be sent for if more serious first aid attention is required.

Godmanchester Community Academy staff will only administer Asthma inhalers and Epi-pens as follows:

Asthma – If a child is asthmatic, it is the responsibility of the parent to ensure that an inhaler is provided for classroom use. Inhalers are dispensed from the pharmacy in a box which is labelled with the child's name, date and dosage and this must be provided together. With immediate effect, if a child uses their inhaler in school, parents will receive an accident report slip home for information. The expiry date of inhalers is parental responsibility and should be checked regularly. In the event of a child having an asthma attack a member of staff will stay with the child whilst another member of staff collects their inhaler.

Epi-Pen Users – For pupils with an Epi-pen in school, the school will follow the existing protocol in line with a designated care plan. Parent/Carers will be contacted immediately if an Epi-pen is administered.

Prescribed medications - If a pupil needs long-term prescribed medication, this may be administered by a member of staff (who may or may not have medical or first aid training) upon written request from parent/guardian. The parents/guardian's will be asked to complete an Administration of Medicines in School - Parental Agreement Form (Appendix 2). For other prescribed medication (including antibiotics) parents/carers should try to make arrangements for administer these themselves; however, these medicines may be administers by a member of staff if it is agreed that they cannot be administered outside of school ours or by a parent/carer. Again, the Administration of Medicines in School Form must be completed.

Anaphylactics – Epipens are kept in a named secure box within the child's classroom. The majority of staff have been trained to administer the Epipen. Each child has their own protocol which is kept with their Epipen but also centrally in the Medical Conditions Folder.

Dates on all medication is the responsibility of the parent/carers and should be checked on a regular basis.

First Aid for a Member of Staff

In the event that a member of staff needs medical treatment a qualified first aider will be asked to do so. Whilst the first aid is taking place and if it is deemed necessary a member of the office team will be asked to contact the next of kin. If the next of kin is unable to be contacted or until they arrive on site, the first aider will be responsible for making any decisions regarding treatment.

NUMBER OF FIRST AID BOXES TO BE PROVIDED

First Aid provisions are kept in four boxes (EYFS, KS1, Year 3/4 and Year 5/6) as well as centrally in the First Aid room outside the School Office. Travel kits are available for groups going off site.

First Aid kits are also located in the school kitchen.

FIRST AID CONTACT POINT

This is located in the First Aid room outside the School Office. First Aid is administered on the playground/field but can also be administered from the First Aid room when appropriate. The following features are included:-

- Sink with running hot and cold water
- A supply of drinking water
- Soap and paper towels
- A store for first aid materials
- A clinical waste bin for the disposal of dressings etc
- Chairs, blanket and pillow

RECORDS OF FIRST AID TREATMENT

Any injury involving treatment is recorded in a First Aid Log Book which has duplicated sheets and any person can enter details and sign the Log Book on behalf of the casualty. The Accident Book records:-

- Name of person

- Date and time of incident
- Detail of injury/illness and first aid given
- Comment on how they appeared or returned to class
- Signature of person who dealt with casualty
- If the parent/carer had been contacted.

All injuries above the shoulders eg head area are recorded and the child is given a 'Head Bump' wristband. The parent/carers are contacted by either the class teacher or School Office either via Class Dojo or phone.

Major injuries (fractures, amputations, dislocations, loss of sight etc) must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 RIDDOR).

In respect of pupils, the "trigger" requiring reporting to Health and Safety Executive is: --

- a) the person was taken from the site of the accident to hospital and
- b) the incident arose out of or was in connection with work, for example: -
 - i) work organisation or lack of supervision
 - ii) defective equipment or plant
 - iii) use of a substance
 - iv) defective condition of premises

SPECIAL POINTS RELATING TO CHILDREN REQUIRING FIRST AID

(a) Identifying injuries to children

Every care is taken to ensure that injuries are not missed. If a child sustains a knock to the head or has any other serious injury, every effort is made to contact the parent(s) or emergency contacts as recorded on the child's records.

The First Aider must complete the 'First Aid Log Book' and send a duplicated top copy home for any injury or medical attention that the child has received regardless of its seriousness. The note should be sent home via the child and parent/carers are expected to ensure they look through their child's book bag each evening after school. All cases of a serious nature must be reported to the Co-Headteacher or Assistant Headteacher at the time (or at the very least Office Staff). First Aiders should also relay any information to the child's class teacher when handing out the Medical Note.

The school feels through this process we have made every effort to inform parent/carers of their child's injuries and any First Aid that has been received by the child.

(b) Calling Ambulances

Where there is any uncertainty, medical assistance will be sought, and where it is required urgently, this is done by ambulance or if parents consent we will take the child to hospital ourselves.

(c) Arrangements for Children Who Are Taken to Hospital by Emergency Services

If parents cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by two adults from school that will remain with the child until parents can arrive to relieve them.

(d) Arrangements for Emergencies in Class

The school has in place a "Red Card" emergency procedure. Each member of staff in school has red cards. In an emergency a child would be sent with the red card to summon the first aider(s) and Co-Headteacher.

(e) Update of Medical Information

All staff working in school are kept informed of any child's special medical needs by the School Office staff. This information is circulated if a child in school has, for instance, been diagnosed with a medical condition (eg diabetes, epilepsy/haemophilia) or if he/she cannot take part in physical activities due to a medical condition, or has a limb in plaster.

HYGIENE AND INFECTION CONTROL

All persons giving first aid at school will take precautions to avoid infection. Hands must be washed before and after giving any first aid, single use disposable gloves must be used and care taken when dealing with blood and any body fluids.

All children before they go into the school hall for their lunch wash their hands to ensure and encourage hygiene when eating.

Visual First Aid Procedure

Godmanchester Community Academy: First Aid Procedure

***If you have any concerns in regards to first aid always seek a second opinion from an advanced/paediatric first aider—Mrs Tester, Mrs O'Connor, Miss Ruff, Ms March**

