



First Aid Policy

Reviewed: October 2020

Next Review: October 2021

Goldsmith Primary Academy First Aid Policy

Aim

This policy outlines our commitment to pupils' health and well-being. First aid is the initial care of the injured or sick.

The aim is to set our guidelines for all staff in school in the administration of First aid and medication.

Goldsmith Primary Academy

The Health and Safety Legislation places duty on the Academy for the health and safety of anyone who is on the premises. This includes staff, pupils and visitors.

Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

Appointed Person

The appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first aid equipment e.g. restocking the first aid container.
- ensures that an ambulance or other professional medical help is summoned when needed.

The appointed person will have emergency first aid training and refresher training as appropriate. This person will be responsible for checking the contents of the first aid box and reviewing first aid incidents during the school day. All First Aid stock should be checked frequently and re-stocked.

The appointed person for Goldsmith Primary Academy is Mrs L Moran (Member of staff in her absence will be allocated by the Head teacher).

The Local Advisory Board (LAB)

The LAB has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members. The LAB will review the school's first aid policy (at least annually), and particularly after any changes.

The Headteacher

The head teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head teacher and Mrs Moran of any specific health conditions or first aid needs so relevant risk assessments can be completed
- Inform parents at the end of the school day should their child receive first aid treatment – Verbally and first aid slip
- Any significant injury or an injury that is a cause for concern where the pupils needs to either be collected or receive further medical treatment should be reported to Mrs Moran for further assessment
- Head bumps/injury – Any significant head injuries should immediately be reported to Mrs Moran where a further assessment will be completed and a decision will be made if it requires a telephone call home. NHS Head bump/injury assessment tool will be used to aid any first aid assessments. If the pupil is well and the injury is not deemed significant a parent call is not required. In this situation staff members will need to verbally inform as well as give the first aid slip to the parent/carer at the end of the school day. This includes all EYFS – Year 6 pupils excluding those with additional medical needs where a parent call has been identified as part of their medical care plan assessment. NHS Assessment tool can be found in Annex 2.

Training

First aiders must complete a training course approved by the Health & Safety Executive (HSE).

Their main duties are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Report significant injuries to Mrs Moran
- Complete first aid slips and inform parent/carers

- When necessary ensure that an ambulance or other professional medical help is called.

GOLDSMITH PRIMARY ACADEMY FIRST AIDERS

NAME	EXPIRY DATE
TEACHING/SUPPORT STAFF	
Agnes Dobosz	01/06/2021
Angela Smith	24/01/2021
Bev Firth	12/11/2021
Courtnea Greene	13/03/2023
Deanna Tibbetts	24/09/2021
Gisele Bate	14/11/2022
Hayley Westley	12/11/2021
Jade Rowe	01/06/2021
James Perrin	02/05/2021
Jessica Barrett	12/11/2021
Jessica Marston	01/06/2021
Jessica Webster	14/11/2022
Kelly Wilton	01/06/2021
Laura O'Neill	14/11/2022
Leanne Moran	12/11/2021
Lisa Heathcote	12/11/2021
Louise Franks	08/05/2022
Luke Anderson	08/05/2022
Marion Birbeck	12/11/2021
Megan-Kay Beale	08/05/2022
Melissa Doyle	31/08/2021
Nina Thomas	19/10/2021
Rachel Beech	19/10/2021
Rachel Leonard	12/11/2021
Rose Alexander	08/05/2022
Rebecca Waldron	11/11/2022
Sally Taylor-Janes	01/06/2021
Sophie Hart	11/11/2022
Emma Fendall	05/10/2020
Sally Lavin	13/02/2022
Sarah Macgregor	01/06/2021
Liam Stanton	13/03/2023

LUNCHTIME STAFF	
Debbie Sanders	01/06/2021
Jane Hollowood	01/06/2021
Jody Ford	01/06/2021
Julie Caunt	01/06/2021
Kathleen Mason	01/06/2021
Lianne Cornell	05/12/2022
Lisa Lawrence	12/11/2021
Louise Wilkes	12/11/2021
Melissa Frew	05/12/2022
Melissa Wilkes	01/06/2021
Natalie Edwards	05/12/2022
Sara Grice	12/11/2021
Sheila Lloyd	01/06/2021
Faye Kennedy	01/06/2021
Tracy Rogers	15/06/2021
Jacqueline Grocutt	10/06/2021
ADMIN STAFF	
Laura Warner	30/01/2022
Lisa Attwood	01/06/2021
Lauren Bennett	01/06/2021

First aid provision

A list of qualified first aiders is displayed in the designated first aid areas, the school office and staffroom.

There are the following designated areas for first aid:

1. Nursery washroom and bathroom
2. Key Stage 1 First Aid washroom
3. Key Stage 2 First Aid room

In each designated area there is a minimum of first aid items and these would be:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx. 12x12cm) individually wrapped, sterile non- medicated wound dressings
- 2 large (approx. 18x18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

Due to COVID-19 Please see Annex 1 for amended first aid procedure

First Aid Recommendation

The Department for Education 'Advice on standards for school premises' March 2015 requires that every school has:

(a) accommodation for the medical examination and treatment of pupils; (b) accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility

Reporting Accident & Record Keeping

Under the reporting of injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, some accidents must be reported to the HSE.

The HSE must be notified of fatal and major injuries and dangerous occurrences immediately by telephone, or within ten days by report Form F2508IE (<https://extranet.hse.gov.uk>). Major injuries include:

- Fracture of any bone, skull or pelvis.
- Amputation of a hand or foot
- Loss of sight of an eye
- Any other injury which results in the person being admitted to hospital as an in-patient for more than 24 hours (except if the person is kept in for observation only)

All incidents, injuries and first aid treatments occurring during the school day are recorded in the relevant first aid book and must include:

- Date, place and time of incident
- Name, class of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterward
- Name and signature of the first aider or person dealing with the incident.

Annex 1

First Aid procedure during COVID 19

Goldsmith Primary is operating a bubble system during wider opening phase. Each Bubble will be allocated a designated first aid trained member of staff. First aid treatment will be given in each allocated bubble and where possible especially with older pupil's self-treatment under supervision will be encouraged.

Additional first aid amendments to the above procedure can be found below,

First aid provision

A list of qualified first aiders is displayed in the designated first aid areas, the school office and staffroom.

There are the following designated areas for first aid:

1. The bubble classroom for minor injuries
2. The meeting room by the pastoral office for significant injury where a pupil is require to receive further medical treatment
3. KS2 school hall with use of the accessible toilets for pupils/staff member who are displaying symptoms of COVID-19

In each designated area there is a minimum of first aid items and these would be:

- X2 COVID 19 PPE staff member sets
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx. 12x12cm) individually wrapped, sterile non- medicated wound dressings
- X4 disposal ice packs
- 2 large (approx. 18x18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

Annex 1

Head Injury Advice Sheet

Advice for parents and carers of children



How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

You need urgent help
Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

You need to contact a doctor or nurse today
Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

Self Care
Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight