



## FIRST AID POLICY

This policy applies to the whole school, including the EYFS

### Introduction

St Piran's School recognises its responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. Practical arrangement at point of need includes the following staff who have the extended first aid qualification;- Lynne Highy & Penny Dee (matrons) on 01628 594311 or [matron@stpirans.co.uk](mailto:matron@stpirans.co.uk) and Steve Barker/Martyn Dale on 01628 594343 or [centre@stpirans.co.uk](mailto:centre@stpirans.co.uk).

All members of staff in the school have attained a first aid at work qualification. Data is recorded in the school office.

### Aims

- To identify the First Aid needs of the school in line with the Health and Safety at Work Act 1974, and regulations made under that Act.
- To ensure that First Aid provision is available at all times while pupils and adults are on the school premises and also off the premises whilst on school visits.
- To ensure there are Paediatric First Aid trained staff working within the Early Years or on the site while Early Years children are present, and to have a Paediatric trained member of staff on every Early Years' trip.

### Objectives

At St Piran's School, there is always a Matron on duty, either Matron Highy or Matron Dee, during school term time between the hours of 8.00am and 5.00pm. Matron will always be suitably qualified to meet the demands of the job. A list of staff and Early Years staff that are Paediatric trained, is held by the Headmaster's PA and the Head of Early Years. The required 12 hour training is updated every 3 years. This is monitored carefully to ensure there is always a Paediatric trained person on site and available to go on outings with the Early Years. 'First Aid at Work' training by a reputable agency every three years ensures that all other staff have up to date training in basic First Aid. *First Aid at Work* whole school training took place in April 2017.

St Piran's School will:

- provide relevant training and ensure monitoring of training needs
- provide sufficient and appropriate resources and facilities

- inform staff and parents of the school's First Aid arrangements
- keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, RIDDOR 2013.

### **Roles and Responsibilities**

The Headmaster and Governors are ultimately responsible for the Health and Safety of employees of St Piran's School and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors). St Piran's School will ensure that insurance arrangements provide full cover for all staff acting within the scope of their employ.

The Senior Management Team (SMT) will ensure that risk assessments of all aspects of the school are undertaken and that the training and resources for First Aid arrangements are appropriate and in place.

The Headmaster is responsible for ensuring the First Aid Policy is put into practice. However, all staff, both teaching and non-teaching, are expected to do all they can to secure the welfare of the pupils.

Matrons will, amongst other duties:

- Provide medical treatment and advice where required
- Keep a record of First Aid or medicine given to each child, sending a blue card from matron's office with the child to inform parents, or telephoning as appropriate
- Ensure parents sign a form for them to administer medicine in school
- Restock/replenish the First Aid boxes sited around the school. See Appendix 1 for location of First Aid boxes.
- Keep a comprehensive medical record of all children. Parents are encouraged to inform the school of any changes that their child might have with regard to their medical requirements.
- Ensure that an ambulance, or other professional medical help, is summoned when appropriate.

### **Calling an Ambulance**

If someone at the School has an accident, first aid trained staff and appointed persons have received guidance on when to summon medical help. The Matron is normally responsible for summoning an ambulance, and for escorting the pupil to hospital where the parents are not yet present, but all first aid trained and appointed person trained staff are aware that if the Matron is unavailable, they should summon an ambulance themselves. An appropriate member of staff will always stay with a child in hospital until their parents have been contacted.

Dial 999 or 112 for an ambulance

### **Induction of Staff**

As part of their induction, all new staff are provided with a copy of the Staff Handbook. Staff are asked to sign a document to say they have read and understood these. The School Policies are made available to all staff via the website and Policy Files are held by Department Heads, Phase Group Leaders and are also available in each work area and in the Staff Rooms.

## **Provision**

Matron is the first point of call for provision of First Aid for all pupils and employees of the school. Nursery and Reception hold their own first aid and record book, contacting Matron if the nature of the injury requires additional expertise. Matron also looks after all First Aid equipment in the School and monitors its use. Matron's room is situated alongside the main pupil entrance into the main part of the school buildings.

The School is a low risk environment, but the Heads of Departments and SMT will consider the needs of specific times, places and activities in deciding on their provision.

In particular they will consider:

- Off-site fixtures
- School trips
- Science labs
- Art Room
- DT Room
- All games, PE and swimming areas
- Adequate staffing provision in case of absence
- Out-of-hours provision e.g. clubs, after-school care
- Arrangements are made to ensure that the required level of cover of both Paediatric First Aiders and First Aid at Work personnel is available at all times.

## **When Children Join the School – EYFS to Year 6**

Parents are informed when a child joins the school of the procedure for a sick child. Parents are asked not to send their child into school for at least 24 hours after sickness. A child having had diarrhoea alone or with vomiting must have 2 clear days at home i.e. 48hrs. Parents sign a document giving permission for their child to receive medication as deemed necessary by matron. The school will inform parents/carers of the procedure to be followed responding to illness or infection. The school is also aware, and act upon, the duty to inform parents on the same day or as soon as reasonably practicable, of any accident or injury sustained by the child and any first aid treatment given.

## **When Matrons are not on Site**

On Saturdays when matches are played the Headmaster will ensure there is a trained First Aider on site. Accident reports for pupils will be completed as necessary. After 5pm on a weekday when matron is off site, cover is given by a member of the St Piran's Centre with first aid qualifications.

Someone remains at the centre on site until it closes.

## **Administration of Medication**

If children require medication to be given to them during the day, this should be handed in by parents to Matron. It must be clearly labelled with the name of the child and the appropriate dose to be given out. A form, giving permission for medication to be administered, needs to be completed at the same time by the parents. Training support will be provided to any staff member for administration which

requires medical or technical knowledge. Where medicine is administered to a child during the school day, parents are informed on the same day with a blue card or as soon as reasonably practicable.

Arrangements for children who have other medical conditions are dealt with on an individual basis, dependent on specific medical needs. The School has specific policies for Anaphylaxis, Asthma, Diabetes and Hypoglycaemia which should be read in conjunction with this policy.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children & any staff medication must be securely stored at all times.

### **Minor Accidents**

During lesson times, minor issues may be dealt with by the class teacher. If staff regard it as being warranted, the child will be sent to Matron. The child may be accompanied, depending on age and the severity of the injury. For minor accidents, a record is kept in the Daily Treatment Log situated in Matron's room. The relevant class/subject teacher is informed as appropriate. Thereafter, parents will be informed by the blue card or a telephone call on the same day or as soon as reasonably practicable.

For head injuries, relevant forms are completed by Matron when assessing each pupil's injury. The severity of a head injury will indicate whether parents are notified by a blue card or telephone call. Pre-Prep children are also given stickers to wear which identifies the apparent head injury for the teacher to see. Head injury forms are placed in the pupils' medical file if necessary. Advice to parents is given as needed.

### **Serious Accidents**

Matron must be called immediately and the child should not be left unattended at any time. Matron will assess the extent of the child's injury and act accordingly, deciding if a referral to hospital is necessary. The Headmaster will be informed & transport to hospital will be arranged. If the child's parent cannot get to school before the child leaves, a member of staff will accompany him/her. Matron will liaise directly with the parents in such cases, following up where appropriate after referral to hospital.

- All serious accidents or potentially dangerous occurrences should be reported immediately to the School Safety Officer (SSO) and a brief written report submitted.
- Near misses  
Should any member of staff witness a '*near miss*' they should write a note about what happened and inform the Bursar as SSO. The Bursar will investigate and take such remedial action as is considered necessary.

### **First Aid Materials and Equipment**

Whilst Matron is responsible for the provision of First Aid equipment around the school, it is the responsibility of any staff member using equipment to report back to Matron so that it can be replenished. Staff in each area must be aware of the sited first aid box or bag. See Appendix 1 for locations.

## Accommodation

Matron's Room is the main room used for medical treatment and care of children during school hours. It has a sink, lockable cupboards for storage of medications and a fridge. Before and after the school official start and finish times, full medical support can be found from the St Piran's Centre Manager and Assistant Manager; Mobile number: 07747025283 or internal number: 343. This support is in place for both Extended Day and Holiday Clubs.

## Hygiene / Infection Control

Basic hygiene procedures must be followed by staff:

- Single-use disposable gloves must always be worn when the incident involves the discharge of blood or other body fluids.
- Care should be taken when disposing of dressings or equipment. Yellow bags must be used and sealed down for dressing disposal etc.
- Extra gloves and yellow bags are available in Matron's office. Bags are situated in the cupboard marked 'everyday items'.

## Reporting Accidents

The Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (tel. no. 0845 300 99 23), some accidents must be reported to the HSE.

If there is a reportable injury, disease or dangerous occurrence, this will be recorded in the Accident Book, giving the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. Record books are held in Matron's Room.

The following accidents will be reported to the HSE:

- Accidents involving employees or self-employed people working on the premises.
- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

*For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents.*

- Accidents involving pupils and visitors:
  - an accident resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of, or in connection with, work.  
i.e. if it relates to:
    - any school activity, both on or off the premises
    - the way the school activity has been organised and managed
    - equipment, machinery or substances
    - the design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens, but may delegate this to the SSO.

The Head/School Safety Officer must complete the RIDDOR Form and will report the incident to HSE and also to our insurers.

Parents are kept fully informed at all times, and in every case, should be contacted as soon as possible.

Particular medical conditions pertaining to current pupils have separate policies in place at the school. These currently include diabetes, asthma, anaphylaxis & hypoglycaemia. New policies are created as and when necessary.

### **Record Keeping**

Statutory Accident Records are accessible in Matron's room as accident records, also in the nursery, reception, St Piran's Centre & Extended Day. They are stored at the school for a minimum of seven years. The Accident Book ensures that all legislation requirements are met. The member of staff who is first on the scene of an accident must liaise with Matron, as soon as possible, and help to fill in the Accident Book giving as much information and detail as possible including time/cause/action taken.

This includes:

- date, time and place of incident
- name (and class) of the injured or ill person
- details of their injury/illness and what First Aid was given
- what happened to the person immediately afterwards
- name and signature of Matron and, if required, the other adult on the scene.

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|------------------------------|--------------------------------|
| <b>Reviewed By:</b>          | <b>Matrons</b>                 |
| <b>Read and Approved By:</b> | <b>Senior Management Team.</b> |
| <b>Date:</b>                 | <b>June 2017</b>               |
| <b>Next Review Date:</b>     | <b>September 2018</b>          |

## **APPENDIX 1**

### **Location of First Aid Bags/Boxes**

All Classrooms hold basic kit.

Front Office

Extended Day plus hypoglycaemic kit & eye wash kit

Cookery Room

Matron's Office

Reception staffroom plus hypoglycaemia kit & eye wash kit

Nursery kitchen plus hypoglycaemia kit & eye wash kit

Science Laboratory

St Piran's Centre plus hypoglycaemic Kit, eye wash kit & AED.

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|--------------------------|------------------------|
| <b>Reviewed:</b>         | <b>Matrons</b>         |
| <b>Date:</b>             | <b>July 2017</b>       |
| <b>Next Review Date:</b> | <b>September 2018.</b> |