



## **Policy Statement**

Phoenix Federation undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, pupils, visitors and others who may also be affected by our activities.

Responsibility for first aid at Phoenix Federation is held by the Executive Headteacher and Heads of School. The responsible person to manage the day-to-day responsibilities is Heads of School.

All first aid provision is arranged and managed in accordance with the DfEE "Guidance on First Aid for Schools"

All staff has a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims and Objectives**

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there is a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.

The responsible person will ensure that there are appropriate numbers of trained first aiders including a provision for pediatric first aid.

This training should be refreshed within the legal timescales.

## **First Aid Trained Staff**

A list of all staff trained in first aid will be displayed in the school office and the staff room and will provide details of the level of training they have received, their usual location within the school and the expiry date of their certificates.

### Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring an entry is made in the accident book by the first aider.

### **Contractors**

Any contractors working on site will need to provide their own first aid provision especially out of normal school hours or during the school holidays.

**This policy must be followed by all members of staff when treating any injury.**

### **All Accidents / Incidents**

**All accidents and incidents MUST be recorded**

During the school day all injuries will be recorded in the Accident Book located in the Medical Room.

In the accident book the First Aider should make a written record of:

1. The date and time and place of incident/injury
2. The name and class of the injured or ill person
3. Details of the injury/illness and what first aid was given
4. A summary of the incident itself
5. Please include information regarding what happened just before the accident and if there were any witnesses who saw what happened.

6. What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
7. time and date of phone call to parent
8. Name of the parent that was spoken to and a summary of the conversation including the advice given to parent about further action.
9. Name and signature of the first aider or person dealing with the incident.

***Please note***

***The above numbered points are guidelines and the First Aider should always deal with the injured child as a matter of first priority. The First Aider should always use their common sense approach to the injury that they are assessing.***

<p style="text-align: center;"><b>If the injuries are believed :</b></p> <p style="text-align: center;"><b>LIFE THREATENING</b></p>	<p style="text-align: center;"><b>If the injuries are believed :</b></p> <p style="text-align: center;"><b>SERIOUS</b></p>
<ul style="list-style-type: none"> <li>• Immediately send for Headteacher or Deputy Headteacher with the message “Emergency in Class ... /on the playground” etc.</li> <li>• Remember, at the scene, that you must ensure the area is safe before taking any further action. Call for help</li> <li>• The most capable 1<sup>st</sup> aid person with the injured person will provide immediate emergency first aid (<b>A</b>irways, <b>B</b>reathing, <b>C</b>irculation, recovery position) until Headteacher or other person with first aid training arrives.</li> <li>• If the injuries are serious a member of office staff will immediately call 999 and ask for an ambulance.</li> <li>• Whilst providing First Aid, try to find out how the accident happened so that you can provide doctors/paramedics with the information.</li> <li>• Stay calm, keep other children away and reassure the injured person.</li> <li>• The school office will contact the parents/next of kin to inform them of the situation</li> </ul> <p><b><u>Non-acute child injuries</u></b></p> <ul style="list-style-type: none"> <li>• Discover the extent of the injuries.</li> <li>• Provide appropriate first aid – see below.</li> <li>• If appropriate move child into reception area and inform the Office Staff.</li> </ul>	<p><b>If the injuries are serious, but not life threatening</b></p> <ul style="list-style-type: none"> <li>• These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).</li> <li>• Immediately send for Headteacher or Deputy “Injury in Class ... /on the playground” etc.</li> <li>• Provide appropriate first aid (see below) until Headteacher, Deputy or trained first aider arrives.</li> </ul> <p>Headteacher or Deputy will decide whether to contact the parents/guardians to take the child to hospital or whether to phone for an ambulance.</p> <p>(If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them)</p> <p>The school will use Public Hire vehicles to transport to hospital.</p> <p>If in any doubt or the patient begins to deteriorate - treat an injury as life threatening</p>

<ul style="list-style-type: none"> <li>• If in doubt do not move the child until first aider arrives to give further support.</li> <li>• Check again whether the child is aware of any other injuries.</li> <li>• Monitor the child (this will probably be done by the Office Staff once they have been informed). If the injuries are not deteriorating and the child appears to be alright s/he may return to class.</li> </ul> <p><b><u>The child's teacher must be informed if it was a head injury and the parents must be contacted – see Head Injuries Section</u></b> (Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting).</p> <ul style="list-style-type: none"> <li>• If the injuries are deteriorate, the office staff will contact the parents and inform them of the accident and ask them to pick up their child.</li> <li>• If unable to contact parents, summon the help of the Head Teacher or Deputy to decide if the pupil needs further medical assistance.</li> </ul>	<p><b><u>Head Injuries</u></b></p> <p>If the injury is to the head but doesn't require the child being sent home then the following must happen:</p> <ul style="list-style-type: none"> <li>• Issue a red wristband to the child as a visual signal of a head bump incident</li> <li>• Ask one of the receptionists to call the parents or send a text home.</li> <li>• Put the incident slip in the child's book bag to take home.</li> </ul> <p><b>REMEMBER – If a pupil sustains a head injury not matter how trivial – you must inform their class teacher of the incident.</b></p> <hr/> <p><b><u>For All Accidents</u></b></p> <ul style="list-style-type: none"> <li>• Speak with others who were involved or who saw the accident to find out how the accident occurred.</li> <li>• If the accident is "Reportable" (certain types of mainly serious injuries, especially those caused by failure of health and safety procedures) inform the Headteacher and he will decide whether to accident is reportable to the Health and Safety Executive. (HSE)</li> </ul> <p>All accidents / incidents <b>MUST</b> be recorded in the <b>Accident Book.</b></p>
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## **FIRST AID ARRANGEMENTS**

### **Responsible Person**

The Responsible Person is the Executive Headteacher. Most of the non-teaching staff has received First Aid training in the last three years. For those staff who knows their training is out of date or who are unsure when they were last trained speak to Headteacher to check if refresher training is required.

### **First Aid Kits**

The main First Aid Box is kept in the Medical Room. The SMMS ensures that medical supplies are ordered regularly.

## See First Aid Boxes

### Hygiene

There are only very slight risks in school, but good hygiene routines are essential. Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces). For persons that are allergic to latex, vinyl gloves are available.

Always wash your hands before and after dealing with wounds and applying dressings. If a child is injured, cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately.

If mouth to mouth resuscitation is required this must begin immediately. Use a resuscitator if one is available, but do not delay mouth to mouth whilst looking for one.

Serious infection is highly unlikely from mouth to mouth.

Wash all skin that has been in contact with bodily fluids with soap and hot water as soon as possible.

If body fluids spill onto surfaces, mop up with absorbent materials and disinfect with bleach, this is kept in the cleaners' cupboard.

Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

Ensure that the dressings are disposed of in the yellow bags provided and placed into the yellow medical wastes bin.

### Basic First Aid

Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.

Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.

Splinters – We should not try to remove these. If only a small splinter, it could be covered with a dressing.

If a large one, the parent should be rung as we are **not allowed** to remove it.

### Sending an ill child home

If a child is taken ill in school, then the office should be informed immediately. If a child is deemed to be sufficiently unwell that s/he needs to be sent home then the parents must be contacted as soon as possible in order that they may collect their child from school. All children sent home must be recorded in the "Signing Out Book" which is located behind the reception desk.

### Referring to hospital

If the accident is such that a visit to hospital may be required, the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school in time.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

### School trips

- On school visits the class teacher or trip leader is responsible for identifying medical needs on the risk assessment and ensuring that medication e.g. asthma pumps, Epipen, are taken with them.
- First aid provision will always be considered as part of the trip risk assessment.
- If the venue is able to provide first aid provision, consideration must still be given to the journey from the school to the venue and back again.
- A first aid kit will always accompany a school trip.
- A trained First Aider will always accompany a Residential School Journey and will be responsible for the safe storage and administration of all medication.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.

### Parents Responsibilities

- Parents are reminded to inform the school of any changes in their emergency contact details.

### First Aid Boxes / Kits/ Bum Bags

First Aid Boxes are located in:

- The main office
- Reception
- Classrooms & Children's Centre

**First Aid Boxes should contain**

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable.

No medicine/tablets are to be kept in the first aid boxes.

**Please see Administration of Medications Policy & Accident / Incident Reporting Policy**

***In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.***

**This policy will be reviewed annually.**

