

St Oswald's C of E Primary School

FIRST AID POLICY



Introduction

The purpose of this policy is to ensure that all staff are aware of the procedures to be followed in the event that a child is injured or becomes ill at school.

The school takes its responsibility to administer first aid very seriously. All lunchtime staff, teaching assistants and office staff will be first aid trained, but there may be some practical delay in the provision of this training for new starters.

All staff, when dealing with first aid, will only work within the limitations of their training and competency and, when faced with issues beyond this, should refer to a trained first aider.

First aid procedures

Minor injuries

During lessons, minor injuries should be dealt with by the first aid trained member of classroom staff, where possible. If there is only one member of staff supervising the class or a first aid trained member of staff is required and there is no one available, the child should be sent to the office, accompanied by another child.

During break time, minor injuries should be dealt with by the office staff.

During lunchtime, all minor injuries occurring before the classes have been handed over to their teaching staff should be dealt with by the lunchtime staff.

If an injury requires cooling (bumped heads, swelling or bruises), care should be taken to ensure that cool packs are not too cold. These should be wrapped in a paper towel if necessary and not left on for any length of time. Cool packs should be wiped before and after use.

Information on children who are allergic to plasters is held on Scholarpack. This information should be shared with relevant staff, including lunchtime staff. Children should be asked if they are allergic to plasters if these are required to treat an injury.

Recording and Communication

An accident form needs to be completed for all minor injuries. The forms should be given to the office who will contact the parent/carer by text or phone call as appropriate.

In the case of Reception children, an accident form is completed and where possible, staff will inform the parent/carer in person at the end of school. Where this is not possible, a copy of the accident form will be sent home in the child's bag. Incidents at lunchtime involving Reception children should also be reported to classroom staff.

First aid forms will be stored securely in the office and retained for 3 years from the date of the accident.

Where a child has bumped their head or had any injury to or near the eye at break time or lunchtime, this information should be passed on to the classroom staff so that they can monitor the child for the rest of the day. Classroom staff should then communicate this directly with a parent or carer at the end of the day. Where a child is walking home from school on their own or attends Ozzie's, staff should contact a parent or carer by telephone to inform them of the incident.

If a child has had a nose bleed that has proved problematic to get under control (duration, intensity or repeat occurrence) parents will be contacted.

Staff should pass on information on any other injuries or illness on handover to other staff or to parents as appropriate.

Serious injury

In the event of a serious injury, parents/carers must be contacted by telephone. A form CF50 or CF50A should be completed, including details of any investigation into the accident. Completed CF50 and CF50A forms should be signed by the Headteacher and passed to the Business Manager for submission to LCC Health and Safety Team.

Completed CF50 and CF50A forms will be stored securely in the office and retained for 3 years from the date of the accident.

CF50 and CF50A forms can be obtained from the Business Manager or from the Office and are saved on T Drive.

Reporting Safeguarding concerns

When dealing with first aid, all staff should be alert to injury or other indicators of abuse as set out in Appendix 1 of the school's Safeguarding and Child Protection Policy or repeated injuries or patterns of injury over time which may be signs of bullying or self harm. Any concerns should be reported as soon as possible using a cause for concern form or CPOMs as appropriate. Serious concerns should be reported immediately to the Designated Safeguarding Lead or one of the school's designated Safeguarding officers.

Illness

Where a child becomes ill during school, the class teacher should contact the office staff with their recommendation on whether the child should be sent home or not.

Where there are attendance or other issues, staff should liaise with the Pastoral Mentor before a decision on sending a child home is taken.

When a child has been sick or has had an episode of diarrhoea in school, parents/carers should be advised that the child is not able to return to school until 24 hours from the last episode of sickness or diarrhoea or 48 hours in the case of sickness and diarrhoea, unless another cause for this is known.

Children with specific medical conditions

Information on children with medical conditions is held on Scholarpack. This information should be shared with relevant staff, including lunchtime staff.

Allergies

The kitchen staff will have a list of all children with food allergies and children will wear yellow lanyards in the dining hall. Where children with allergies which require antihistamine or an epi-pen, these are kept in an unlocked medical cupboard in the office and are clearly marked with the child's name.

A list of EpiPen trained staff can be found at Appendix 2. This is also displayed in the medical area in the office.

Asthma

Children who have been prescribed inhalers for asthma must have an inhaler, labelled with the child's name, in school at all times. The inhaler, together with a completed Asthma Plan, should be kept in the classroom in an easily accessible place known to the teacher and the child. Inhalers should be taken to PE and games lessons. Inhalers **MUST** be taken on any trip outside school, including regular Collective Worship at St Oswald's Church. A copy of the Asthma Plan is on Scholarpack and a paper copy is also held on file in the office in the pupil file.

Children, with the support of an adult, should be allowed to judge when they need to take their inhaler. If a child needs to use their asthma inhaler, this should be recorded by the adult on an "Administration of medicines" sheet and kept with the inhaler.

First aid equipment

This is kept in the medical cupboard in the office. It is the responsibility of staff to inform the office staff if stock levels of any items are low. The medical cupboard stock and all mobile medical kits will be checked regularly by the office staff. There are first aid trolleys for the playgrounds and for Ozzie's.

Each classroom has a basic first aid kit for minor grazes. First aid equipment and accident slips are also kept in the Reception classrooms.

There is a **defibrillator** in the medical cupboard with full instructions for use.

First Aiders

A list of first aid trained staff can be found at Appendix 1. This is also displayed in the medical area in the office.

Policy review

The School Business Manager is responsible for monitoring this policy.

Date approved by Governing Body: 4 October 2021

Review date: October 2024



FIRST AID POLICY

Appendix 1

List of First Aiders

Name	Role	First Aid Qualification	Expiry date
Megan Copsey	Ozzie's Manager	QA Level 3 Award in Paediatric First Aid	January 2022
Samantha Ellis	Teaching Assistant	QA Level 3 Award in Emergency First Aid at Work (RQF)	February 2023
Gaynor Dunn	Lunchtime staff/Ozzies	TQUK Level 3 Award in Paediatric First Aid	September 2023
Lisa Wood	Lunchtime staff	QA Level 3 Award in Paediatric First Aid	December 2023
Nicole Holmes	Teaching Assistant	TQUK Level 3 Award in Paediatric First Aid	November 2023
Eleanor Eccles	Teaching Assistant/Lunchtime staff	TQUK Level 3 Award in Paediatric First Aid	October 2023
Natalie Waller	Reception Teacher	TQUK Level 3 Award in Paediatric First Aid	June 2024
Katy Miller	Reception Teacher	TQUK Level 3 Award in Paediatric First Aid	June 2024
Jennifer Wilkinson	Teaching Assistant	Emergency First Aid at Work with Paediatric CPR	February 2022
Karen O'Neil	Teaching Assistant/Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2022
Caroline Davis	Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2022
Julie Bentley-Craven	Teaching Assistant/Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2022
Jana Batty	Pastoral Mentor	Emergency First Aid at Work with Paediatric CPR	February 2023
Fiona Bancroft	School Administrator	Emergency First Aid at Work with Paediatric CPR	February 2023
Charlotte Holliday	Teaching Assistant/Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2023
Amy Connell	Teaching Assistant/Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2023
Matilda Brown	Teacher	Emergency First Aid at Work with Paediatric CPR	February 2023
Eleanor Eccles	Lunchtime staff	Emergency First Aid at Work with Paediatric CPR	February 2023
Lucy Wilkinson	Teaching Assistant	Emergency First Aid at Work with Paediatric CPR	February 2023
Sue Orchard	Ozzies	Emergency First Aid at Work with Paediatric CPR	February 2023
Louise Stringwell	Ozzies	Emergency First Aid at Work with Paediatric CPR	February 2023

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Appendix 2

List of Epi-pen trained staff

<u>Asthma and Anaphylaxis (Epi-pen) – completed September 2020</u>		
Fiona Bancroft Jana Batty Julie Bentley-Craven Matilda Brown Justine Clarke Anne Coates Max Coleman Amy Connell Carla Cousins Caroline Davies Julie Dickinson	Ellie Eccles Jan Gillow Chris Haw Liz Holben Sarah Johnson Frank Lyden Neil North Julie Peel Vanessa Ponsford Emily Roach Lou Rowson	Natalie Waller Jenny Wilkinson Alex Willis Sabrina Wright