

St Oswald's C of E Primary School

# First Aid Policy



**Policy Approved:** June 2024

**Next reviewed:** June 2025

## **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. The majority of lunchtime staff, teaching assistants and office staff undertake Paediatric or Emergency at Work First aid training, but there may be some practical delay in the provision of this training for new starters.

All staff, when dealing with first aid, should only work within the limitations of their training and competency and, when faced with issues beyond this, should refer to a trained first aider. It is the responsibility of all staff to ensure they follow the guidance in this policy; complete accident forms as required and alert the School Office if they become aware that First Aid supplies are running low. Staff who deal with any incidents requiring First aid should ensure that the supervision of other children is not compromised whilst they administer any necessary treatment.

## **Minor injuries**

During lessons, where possible, minor injuries should be dealt with by the first aid trained member of classroom staff. 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 if required.

During break time, where possible, minor injuries should be dealt with by the first aid trained member of supervising staff. If there is no-one available, the child should be sent to the office, accompanied by another child if required.

During lunchtime, all minor injuries 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.

## **Hygiene/Infection Control**

All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are kept in all first aid kits and hand-washing facilities are available in all classrooms, in addition to toilet areas.

## **Clearing up of bodily fluids**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges must be cleaned up immediately. The person cleaning the fluids must wear appropriate PPE (e.g. apron, gloves, overshoes). When spillages occur, the area will be cleaned using a product that combines both a detergent and a disinfectant, used in accordance with the manufacturer's instructions. The fluids should be cleaned up

with disposable material and not mops, the clinical waste will then be discarded of appropriately in sealed bags.

## **Emergency Services**

The decision to call an ambulance will vary from case to case, but staff are strongly advised to administer First Aid and call an ambulance if:

- a child appears not to be breathing, is having chest pain, or is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage and using other muscles to help them to breathe; • If they have a severe injury that is bleeding profusely and you are unable to stop with direct pressure on the wound;
- a child is unconscious or unaware of what is going on around them or experiencing weakness, numbness or difficulty speaking;
- a child has a fit for the first time, even if they seem to recover from it later. It is important to phone an ambulance if someone is having a seizure and the fit last longer than 3 minutes;
- a child has a severe allergic reaction it is important to administer their epipen (if they have one) and then phone an ambulance immediately;
- a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive – look out for signs of shock;
- a child has fallen from a height, been hit by something travelling at speed (like a car) or been hit with force whilst doing combat or contact sport and there is a possibility of a spinal injury – if they are conscious keep them completely still and get an ambulance on the way. If they are on their back, unconscious and breathing – very carefully roll them into the recovery position and then phone an ambulance – if they are unconscious and not breathing start CPR – and do one minute before phoning for an ambulance.

## **Serious injuries**

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 completed on-line and copies scanned to Scholarpack and passed to the Business Manager for filing. It should also be considered if the accident needs reporting to the HSE under RIDDOR requirements.

## **Recording and Communication**

An accident form needs to be completed for all minor injuries by the person witnessing the incident or providing the First Aid. The forms should be given to the office who will contact the parent/carer by text or phone call if appropriate.

In the case of EYFS children, an accident form is completed and passed to the Office and details of the accident uploaded to Tapestry by the EYFS staff. A copy of the accident form will be sent home in the child's bag. If appropriate, staff will inform the parent/carer in person at the end of school.

First aid forms will be scanned to Scholarpack and therefore retained for future reference if required.

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.

### **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 and needs to be sent home, the class teacher should contact the office staff to make the required contact.

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.

### **First aid equipment**

The main stock of First aid equipment, including stock for Ozzie's (and small First Aid kits for trips) is kept in the cupboards outside the main school office and available to all staff. Other First aid kits are located in:

- Nursery;
- Link corridor outside the Reception classroom;
- Aspen classroom (for Forest school);
- Kitchen

As guidance, the following items should be included in the First aids kits:

- Assorted plasters/larger adhesive dressings
- Blue plasters (kitchen only)
- Non-Adhesive Dressing & Microporous Tape
- Antiseptic Wipes
- Disposable Gloves
- Waste Bags
- Eye Pad
- Finger dressing
- Eye wash
- Heat Blanket
- Triangular Bandage

It is the responsibility of the office staff to monitor the overall levels of the First aid equipment in the stock cupboard and replenish as required but all staff should be vigilant and advise the Office if they notice an item is in short supply.

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

**First Aid Cover**  
**Paediatric First Aid Cover**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	EXPIRY
Katy Miller	Katy Miller	Katy Miller	Katy Miller	Katy Miller	Jun 2024
Jill Broadwell	Jill Broadwell	Jill Broadwell	Jill Broadwell	-	Sept 2026
Tyler Robertshaw	Tyler Robertshaw	Tyler Robertshaw	Tyler Robertshaw	Tyler Robertshaw	Feb 2025
Alex Willis	Alex Willis	Alex Willis	Alex Willis	Alex Willis	Jun 2025
Nicole Holmes	Nicole Holmes	Nicole Holmes	Nicole Holmes	Nicole Holmes	Nov 2026
Sarah Kelly	Sarah Kelly	Sarah Kelly	Sarah Kelly	Sarah Kelly	Oct 2026
Amy Nelson	Amy Nelson	Amy Nelson	Amy Nelson	Amy Nelson	May 2024
Alison Sharp	Alison Sharp	Alison Sharp	Alison Sharp	Alison Sharp	Feb 2027
Hannah Lovatt	Hannah Lovatt	Hannah Lovatt	Hannah Lovatt	Hannah Lovatt	Oct 2025
Natalie Cooper - AM	Natalie Cooper - AM	Natalie Cooper - AM	Natalie Cooper - AM	Natalie Cooper - AM	Oct 2026
Katy Doran - AM	Katy Doran	Katy Doran - AM	Katy Doran	Katy Doran - AM	Sep 2024
Heidi Hunter	Heidi Hunter	Heidi Hunter	Heidi Hunter	Heidi Hunter	June 2024
-	Lucy Wilkinson	Lucy Wilkinson	Lucy Wilkinson - PM	Lucy Wilkinson	April 2025

**Forest School** – Alex Willis (exp June 25)

**Lunchtime** - Megan Copsey (exp Jan 25), Justine Clarke (exp Feb 24), Natalie Cooper (exp Oct 25), Carla Cousins (exp Oct 25), Rose Greenwood (exp Feb-27)

**Ozzies** – Megan Copsey (exp Jan 25), Justine Clarke (exp Feb 24), Natalie Cooper (exp Oct 25), Carla Cousins (exp Oct 25)

<b>Emergency first aid at work</b>		<b>Asthma and Anaphylaxis (Epi-pen) – to renew Feb 2024</b>		
Heidi Hunter: Exp. Jun 2024 Jess Adamson: Exp. Oct 2024 Julie Bentley-Craven: Exp. Nov 2024 Natalie Cooper: Exp. Nov 2024 Leah Wilkinson: Exp. Feb 2026 Louise Stringwell: Exp. Feb 2026 Leeanne Meakin: Exp. Feb 2026	Zoe Grainger: Exp. Feb 2026 Esme Fenn: Exp. Feb 2026 Amy Connell: Exp. Feb 2026 Fanfan Chen: Exp. Feb 2026 Karen O'Neill: Exp. Nov 2024	Jana Batty Jill Broadwell Fanfan Chen Anne Coates Amy Connell Julie Dickinson Ellie Eccles	Jennie Hall Charlotte Holliday Ruth Howlett Heidi Hunter Sarah Kelly Sam Kenworthy Leeanne Meakin Katy Miller	Neil North Karen O'Neill Julie Peel Emily Roach Alice Wilkinson Alison Sharp (exp Feb 25)

