

**First aid Policy**



# Watlington Community Primary School

## First Aid Policy

Approved by:	<i>Daunella</i>	Date:	18 Jul 22
Last reviewed on:	July 2022		
Next review due by:	To be reviewed every year – July 2023		

Last review date:	Approved by:
July 2023	<i>Mark Pat</i>
July 2024	<i>Mark Pat</i>

## First aid Policy

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### 1. Introduction

Norfolk County Council must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Although it is not required by the law in most cases, we also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

### 2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until a medical professional health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

School staff are able to administer medications in a planned manner with consent from the parent. A consent to administer medication form must be completed by the parent.

### 3. Responsibilities

The Headteacher must see that appropriate first aid provision is made for their staff. This provision may be arranged by individuals or in conjunction with others as we often provided first aid cover for everyone using a building rather than for each group of staff.

Headteachers will, in most cases, also need to provide first aid cover for clients and visitors.

### 4. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we now use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

### 5. How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in [First aid needs assessment guidance G608b](#).

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### 6. Types of first aid personnel

According to the findings of our first aid needs assessment, we will provide appropriate first aid personnel. The training of first aiders are described in [First Aid Training G608c](#). Schools have access to the recommended contract of NCC but are not obliged to use it.

#### Appointed person

The appointed person is Mr Tim Dempsey, Caretaker. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary.

#### Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course. All our staff are trained in Emergency First Aid at work.

#### First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course. At Watlington CP School all staff who are not paediatric trained complete emergency first aid training every two years.

#### Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement. At Watlington CP School we have 7 members of staff qualified in paediatric first aid: this is reviewed as members of staff join and leave the school. Current trained staff are:

- Rosanna Mulligan
- Claire Chapman
- Nikki Shelbourne
- Louise Watson
- Lee Whitby
- Sarah Carter
- Carroline Shelbourne

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### 8. First aid kits

The following list is what should be contained in kits for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

### Travelling first-aid kits

As we take the children on school trips we have 2 travel first aid kits, these should have the following:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

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### Medication

First aid does not include administering medication. We do not give out medication as part of our first aid treatment.

### **9. First aid rooms**

The school uses the disabled toilet where necessary for a first aid room; alternatively we use a space appropriate such as a shared area or reception foyer for attending to first aid.

### **10. Recording first aid treatment**

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

If an adult is injured or a child is taken to a Doctor or hospital then this must also be recorded online via the Oshens System.

At Watlington CP School we use accident books with carbonised paper so that a record is sent home to inform parents that first aid has been administered.

There is a separate procedure for head injuries. Please see additional head injury flowchart and information.

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### **NHS** Head injury and concussion

**Most head injuries are not serious, but you should get medical help if you or your child have any symptoms after a head injury. You might have concussion (temporary brain injury) that can last a few weeks.**

#### **Urgent advice: Go to A&E if:**

You or your child have had a head injury and have:

- been knocked out but have now woken up
- vomited (been sick) since the injury
- a headache that does not go away with painkillers
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- been crying more than usual (especially in babies and young children)
- problems with memory
- been drinking alcohol or taking drugs just before the injury
- a blood clotting disorder (like haemophilia) or you take medicine to thin your blood
- had brain surgery in the past

You or your child could have concussion. Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks.

You should also go to A&E if you think someone has been injured intentionally.

#### **Immediate action required: Call 999 if:**

Someone has hit their head and has:

- been knocked out and has not woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- fallen from a height more than 1 metre or 5 stairs
- problems with their vision or hearing
- a black eye without direct injury to the eye
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body

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- problems with walking, balance, understanding, speaking or writing
- hit their head at speed, such as in a car crash, being hit by a car or bike or a diving accident
- a head wound with something inside it or a dent to the head

Also call 999 if you cannot get someone to A&E safely.

## Important: Help from NHS 111

If you're not sure what to do, call 111 or [get help from 111 online](#).

NHS 111 can tell you the right place to get help.

## How to care for a minor head injury

If you have been sent home from hospital with a minor head injury, or you do not need to go to hospital, you can usually look after yourself or your child at home.

You might have symptoms of concussion, such as a slight headache or feeling sick or dazed, for up to 2 weeks.

### Do

- hold an ice pack (or a bag of frozen peas in a tea towel) to the area regularly for short periods in the first few days to bring down any swelling
- rest and avoid stress – you or your child do not need to stay awake if you're tired
- take painkillers such as paracetamol for headaches
- make sure an adult stays with you or your child for at least the first 24 hours

### Don't

- do not go back to work or school until you're feeling better
- do not drive until you feel you have fully recovered
- do not play contact sports for at least 3 weeks – children should avoid rough play for a few days
- do not take drugs or drink alcohol until you're feeling better
- do not take sleeping pills while you're recovering unless a doctor advises you to

### Non-urgent advice: See a GP if:

- your or your child's symptoms last more than 2 weeks
- you're not sure if it's safe for you to drive or return to work, school or sports

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