



UNIVERSITY OF
CAMBRIDGE
PRIMARY SCHOOL

First Aid Policy

Approved by
Education Committee

Last reviewed on
October 2023

Next review due
October 2025



**RELEASING THE
IMAGINATION:
CELEBRATING
THE ART OF
THE POSSIBLE**



This policy outlines the School's responsibility to provide adequate and appropriate first aid to children, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE Guidance on First Aid for Schools. The policy is reviewed annually.

Aims

To identify the first aid needs of the school in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on the school premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep the UCPS team and parents/carers informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

Personnel

- The school Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The school Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Executive Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Executive Headteacher should ensure that the policy for first aid is available to all of the UCPS team and parents/carers.
- In the event of a medical emergency and the school being unable to contact the parents/carers, the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept by the Director of Inclusion

Duties of an Appointed Person (Guidance on First Aid DfEE 1998)

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

*Although Appointed Persons do not have to be first aiders, it is the policy of University of Cambridge Primary School that Appointed Persons have completed Paediatric First Aid Training or Emergency First Aid Training.

Main Duties of a First Aider (Guidance on First Aid DfEE 1998)

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

First Aid Equipment and Facilities

- The Appointed Persons, directed by the Executive Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. Audit forms of restocking to be maintained in the First Aid Audit file.
- All first aid boxes (bum-bags) are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools).
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves **MUST** be worn when treatment involves blood or other body fluids.

Information on First Aid arrangements

- The Executive Headteacher will inform all employees at the school of the following:
 - The arrangements for recording and reporting accidents. (Medical Tracker or Every)
 - The arrangements for First Aid.
 - Those employees with qualifications in first Aid.
 - The location of First Aid kits.
- In addition, the Executive Headteacher will ensure that signs are displayed throughout the school providing the following information:
 - names of employees with first aid qualifications.
 - location of first aid boxes.
- All members of the UCPS team will be made aware of the school's first aid policy.

How to deal with blood and body fluids

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both the team and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Staff Contact

- Site Manager/Cleaning Company Staff to be contacted initially so that arrangements can be made to clean the area.
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the '**Initial Clean-Up Procedure**'.
- In the event of a member of cleaning staff not being available gloves, powdered cleaner and cleaning equipment can be found in the Cleaning Storage Cupboard by the first cluster near the dining hall (keys in the main office).

Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at ALL times
- Any soiled wipes, tissues, plasters, dressings, etc., must ideally be disposed of in the clinical waste bin (yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- Contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A yellow 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands thoroughly.
- All yellow bags to be disposed of in yellow bins as the school could potentially be fined if not adhered to.
- Wash hands again and use anti-bacterial hand gel.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action to be taken:

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to SLT (senior leadership team)
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

Accidents involving the head

Children often fall and injure themselves. Thankfully most bumps to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress.

Parents/carers will be contacted if the child has a significant or a visible bump/graze to the head. All head bumps must be recorded on Medical Tracker and a disposal band must be placed around the child's wrist so that colleagues are made aware. It is the responsibility of the first aider dealing with the head bump to inform the class teacher.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded electronically on Medical Tracker.
- Parents/carers are notified by email which is sent automatically via the Medical Tracker app.
- Parents/carers are contacted by telephone if a child has received a significant bump to the head or one leaving a red mark or swelling, a wasp or bee sting or a significant incident.

- For more serious injuries, the Director of Business will be informed.
- In the event of a medical emergency and the school is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory requirements for Accident Reporting

- The Governing body will implement the LA's procedures for reporting:
 - all accidents to employees
 - all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
 - An accident which requires admittance to hospital for in excess of 24 hours.
 - Death of an employee.
 - Major injuries such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and children an accident will only be reported under RIDDOR:
 - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.
- For each instance where the Executive Headteacher considers an accident to a visitor or child is reportable under RIDDOR the advice of the authority will be sought.

See additional guidance attached to this policy

Reporting Accidents and Incidents at Work April 2012 <http://www.hse.gov.uk/pubns/indg453.pdf>

Transport to hospital or home

In the event of a serious injury, the First Aider will make the decision to call an ambulance and will send notification to the Executive Headteacher or another member of ELT.

Where hospital treatment is required but it is not an emergency, then the Executive Headteacher will contact the parents/carers for them to take over responsibility for the child.

If the parents cannot be contacted, then the Executive Headteacher may decide to transport the child to hospital, with another member of SLT. Where the Executive Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only a member of the team whose car is insured to cover such transportation will be used.
- No individual member of the team should be alone with a child in a vehicle.
- A second member of the team will be present to provide supervision for the injured child.

Children with Medical Needs

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place to help staff identify the necessary safety measures and medical support needed to care for children with long term medical needs and ensure that they, and others, are not put at risk. These will be drawn up together with parent/carers and an Appointed Person or class First Aider.
- All children with significant medical needs will have their photograph and a brief description of their needs included in the Health Care Plan file.

- Health Care Plans are kept in each class's First Aid Folder

Administering medicines in school

There is no legal or contractual duty on the UCPS to administer medicine or supervise a child taking it. **If a child is taking a un-prescribed/prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.**

However at UCPS we understand how disruptive this request could be so:

- In exceptional circumstances, e.g. if antibiotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are stored in Staff Share/First Aid and in the class First Aid file.

All prescribed medicines that are due to be administered must be kept in the child's classroom in the class Red First Aid Rucksack (except medicines that must be stored in a fridge – these should be stored in the Quad Staffroom fridge). All medical forms and key information sheets for specific medical conditions are to be kept in the class First Aid folder.

- Records will be kept of all un-prescribed/prescribed medicines administered.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers and spacers) to school. Parents/carers will need to complete Prescribed Inhaler Consent form which will be stored in the class First Aid file. The inhalers and spacers will be stored in the class Red First Aid Rucksack (in a labelled box) which will be taken out for PE and on school trips.
- A list of asthma sufferers is kept at the back of the Health Care Plan document.
- Asthma treatments are to be administered by the child if of an age to do this otherwise the adult First Aider will support giving the necessary doses. After a treatment has been administered, the First Aider will record the dosage given and key details on the Prescribed Asthma Inhaler Consent form held in the class First Aid file.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A photograph is on the Health Care Plan kept for each relevant child in the Health Care Plan file in each class First Aid file.
- Epipens, for anaphylaxis sufferers, are kept in the class Red First Aid Rucksack (in a labelled box)
- Epipens can only be administered by members of the team who have received Paediatric First Aid training.
- Any specific procedure to be followed for a specific child who is an anaphylaxis suffer will be detailed on the relevant child's Health Care Plan.
- **Epipens** and a Paediatric First Aid trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid bag.

- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the child's parents/carers can be informed.
- If a child is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above. A copy of the Parental Agreement form will be taken along with the relevant medication on the visit together with copies of the Health Care Plans for any child attending the trip. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

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