



Hunsley Primary

First Aid Procedure

This procedure is applicable to Hunsley Primary

Procedure Contents

- 1. Purpose and Scope**
- 2. Roles and Responsibilities**
- 3. Equality and Diversity**
- 4. Vision, Values and Ethos**
- 5. Definitions**
- 6. Systems and Processes**
- 7. Monitoring of Compliance with and Effectiveness of This Procedure**
- 8. Review**

Appendix

Key forms

First Aid Procedure

This document outlines the principles and processes underpinning the administration of first aid at Hunsley Primary. It should be read in conjunction with The Education Alliance Health and Safety Policy and the Education Alliance First Aid Procedure, and the Hunsley Primary Medicines Policy.

1. Purpose and Scope

The purpose of this document is to ensure that the member of Hunsley Primary staff fulfilling the role of First Aider, First Aid Administrator and those responsible for their management are fully aware of the processes and procedures necessary to carry out safe and effective first aid and accident recording operations and that they are carried out in association with the named reference documents.

2. Roles and Responsibilities

All staff are expected to uphold safe working practices as outlined in the school induction processes and annual refresher training to all Hunsley Primary. Only trained and qualified staff will be expected to administer first aid. NB - All staff working in the Early Years setting in school will be trained as Paediatric First Aiders.

The required levels of qualification for First Aiders are as follows, depending on role:

- Full First Aid at Work (FAW) qualification from an approved school provider with refresher before the expiry date
- Full Paediatric First Aid qualification with refresher before the expiry of the certificate
- Trained in the use of management radios
- Training on defibrillator equipment - as appropriate
- Any specialist training outside the normal qualification deemed necessary in support of those with pre-disclosed conditions and after notification from the medical profession, for example Epi-Pen or asthma training and diabetes management training

Hunsley Primary First Aid Administrator

(upkeep or records, stats and equipment)

Training and qualification is as follows:

- Health and Safety awareness trained – Level 2
- ICT trained in the use of Health and Safety Software Management System and spread sheets
- Trained in the use of management radios
- The post holder can hold a paediatric, 1 or 3 day first aid qualification but this is not essential

First Aider Supporting UK based trips and visits training is as follows:

- 1 day First Aid at Work (EFAW) qualification from an approved school provider with recommended annual refresher training during any 3 year certification period and a requalification before expiry of a certificate.

Or –

- Full Paediatric First Aid qualification with refresher before the expiry of the certificate
- Trained in the use of management radios
- Any specialist training outside the normal 3 day qualification deemed necessary in support of those with pre-disclosed conditions and after notification from the medical profession

All certificates and records for individual first aid trained staff should be kept centrally by the School Administrator, as well as the dates of any requalification and refresher training to be undertaken. The Headteacher will be responsible for ensuring the standard of training is maintained and that suitably competent trainers (such as St John Ambulance, British Red Cross) are used for 1, 3 and refresher courses.

Headteacher

It is the responsibility of the Headteacher to ensure that all staff in school have access to and understand the school's first aid procedures and are suitably trained for their roles.

First Aid Duty Staff

It is the responsibility of the trained first aid staff to apply their training in the administration of first aid and the completion of records to the best of their ability.

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged

1. Hunsley Primary Vision, Values and Ethos Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to

embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

4. Definitions

Duty First Aider

A Duty First Aider is any qualified First Aider in school who will be called upon to administer first aid at any point in addition to their normal daily duties. Duty First Aiders are required to hold a current Paediatric First Aid or First Aid at Work (FAW) Certificate and be trained in the use of Epipens or other specialist equipment and to ensure that they are available to respond to any first aid emergency at any time during the prescribed hours on their duty day.

First Aid Administrator

A First Aid Administrator is someone who is required by the school to undertake the full range of first aid administration duties including administration, ordering of first aid materials and coordination of first aid and medicine documentation.

Appointed Person – Headteacher (or designated deputy)

An appointed person is someone, not usually trained in first aid, whose main responsibility is to summon assistance from the emergency services or a Duty First Aider, and to take charge of the situation until assistance arrives. As the school provides adequate, qualified first aid trained staff the role of appointed person is not currently necessary.

First Aid Treatment

In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

5. Systems and processes

Members of Staff undertaking the role of Duty First Aider will be directly responsible to the Headteacher for the provision of first aid services on their duty day and the completion of first aid and accident / incident records in line with the information provided within this document. At all other times during their duty day, first aiders carry out their normal role within the school until called to deal with an incident. The First Aid Administrator is responsible for the maintenance of supplies and equipment and the processing of accident / incident records.

Treatment of Pupil Injury

When an injury or accident takes place, requiring treatment, supervising staff must call for the closest available First Aider. Where a second opinion is required, a second First Aider will be called. The First Aider on lunchtime duty must always carry the Radio (or School Mobile Phone if on off-site visits) to ensure this immediate contact is possible.

The First Aider will use their judgement and training with regard to the appropriate treatment for injury: this will be influenced by the age of the child and the context of the injury.

Reported head injuries, such as head bumps which have not been witnessed by a member of staff, must always be treated in the first instance as an actual head injury and responded to as such. The supervising member of staff, e.g. class teacher, must be notified of the injury on the child's return to class. The Accident / Injury in School Report form will be completed according to the section for a head injury and parents / carers must be notified via the main office directly. The First Aider may decide that a reported head injury does not require treatment and observation and inspection only is required. Where observation occurs, this information must still be passed to the child's teacher. With all head injuries, parents will be alerted by telephone / email contact; with head injuries where the skin is significantly broken, bleeding occurs or any of the listed symptoms on the Head Injury Checklist occur, a parent will be asked to collect their child immediately, unless the injury is deemed severe enough to warrant the Ambulance Procedure. First Aiders will always seek a second First Aider opinion and alert the most senior member of staff on site in this situation.

Any examination of pupils reporting injuries to a clothed part of their body must always be carried out with a second member of staff present. If necessary, parental permission will be sought in order to do so.

Following all treatments, the First Aider must immediately complete the Pupil Accident / Injury In School Report Form. This form captures the details of the accident or injury, location, context, treatment given and

by whom, supervising staff member and also whether the treatment involved a head injury. The form is then recorded by the First Aid Administrator and a copy sent home for Parents/Carers to acknowledge by return email / phone call.

First Aid Boxes, Registers and Signage

It is the responsibility of all First Aid Staff to alert the First Aid Administrator where issues or concerns arise with regard to the contents of First Aid kits. The First Aid Administrator is to ensure that **all** available first aid kits, including those used in school activities and transport are:

- Serial numbered and held on a maintained register
- First Aid Boxes around the school site to be checked at least once every **term** and recorded
- First Aid bags taken on trips/visits to be replenished immediately after the bag is returned to school
- Clearly marked with at least one box located in each of the main school areas for use by any first aid qualified staff
- Stocked with the appropriate items listed in attached appendix F or G
- Provided with a photocopy of the contents list
- Conform to current BS standard

Emergency Medication

NB – This First Aid Procedure should be read in conjunction with the Hunsley Primary Medicine Policy and the Hunsley Primary Asthma Policy.

The school keeps a limited number of emergency medications on-site and all first aiders receive training on the use of these medications. The emergency medications include:

- Emergency asthma inhalers
- Emergency adrenaline injectors (e.g. epi-pens)

The administration of these medicines is only to be carried out by trained first aiders to children with the appropriate prescription and Individual Health and Care Plans, where the child's own medication is not available in school.

As well as providing the first aid box to each area of the building, approved signage should be located in conspicuous location stating

- **Location of First Aider**
- **Location of first aid box**
- **Location of the defibrillator**

The First Aid Administrator must check this signage is present and make any necessary amendments whenever the contents of a first aid box/kit are checked.

First Aid Training where Specific Hazards Exist

Where hazards exist within the workplace that require specialist first aid training, only those organisations approved by the Trust are to be used. Full risk assessment must be carried out by managers to identify any

specific hazards, especially where external agencies might be undertaking activities or work of a temporary nature and where usually the hazard might not have pre-existed within the school.

The First Aid Administrator will work with the Trust team to review any specific training records held and carry out a review as stipulated within the assessment. Records details should include:

1. Who or what the requirement is for
2. First aiders who have undertaken specialist training
3. The nature of the training
4. The validity period
5. The organisation responsible for the training

A copy of certification should also be forwarded to the Hunsley Primary Administrator for data base inclusion.

Defibrillator – as appropriate

Hunsley Primary staff have access to the defibrillator machines on site and those undertaking the defibrillator unit in the first aid training are considered trained and authorised to use it in a medical emergency. Should the need arise, trained staff can be called to an incident to assist but the immediate action in every suspected case of heart problems should be to phone (9)999 and request an ambulance. Refresher training will be undertaken as required and records updated for qualified staff.

Time expired Items (e.g. Batteries/Pads)

The First Aid Administrator is to ensure that the equipment battery and pads are kept in date and do not pass their expiry date. Replacement items should be purchased within 3 months of expiry to maximize battery and pad life (usually 3 years for batteries 5 years for pads). Pads and battery should always be replaced if opened or used even if this is only for a short duration. Pads are to be available with both kits for adult and child applications.

Management of Medicines

Policy and Procedures directly relating to the day-to-day control of Pupil and Staff medicines held within the school premises and associated administrative procedures, are found in the Hunsley Primary Medicines Policy document.

Ambulance Procedure

The Education Alliance Trust Ambulance procedure should be adhered to, to ensure that the correct procedures are followed by staff when calling an ambulance to site.

6. Monitoring of Compliance with and Effectiveness of This Procedure

The application of this procedure will be monitored by senior staff and regular reminders, refreshers and updates shared as appropriate with all staff.

7. Review

The procedure and its application will be reviewed at regular intervals, as appropriate, and at least every three years.

Appendix



Pupil Accident / Injury in School Report Please ensure this form is completed in detail. Parents/Carers receive the form on the day of the injury / accident and are advised to read carefully.

Pupil Details		
Name:		
Class Teacher:		
Date:		
Time of Accident and / or Injury:		
Injury / Accident details		
Injury / Accident details:		
Location of Injury / Accident: e.g Reception Playground, Reception construction area		
Staff Signature:		
TO BE COMPLETED BY FIRST AIDER		
Treatment Given:		
Signature:		
Head Injuries only - Any injury to the head is treated according to the First Aid Policy		
Your child was attended by the first aider and has shown signs of the following (ticked below):		
Dizziness	<input type="checkbox"/>	
Drowsiness	<input type="checkbox"/>	
Nausea / Sickness	<input type="checkbox"/>	
Headache	<input type="checkbox"/>	
Loss of Vision	<input type="checkbox"/>	
Unconsciousness	<input type="checkbox"/>	
Parents / Carers contacted	<input type="checkbox"/>	Time:
Parents / Carers collected child	<input type="checkbox"/>	Time:
Ambulance called	<input type="checkbox"/>	
None of the above	<input type="checkbox"/>	Please continue to monitor your child for at least 24 hours
Additional Details, where necessary:		
<p>Parents / Carers: Please check your child's injury and seek professional medical attention if you are at all concerned.</p> <p>Please note, a copy of this report is retained by school.</p>		