



# **Poppyfield**

Primary Academy

**Poppyfield Primary Academy**

**First Aid Policy**

*'First aid can save lives and prevent minor injuries becoming major ones..... staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency'.*

DfE Guidance on First Aid for schools 2019.

<https://www.gov.uk/government/publications/first-aid-in-schools>

### **Responsibilities**

The responsibility for Health and Safety, which includes First Aid, rests with the Academy Council.

It is the responsibility of the Head of School to ensure that good first aid practice is being carried out within school and at events and activities organised by the school.

All staff, and those parents with responsibility for children in school, should be aware of available first Aid personnel.

First Aid provision must be available at ALL times, including out of school trips, during PE and other times when the school facilities are used e.g. Parents' Meetings.

### **Purpose**

- To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency.
- To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

### **Provision of First Aid Personal**

**Location of First Aid Staff see (Appendix A) (floor plan)**

#### **Administer of Medicine**

<b>Mrs R. Scordis</b>	<b>Mrs L. Tabberer</b>
-----------------------	------------------------

#### **Paediatric First Aid**

<b>Mrs R. Scordis</b>	<b>Mrs J. Edwards</b>
<b>Mrs L. Tabberer</b>	
<b>Miss L. Higgins</b>	

### **Provision of First Aid Equipment**

**Location of first aid equipment see (Appendix A) Floor plan**

The First Aid Room is located near the school office and is easily accessible for key stage 1 and 2.

A First Aid box is located on the wall of each corridor on each floor (identified with a green box and white cross).

Minimal First Aid boxes are located in each class room of: (Green Box White Cross).

It is the responsibility of whoever uses the equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing Mrs R. Scordis must be informed to ensure that the First Aid Kits are maintained.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

### **Administering Medicine**

Medicines will only be administered at school when it would be detrimental to the child's health or school attendance.

School staff may administer the controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. A record of all medicines administered to individual children will be kept, stating, how and how much was administered, when and by whom. Any side effects of the medication administered will be noted.

When no longer required, medicines will be returned to the parent to arrange for safe disposal; sharps boxes will always be used for the disposal of needles and other sharps.

### **Medi Fridge**

A Medi Fridge is located in the medical room. This must be kept locked at all times; the key is located in the main school office.

There is a signing in sheet that must be used every time the fridge is opened and medicine administered.

Please read the label of recommended temperature for the storage of medicine

Medication that should be stored at:

- Room temperature means between **15 to 25 degrees Celsius**
- Cool temperature means between **8 to 15 degrees Celsius**
- Refrigeration means between **2 to 8 degrees Celsius**
- Freezing temperature means **-10 to -25 degrees Celsius**

The fridge we have supplied will be kept at a constant temperature between **8 to 15 degrees Celsius**; anyone noticing a change in this temperature must report it to the Site Manager.

### **Mobile First Aid Bags (For Excursions)**

Mobile First Aid Bags are located in the medical room, these are signed in and out.

It is the responsibility of whoever uses the equipment to report if it has been used and whether anything needs replacements.

### **Emergency Inhaler**

Emergency inhalers are located at each First Aid Station on each corridor (appendix A)

There will also be an emergency inhaler available for trips this will be located in the store cupboard next to the Site Managers Office along with mobile First Aid Kits also for trips

Administered inhalers must be logged; logging sheets are located with inhalers.

### **Recording and Reporting Accidents**

An unreliable accident/incident reporting system or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff or visitors. Breach of the statutory requirement to report specific incidents to the Health and Safety Executive may lead to prosecution.

In the event of a child bumping their head or other significant injury, parents will be informed by telephone and a duplicate letter sent home. Minor bumps and scrapes will be reported by the child or class teacher as necessary. All incidents will be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/ went home etc. Records must be signed and will be kept for 3 years.

In the event of a serious accident involving a child or member of staff, the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) procedure will be adhered to. Accidents and Aggressive Incident Reports should be sent to Staffordshire Council within a day of the incident.

### **Summary Procedures**

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded on the Accident Forms by a member of staff.

An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

All accidents / near misses will be reported to the Academy Council.

The Head of School will ensure that accidents which are reportable to HSE are reported using the appropriate form.



# FIRST FLOOR

