

Yearsley Grove Primary School

Policy and guidelines on First aid

First aid can save lives and prevent minor injuries becoming major ones. First aid provision must be available at all times whilst people are on the school premises and on trips.

Risk assessment of first aid needs

Schools normally include staff, pupils and visitors when carrying out risk assessment for first aid needs.

When carrying out a risk assessment the following points need to be considered:

- Size of school - number of pupils and size of premises
- Location of school – ease of reach for emergency services
- Specific hazards or risks on the site
- Specific needs – age range, special health need etc.
- Accident statistics – indications of the most common injuries, times, locations etc.

Who is responsible in school?

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake this task. The names of the First Aiders at Yearsley Grove Primary School can be found in Appendix A. The names of the qualified First Aiders can also be found on the first aid stickers located near first aid materials in school.

Teachers and other members of 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 may be expected to act towards their children.

NB. In general, the consequences of taking no action at all are likely to be more serious than those of actions taken when trying to assist in an emergency.

A qualified First Aider is someone who has received approved training and qualifications in first aid.

The main duties of the First Aider are:

- To complete a training course approved by the Health and Safety Executive. This needs to be reviewed and updated every three years.
- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, to ensure that an ambulance or other professional medical help is called. This will be done by sending a message to the secretary or the first member of staff seen in school.

All staff should know how to call the emergency services. Guidance on calling an ambulance can be found in the appendix B and by the phone in the office. A pupil taken to hospital in an ambulance should be accompanied by a member of staff who will remain with the child until the parents arrive. Generally staff should not take pupils to hospital in their own car, however in an emergency it may be the best course of action. The member of staff should be accompanied by a First Aider and/or the Head teacher.

'Where First Aiders are not provided, the minimum requirement of an employer is to appoint a person to take charge of First Aid arrangements, equipment/facilities and calling the emergency services'. (Health Safety (First Aid) Regulations 1981). 'Regulations provide for a person to be appointed to provide emergency cover in the absence of a First Aider, but only where the absence is due to exceptional, unforeseen and temporary circumstances'.

An appointed person should have Emergency First Aid training. All staff would benefit from a basic knowledge of emergency first aid, which can be gained through a basic four-hour course.

NB These staff are not qualified First Aiders but can act in the temporary absence of the First Aider.

The main duties would be:

- To take charge when someone is injured or becomes ill.
- To look after the first aid equipment e.g. restocking the first aid containers
- To ensure that an ambulance or other professional medical help is summoned when appropriate.

Providing Information for the staff

The Headteacher must inform all staff of the first aid arrangements including:

- The location of equipment
- Facilities and first aid personnel
- Procedures for monitoring and reviewing the schools first aid needs

Providing information for the parents

In the event of an injury, the First Aider is responsible for deciding whether or not the parents need to be informed immediately or at the end of the school day. Parents will always be informed about head injuries whether it is via a telephone call home or an injury slip, which will be placed in their child's reading folder. An example of the injury slip can be found in Appendix C. For other injuries the First Aider will use their professional judgement to decide when the parents need to be informed. If in any doubt it is advisable to phone the parents and ask them to come and check their own child.

First Aid equipment

Materials and equipment for first aid must be clearly labelled and easily accessible at all times.

All first aid containers are marked with a white cross on a green background and are situated close to hand washing facilities. At Yearsley Grove Primary School the first aid boxes are situated:

- In Year Two corridor
- In Year Four corridor
- In the Medical room
- In the English resource room (KS1 building)
- In the Foundation Stage cupboard (middle room)

At Parents Evening and when the school is being used for a Let, the first aid box in the Literacy Resource Room (KS1) or Year Four corridor (KS2) should be used.

Within school, the minimum first aid materials to be found in the school building are:

A current first aid leaflet/book
Sterile eye pads
Individually wrapped triangular bandages
Safety pins
Medium size (12cm x 12cm) individually wrapped unmedicated wound dressings
Large (18cm x 18cm) individually wrapped unmedicated wound dressings
Melolin
Pairs of disposable gloves
Medicated wipes
Lint
Micropore

In Appendix A, the people responsible for checking and ordering first aid materials are named. The checklist to be used can be found in Appendix D.

When taking children out of school, it is the responsibility of the Headteacher to decide, following a risk assessment, on the number of First Aiders/Appointed Persons needed to accompany the class teachers. Staff supervising a trip should be aware of emergency First Aid procedures. A travel first aid box must be taken on every visit and be available at all times.

The minimum contents of a travelling first aid box are:

First aid leaflet
2 individually wrapped triangular bandages
2 safety pins
1 large (18cm x 18cm) individually wrapped unmedicated wound dressing
Individually wrapped moist cleaning wipes
1 pair of disposable gloves
Lint
Micropore

Hygiene /infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should always use disposable gloves when dealing with body fluids and always use hand-washing facilities regularly. Dressings etc should be disposed in the bin marked with a white cross on a green background located in the Medical room, Year One corridor or the Year Four corridor.

Reporting accidents and record keeping

At Yearsley Grove Primary School we keep readily accessible records that will be stored for a minimum of three years.

We keep a record of every accident requiring first aid and the first aid treatment given by qualified and voluntary First Aiders and appointed persons. The school daily first aid forms

are kept with each First Aid box. The head injury slips for parents and the serious incident/accident book is kept in the medical room.

The following information is recorded accurately with 24 hours of an accident occurring or first aid treatment being received:

- Date, time, location of incident
- Name of child
- What the child said happened
- Treatment and action taken
- Whether or head slip has been given
- Whether the parents have been contacted
- Initials of first Aider.

This information is recorded by the person/s administering the first aid in the blue files situated alongside the medical first aid boxes as soon as possible.

Some accidents need to be reported to the Health and Safety Executive (HSE). The Headteacher and First Aider will decide reportable accidents/injuries. These accidents will include:

- Those resulting in death
- Those requiring hospital or health centre treatment
- Those arising from the way a curriculum activity has been organised and managed
- Those resulting from use of equipment, machinery, substances
- Those arising from design or condition of premises.

The reportable accident forms are located in the medical room. A copy of the City of York Services Incident form should be sent first class to the Authority's Health and Safety Advisors. It is the duty of the Authority's Health and Safety Advisors to determine and report accidents to the HSE as appropriate.

Appendix A

Named First Aiders

Name	Qualification	Date awarded	Date for renewal
Mrs J Cox	Full first aid	29 Nov 13	28 Nov 16
Mrs S Watson	Paediatric first aid	21 Feb 12	20 Feb 15
Miss A Sigston	Paediatric first aid	21 Feb 12	20 Feb 15
Miss C Hennigan	Paediatric first aid	10 Sep 13	9 Sep 16
Miss K Coy	Paediatric first aid	26 Oct 12	25 Oct 15
Mrs P Arnold	Paediatric first aid	26 Oct 12	25 Oct 15

(Updated 1 Jun 14)

Person in charge of first aid materials

The first aid materials will be checked in the first week of every month by Mrs. Watson in school.

Orders for replacement items will be placed with Yorkshire Purchasing Organisation (YPO) or Eureka.

Appendix B

Emergency planning

Dial 999 and be ready with the following information.

Request an ambulance to:

Yearsley Grove Primary School, Huntington, York.

1. Telephone number: **01904 ~~622534~~ 554490**

2. Location **Yearsley Grove Primary School**
Yearsley Grove
Huntington
York
YO31 9BX

3. The exact location is: **Head out of the city on Huntington Road. When you see the white Yearsley Grove pub, turn right into Yearsley Grove. Go along Yearsley Grove and it is the first turning on the right. The primary school is straight ahead of you. The main entrance is under the clock.**

4. Your name

5. The child's name, date of birth, address and a brief description of the pupil's symptoms/injury.

6. Inform Ambulance Control of the best entrance.

Through front door for inside school

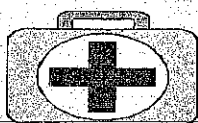
Playground gate for KS1 playground injury

In front of the school, past the kitchen and over the field for junior playground.

Injury.

State that the crew will be met and taken to patient.

Instructions to the
parent of a child who
has had a head injury



Yearsley Grove
Primary School

Name:

Date:

Time:

→ Dear Parent,

Your child has bumped their head at school today.

Very rarely complications may occur even after a minor blow to the head. A child who has any kind of head injury, however minor it may appear, should be watched carefully, especially in the first 24 hours. The child should initially be checked every three hours, including throughout the night.

Children should be seen at Hospital if any of the following symptoms arise:

- a) complain of persistent, increasing headache
- b) have a fit
- c) vomit repeatedly
- d) have unequal pupils
- e) become irritable/suffer abnormal behaviour
- f) have weakness of limbs
- g) difficult to rouse
- h) suffer visual or hearing disturbance
- i) have memory loss
- j) bleed from the ear/nose, get bloodshot eyes
- k) **IF YOU ARE AT ALL WORRIED**

Appendix D

First aid box checklist

In the first week of each month the first aid boxes in school must be checked. Please tick this list and initial when checked.

[illegible]