



**Pinfold Street**  
Primary School



## **First Aid Policy**

**Date of Policy: January 2020**

**Date of Review: January 2020**

**Date of Next Review: January 2022**

## **Governor Policy Review Statement**

This policy is reviewed in full by the Governing Body.

The policy was reviewed and agreed by the Governing Body in January 2020.

It is due for review in January 2022

Chair of Governors

Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors

### **FIRST AID POLICY**

At Pinfold Street Primary School, the safety of our pupils is paramount, we aim to provide a safe environment for children and adults and first aid is an essential part of ensuring their well-being. We recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children and staff, taking all reasonable practical steps to fulfil our responsibilities. This Policy will summarise the arrangements and measures in place for the management of First Aid in school. This policy will be reviewed annually or sooner if there are regulation changes which require a policy amendment.

The policy will be reviewed and ratified at a full governors meeting. The implementation of this policy is the responsibility of all staff.

#### **Medical Register**

Parents/carers complete a medical form as part of the admission process and should update the school with changes as they occur. Medical information is checked annually but it is the parent's responsibility to keep the school fully informed of any changes regarding their child's medical needs as they occur throughout the year. Completed forms are stored securely in the school office, all information is recorded by office staff on SIMs and updated as necessary. Each class has a medical register detailing all individual's medical needs, they are made available to lunchtime supervisors and sports coaches where appropriate. First aiders should make sure they are fully aware of specific medical needs of individual children. Pupils with a serious medical condition have an Individual Health Care Plan (IHCP). These are completed by Miss Yates with the parents and if appropriate under the guidance of medical professionals. All IHCP's are shared with staff as appropriate, and stored in the medical register.

#### **First Aid Provision**

At Pinfold Street School there are trained First Aiders in every part of the school. Many of our staff hold Basic Pediatric First Aid certificates. All staff in EYFS are qualified first aiders. This training is subject to renewal and updating every 3 years. (See Appendix 1 for list of trained staff). We also have First Aid at Work qualifications for staff, which are subject to renewal and updating every three years. (see appendix 1)

Appropriate signs are prominently displayed around the school giving details of first aiders and the location of first aid boxes. (Appendix 1 – list of first aiders, Appendix 2 – contents list, Appendix 3 – site map)

First Aiders are on duty each break time, lunchtime and also accompany classes on school trips. It is the responsibility of all staff to make themselves familiar with details of the nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents. Risk Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities and the Educational Visits Co-ordinator will check that suitable first aid equipment is taken on the visit.

First aid supplies are kept in all classrooms in a first aid box. There are also designated boxes for inhalers. General stock is kept and monitored by Mrs J Powell. There are also first aid supply boxes situated in the First Aid room. (See site map for details) The contents of these kits will conform to the provisions of First Aid Regulations 1981, and will be checked by Mrs Jo Powell on a monthly basis, however, it is the responsibility of all first aiders who use equipment to inform Jo Powell if it is necessary to replace supplies. Additional first aid supplies are stored in the first aid room.

### **Responding to Accidents, Recording, Reporting and Administering First Aid Treatment**

In the event of a child or staff member sustaining a slight injury as a result of an accident then minor first aid treatment should be administered by qualified staff. During children's morning and afternoon breaks, first aid is administered on the playground in the designated first aid area. (see Appendix 4)

At lunchtime first aid is administered in the designated first aid area on the playground or the field if it is in use. During lunchtime wet play first aid is in the medical room or 2SH. Appropriate records are kept and messages home are written as needed. (Appendix 5 – Lunchtime Routines).

All incidents requiring first aid must be entered onto an Accident slip along with the first aid treatment given. Accident slips are kept in the cupboard by the first aid box in the classrooms or the first aid room. Any treatments that require a note home will be written by the first aider administering the treatment on the carbon copy first aid slips.

In the event of a head injury or significant other injury where first aiders are advising parents to seek professional medical advice green body map sheets must be completed by the attending first aider, these are signed by the first aider, the line manager or senior first aider and the parent (as they collect their child). It is the responsibility of the first aider who administered first aid to ensure contact is made with parents by telephone. Bumped heads always require a call to parents. In the event of a head bump at lunchtime first aiders will ensure the call is made or hand over responsibility to a class first aider. (see Appendix 6 – Green First Aid Log - reporting to parents)

Copies of Accident slips and/or green body maps will be collected from all areas by Mrs J Powell and stored in a central position at the end of each half term.

If immediate first aid does not resolve the problem then the person concerned should be referred as follows:

Staff members, Governors, Parents & visitors - refer to the Accident & Emergency Department of the nearest hospital or call 999. Inform next of kin, working department etc.

Child - a senior first aider (EY,LS, LW) will call 999 for an ambulance, then a member of staff will inform the child's parents/carers using emergency contact numbers to advise them of the situation. If a parent/carer is not available a member of staff will accompany them to hospital on their behalf.

### **Educational Visits and First Aid Treatment**

- Parents must complete a consent to administer medicine form before the trip commences. (appendix 7)
- Accident reporting slips must be taken on school trips and residential events.
- All accidents that require first aid treatment, administered by the first aider who accompanies the group, must be recorded on the slip and handed to parents on return. The copies should be stored in the class first aid folder after the trip.
- Medicines administered on residential events must be recorded on the medical record sheet for each individual, showing the date, time and amount administered. These sheets must be countersigned by parents on return and stored with green sheets.

### **Medicines in School**

The school adopts the guidance for the administration of medicines from the 'Supporting pupils with medical needs' document issued by Walsall Council and have a specific policy detailing all procedures. Directions for parents and staff:

- Parents make contact with school via the school office regarding the administration of medicines in school.
- Parents complete a consent to administer medicine form (appendix 7) (also see supporting children with medical needs policy).
- Please note: School staff will not administer any non-prescribed medicine,
- Any medicine must be in the original packaging, with the child's name and dosage clearly marked, any liquid medicine must be accompanied with a 5ml medicine spoon.
- A log is kept of all medicine administered plus the name of the member of staff who administered it. This log is kept with the medicine in the first aid room. All medicines are stored in the locked fridge in the first aid room.

### **Monitoring of policy**

This policy will be monitored and reviewed regularly. Any changes may be implemented during the year if reflective practice highlight's it, or government policies or guidelines change.

Reviewed by Governors: January 2020

Date of next review: January 2022

List of Appendices:

Appendix 1: Currently qualified First Aiders

Appendix 2: First Aid Box Contents List

Appendix 3: Location of First Aiders/First Aid boxes

Appendix 4: Emergency Procedures

Appendix 5: Lunchtime First Aid

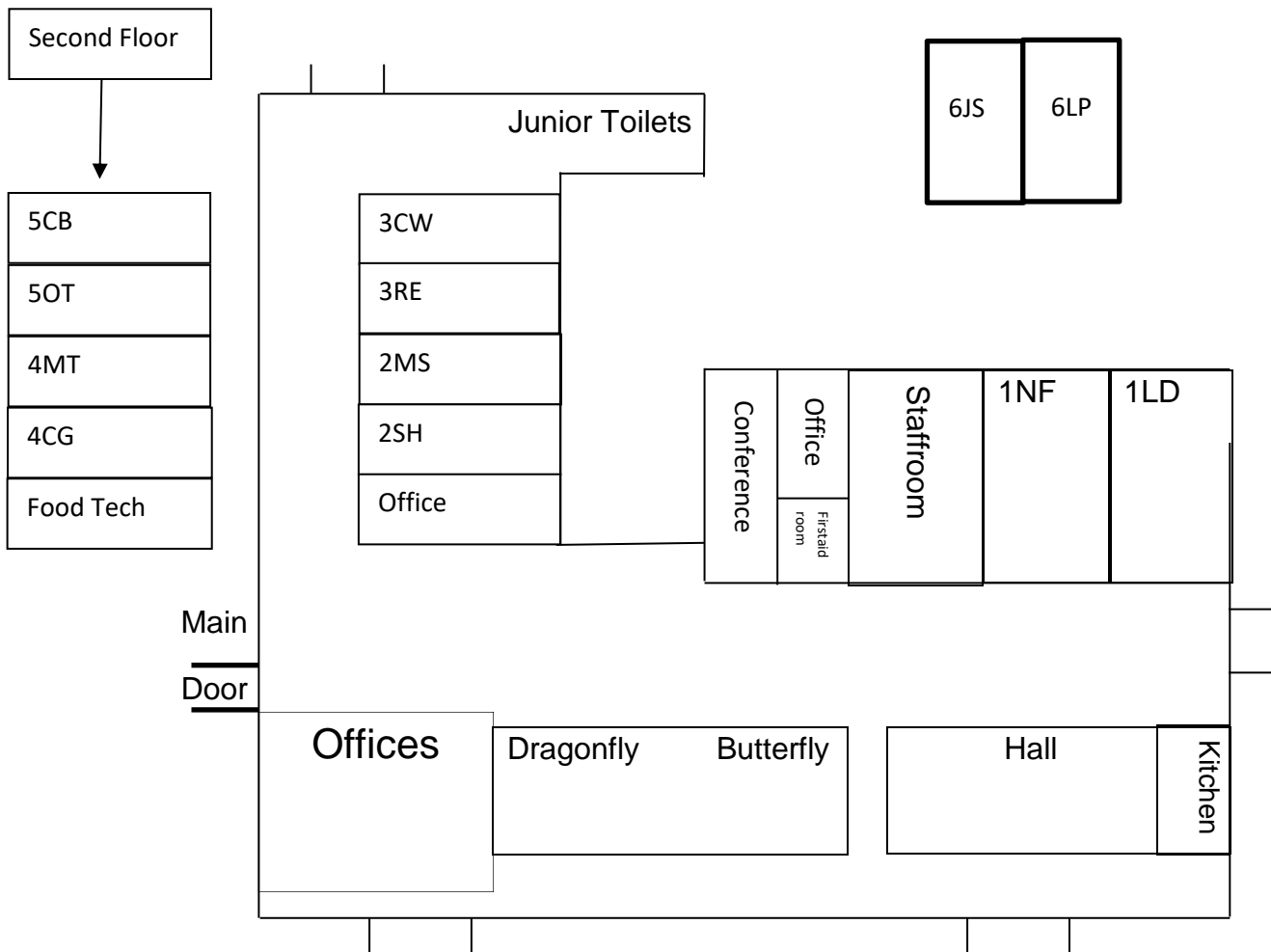
Appendix 6: Green First Aid Log - reporting to parents

Appendix 7: Application By A Parent/Carer For Administration Of Medication In School

## Current School First Aiders

	Name	Course Date	Renewal date (+ 3 years for before)
Paediatric First Aiders -EYFS	Mr D de Vine EYFS	28.9.18	27.9.21
	Mrs J Cornbill EYFS	5.9.17	4.9.20
	Mrs J Davies EYFS	30.4.18	29.4.21
	Mrs G Mason EYFS	19.2.18	18.2.21
	Miss S Davies EYFS		
Paediatric First Aiders – YR1, YR2, YR3	Mrs L Dixon YR1	30.4.18	29.4.21
	Mrs D Smith YR1	19.2.18	18.2.21
	Mrs L Williams YR1	19.2.18	18.2.21
	Mr M Steventon YR2	30.4.18	29.4.21
	Mrs M Jeewa YR2	19.2.18	18.2.21
	Mrs S Foster (L) YR2	30.4.18	29.4.21
	Miss A Love YR3	19.2.18	18.2.21
	Mr M Reeves YR3	30.4.18	29.4.21
Paediatric First Aiders – YR4, YR5, YR6	Miss E Yates KS2	30.4.18	29.4.21
	Mrs J Powell YR4	19.2.18	18.2.21
	Mrs K Berry	30.4.18	29.4.21
	Mrs J Ward YR6	30.4.18	29.4.21
	Mrs S Edwards YR4	19.2.18	18.2.21
	Mrs V Ashfield YR6	19.2.18	18.2.21
	Miss L Tinsley HLTA – KS1/2	19.2.18	18.2.21
	Mrs C Costello YR5	19.2.18	18.2.21
Paediatric First Aiders – all areas	Miss L Shackleton - KS1/2	30.4.18	29.4.21
Paediatric First Aiders - Lunchtime	Mrs R Bracknell (L)	19.2.18	18.2.21
	Mrs G Williams (L)	19.2.18	18.2.21
	Mrs D Bould (L)	30.4.18	29.4.21
	Mrs S Foster (L)	30.4.18	29.4.21
First Aid at Work	Miss E Yates	10.10.19	16.10.22
	Miss L Shackleton	10.10.19	16.10.22
	Mrs L Williams	10.10.19	16.10.22
	Mr P Mullender	18.12.19	17.12.22

Pinfold Street Primary School floor plan showing first aid boxes



**First aid boxes and individuals inhalers**

- Reception - Butterfly
- Reception - Dragonfly
- Year 1 – 1LD
- Year 1 – 1NF
- Year 2 – 2SH
- Year 2 – 2MS
- Year 3 – 3CW
- Year 3 – 3RE
- Year 4 – 4MT
- Year 4 – 4CG
- Year 5 – 5OT
- Year 5 – 5CB
- Year 6 – 6LP
- Year 6 – 6JS

**Others first aid boxes**

First aid Room, Food Tech room, school kitchen, school office.

## Lunchtime First Aid

### Qualified First Aiders

Name	Qualified	Renewal
Mrs R Bracknell (L)	19.2.18	18.2.21
Mrs G Williams (L)	19.2.18	18.2.21
Mrs D Bould (L)	30.4.18	29.4.21
Mrs S Foster (L)	30.4.18	29.4.21

Plus additional first aid support as necessary:  
Miss L Shackleton, Miss Love, Mrs S Edwards

The first aid station is situated in the centre of the playground under the canopy so it can be seen from all areas. Children can go to first aid at any time during the lunch break if they require first aid.

- Minor injuries, where no visible signs of any injury are present are treated by the first aider and recorded in the comfort log.
- If any injury is seen the first aider on duty will treat the injury and complete a carbon copy note to go home with the child. If the child is given a note the senior supervisor will give it to the class teacher ready to be passed on to the parent. **Class teachers** should ensure all first aid notes are passed on at the end of the school day.
- If the injury requires a call to the child's parents the attending first aider must complete a green body map sheet with detailed information of the injury, first aid given and any advice given to parents or in the case of a bumped head as a handover to other first aiders in school when their shift finishes. In the event of a hand over the receiving first aider must be fully informed and speak to the parent on arrival. All head injuries or suspected broken bones must be recorded on a green sheet and signed by parent when they collect their child.
- If immediate first aid does not resolve the problem or if there are any concerns the first aider should refer as follows.
  - First aider - has a concern regarding the injury.
  - First aider – checks with senior supervisor, and/or other school first aiders. Parents are called if additional treatment is needed or there is a concern about the injury. (green sheet and slip completed)
  - In the event of a serious injury a member of staff will call 999 for an ambulance. Then a member of staff will contact the child's parent/carer using emergency contact numbers and advise them of the situation. (slip and green sheet must be completed plus RIDOR form – note: any hospital visit requires a RIDOR form)
- The first aid kit is kept together with the medical register, serious injury green body map papers, comfort log and first aid carbon slips.
- All completed carbons are stored in the first aid file for easy reference. Once completed they are stored safely as other slips in school and filed by Mrs J Powell with other school paperwork.
- It is the responsibility of duty first aider/senior supervisor to make sure paperwork is up to date, completed correctly and stored appropriately. All first aiders should also be aware of and up to date with children with specific medical needs.

## Emergency Procedures

### By Qualified First Aiders only

At break times the First Aid station is situated on the playground under the first aid canopy unless it is a wet play. Children can go to first aid at any time during the break if they require first aid.

- Minor injuries, where no visible signs of any injury are present are treated by the first aider and recorded in the comfort log.
- If any injury is seen the first aider on duty will treat the injury and complete a carbon copy note to go home with the child. If the child is given a note the class teacher must be informed by the duty first aider. The slip will be given it to the class teacher ready to be passed on to the parent. **Class teachers** should ensure all first aid notes are passed on.
- If the injury requires a call to the child's parents the attending first aider must complete a green body map sheet with detailed information of the injury, first aid given and any advice given to parents. In the case of a bumped head it is used as a handover to the parent, emergency services or other first aiders in school. All head injuries or suspected broken bones must be recorded on a green body map sheet and signed by parent on their arrival. If a parent is called the first aider will inform the class teacher as soon as possible.
- If immediate first aid does not resolve the problem the first aider should refer as follows.
  - First aider - has a concern regarding the injury and wants a second opinion.
  - First aider – checks with other school first aiders. (Emma Yates, Louise Shackleton, Louise Williams) Parents are called if additional treatment is needed or there is a concern about the injury. (green sheet and slip completed)
  - In the event of a serious injury first aiders will support the injured party while a member of staff will call 999 for an ambulance. Then a member of staff will contact the child's parent/carer using emergency contact numbers and advise them of the situation. (carbon slip and green sheet must be completed plus RIDOR form – note: any hospital visit requires a RIDOR form)
- The first aid kit is kept together with the medical register, serious injury green body map papers, comfort log and first aid carbon slips in a cupboard by the first aid boxes.
- All completed carbons are stored in the first aid file for easy reference. Once completed they are stored safely as other slips in school and filed by Mrs J Powell with other school paperwork.
- It is the responsibility of the duty first aider or the first aider treating the injury to make sure paperwork is completed correctly, filed appropriately and senior staff members are informed. All first aiders should also be aware of and up to date with children with specific medical needs.



**Main First Aid Kits**

Sterile gloves  
Vials sterile water  
Face shield  
Microporous tape  
Scissors  
Safety pins  
Triangular bandage  
Medium bandage  
Eye pads  
Crepe bandage  
Eye bath  
Emergency blanket  
Sterile pads  
Assortment of plasters  
Bathers  
Disposable bags  
Tweezers  
Plaster strips

**Travel First Aid Kits x 5**

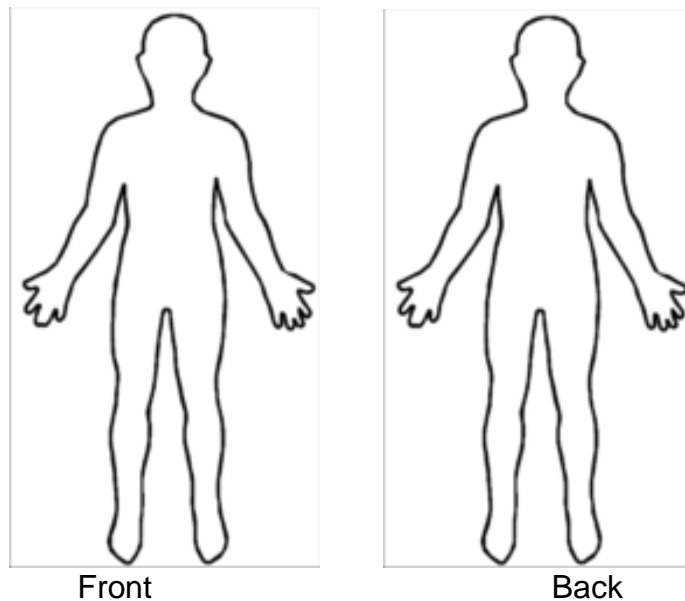
Sterile Gloves x 2  
Vials sterile water x 2  
Face shield  
Microporous tape x 1  
Triangular bandage x 1  
Sick bag x 1  
Bathers  
Low adhesive pads x 5  
Medium dressing  
Eye pad  
Selection of plasters  
Small bandage  
Rubbish bags x 3

# First Aid Log Sheet

**You must complete all information on this form in full**

Name:		Class:	
Date:	Time:	am/pm	Place:
Details of injury:			
First aid given:			
Name of First aider:	Print	Sign	

*(Use outlines below to give indication of any visible injuries – add extra details if necessary)*



What happened after treatment:

Went to play  Stayed at first aid  other  : \_\_\_\_\_

Any comments from injured person: \_\_\_\_\_

Further information:

Parents contacted by phone: -Y / N any further action \_\_\_\_\_

Advice given when child was collected: \_\_\_\_\_

Any response from parent or other adult collecting: \_\_\_\_\_

Happy with first aid given: Yes / No - comments \_\_\_\_\_

Name of parent \_\_\_\_\_ Signed: \_\_\_\_\_

Information given to parent by: \_\_\_\_\_ Signed: \_\_\_\_\_

Countersigned by: \_\_\_\_\_ Signed \_\_\_\_\_



### APPLICATION BY A PARENT/CARER FOR ADMINISTRATION OF MEDICATION IN SCHOOL

The school/setting will not give your child medicine unless you complete and sign this form. Our school has a policy that staff can administer medicine upon completion of this form.

PINFOLD STREET PRIMARY SCHOOL	
Name of child	
Date of birth	
Class	
Medical condition or illness	
Date for review to be initiated	
Medicine	
Name/type of medicine (as described on the container)	
Expiry Date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Contact Details	
Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/setting staff administering medicine in accordance with the school/setting policy, I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Administered Medicine signing form for children who have regular medicine

Name of child			Class	
Week beginning	Day of week	Medication or any notes	Time given	Signed by member of staff
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Monday			
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