

# Trinity Christian School Nursery, Primary & Secondary



**TRINITY  
CHRISTIAN SCHOOL**

## FIRST AID POLICY

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SLT Review Date:	Mar 2023
To be reviewed by SLT:	Spring 2025
Policy sent to Governors Date:	03/03/23

## First Aid

The First Aid procedure at Trinity Christian School is in operation to ensure that every child, member of staff and visitor will be looked after in the event of an accident, no matter how minor or major. This policy is written in conjunction with

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

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

**The purpose of the Policy is therefore:**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the systems in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

**NB:** The term FIRST AIDER refers to those members of the school staff who are in possession of a valid First Aid certificate.

### First Aiders

Names of Staff First Aiders are displayed on the staff photo board and throughout the school.

The Headteacher will ensure that first aid cover is available throughout the working hours of the school week and on school trips. In relation to EYFS this will always include a Paediatric First Aid trained person. The First Aiders can be identified on the staff "Who's who" board by their green border so that all staff, visitors and pupils know who to ask for assistance. First Aid kits are available at various locations on the school site and are identified on the Fire plans displayed around the school.

First Aiders will always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible by:

- Following basic hygiene procedures: single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment and placed in the Clinical Waste bin in the Disabled toilet.
- Calling for help from other First Aiders or Emergency Services if required.
- Helping fellow First Aiders at an incident and provide support during the aftermath.
- Acting as a person who can be relied upon to help when the need arises.
- In the event of a head injury it is the policy of the school to ask parents to pick up a child to take them to hospital or if necessary for the school to send them to hospital directly; ensuring that parents are aware of all head injuries promptly.

## First Aid on duty

If the teacher on duty is not a certified first aider, they should stay with the injured child and send another child to alert the first aider to attend the incident and location.

## Accommodation

Whilst medication can be administered in the front office or in Primary by a member of Staff, the staff / disabled toilet is the designated First Aid room with access to a sink and toilet facilities. Pupils can sit in the Office Reception if unwell or being attended to for a minor First Aid request. The Office Reception is nearby to the toilets and sink facilities.

## Basic hygiene procedures

If a child has an accident, which results in bleeding or vomiting, the following procedures will be followed:

- Wear disposable gloves
- Open cuts and sores will be covered with the appropriate dressings taking note of any allergies to plasters etc.
- Wash the wound with water
- Dispose of any bodily fluids separately in the Clinical Waste bin in the Staff/Disabled toilet
- Wash blood splashes off the skin with warm water or out of eyes, with cool water
- Cloths & soft toys, belonging to the school, stained by body fluids will be disposed of. soft furnishings will be scrubbed by hand using hot water and detergent where possible.
- Pupils belongings will be bagged and sent home where possible. Pupils clothing can be wiped with a paper towel where possible to reduce any stains. Parents may be contacted in any extreme cases.
- Any pupil who has vomited or have diarrhoea will be sent home by contacting the Parent to collect and they must remain off school for 48 hours.

## Emergency Services

It is the decision of a First Aider and Headteacher to elect to call the emergency services. They will follow these guidelines:

An ambulance must be called for:

- A wound where blood flow cannot be stemmed
- A severe head injury (especially if resulting in loss of consciousness)
- Any loss of consciousness where the person remains unarousable.
- Hyperventilation lasting more than 10 minutes
- An epileptic seizure that continues for longer than is normal for the individual child
- An allergic reaction that has resulted in an Epi-pen being used
- An asthma attack where breathing is severely compromised

An ambulance may be called for:

- Any suspected fracture
- A severe allergic reaction
- Open wounds requiring stitches
- Any doubt about the patient's safety

The First Aider will ensure that a child who is sent to hospital by ambulance has some or all of the following:

- Is accompanied in the ambulance at the request of paramedics.
- Is followed to hospital by a member of staff to act 'in loco parentis' if a relative cannot be contacted.
- Is met at hospital by a relative.
- Has any IHCP information to hand which includes parent contact details.

Any member of staff can be sent to accompany the casualty to hospital; however, an appropriate person should be sent.

Liaison **must** occur with the Head teacher/Senior Management team to ensure that lessons are covered in the event of an absent teacher (due to the above).

The First Aider will keep a record of each child attended to, the nature of the injury and any treatment given. First Aid forms can be obtained from the Office and a copy must be sent to parents. NB: where it is a head injury or bump the First Aid must contact the parents immediately as well as complete a form.

In the case of Staff or visitors' accidents, an Accident Form must be completed and where applicable, reported under RIDDOR guidance. (**Accident book kept in Office cupboard**).

#### **The Governing Body will:**

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981 and First Aid in Schools DfE 'Guidance.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

#### **Headteacher will:**

- Make sure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination. At the start of each academic year, ensure there is a sufficient First Aid team across the school and check if any refresher training is necessary for current First Aiders.
- Ensure all new staff are made aware of First Aid procedures in school.

#### **Teachers will:**

- Familiarise themselves with who the current qualified First Aiders are. There are lists around the school to direct all staff to trained First Aiders.
- Be aware of specific medical details of individual children in their class. Primary teachers to administer medicines to their children as per direction and consent of parent. All parents must complete the Medication Consent form for any medicine required during school hours.

- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Where a casualty is unable to move or come to the First Aid post, the teacher must send for help from another staff member, either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure but never treat a casualty unless staff are in possession of a valid First Aid Certificate, or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a child who has minor injuries to wait in the Primary seating area or to Office Reception if they are able to walk, where a First Aider will see them; this child should be accompanied.
- Inform parents immediately of any serious accidents (and for all head bumps and injuries to the head). In relation to EYFS, parents will be notified on the same day for all first aid or accidents.
- Ensure that on school trips or any off-site activities that medical needs for every student with any health conditions are taken into account. Any necessary medication must accompany students on school trips and off-site activities. A First Aider must also accompany any school trips arranged. For trips including EYFS, this will be a Paediatric First Aid trained member of staff.
- Have regard to personal safety.
- First Aiders and any witnesses must log any accidents as and when they occur using the First Aid form in the Office. Where there is an accident or injury such as a head bump, ambulance called, or other serious nature, the parent must be informed as soon as possible. For all minor accidents Primary parents will be informed on collection via a Teacher and given a copy of the First Aid form. Secondary parents should be given a copy of the completed First Aid form.

### **Providing Care for Pupils with Specific Medical Conditions**

Detailed Individual Health Care Plans (IHCPs) are kept in the office or on Teachers Docs and staff need to be aware of any conditions for pupils in their care. These Individual Health Care Plans inform staff of a child's medical condition and how to act in a medical situation.

#### **Administration of medicine**

Staff support a number of pupils identified as having specific medical conditions e.g. asthma. We may be required to store necessary medicine (e.g. inhaler, epipen etc.) in the office. These medicines are kept in a container labelled with the pupil's name in a safe place.

Nursery to Y4 need to store safely and securely in the Primary building in a named container with consent and instruction from the parent.

Y5-Y11 need to store safely and securely in the Office building in a named container with consent and instruction from the parent.

Staff will administer common medicines to pupils (paracetamol/Calpol, antibiotic, etc.) only if parental written consent is first obtained.

Pupils identified as having Diabetes Type 1 will be supported by trained staff and all needles will be removed/disposed using the correct Yellow Sharps Container.

All materials relating to the “wiping up of blood” will be disposed of using the appropriate Clinical Waste bin found in the Staff/disabled toilet.

#### **Office Staff will:**

- At the start of each academic year, staff will be provided with a summary of pupils who have medical needs. It is the responsibility of each staff member to read the detailed IHCP for the pupils in their care. The Individual Health Care Plans are kept in the office or on Teachers docs and all health details must be kept securely and out of sight.
- Have up to date medical information and emergency contact numbers for every student in each year that has long term health. Stored both electronically and in a file locked away securely but accessible to Staff.
- Supervise self-administration of medications for Y5 - Secondary Pupils (with parental consent). All parents must complete the Medication Consent form for any medicine required during school hours.
- Call for parents to collect a child when necessary where a member of staff cannot do so. Permission must be obtained via a Teacher or the Head.
- Call for an ambulance if requested by the First Aider or Headteacher.
- Store all logged Accident forms as and when they occur. A First Aider should complete these forms.

#### **Staff Health:**

All staff members must declare on the Health Declaration form any health conditions that we need to be aware of. Any health concerns noted will be raised with the Head to discuss with Staff member.

If any Staff member has any conditions that may affect them during work hours, they must complete a Staff Health Care Plan which can be obtained via the Office.

Staff requiring medication must ensure that their medication is stored in a safe place.

Staff must inform their manager if they are bringing any medicine onto the premises and ensure that it does not impair their ability or performance at work.

#### **Paediatric First Aid trained staff:**

All the following staff are trained as Paediatric First Aiders and this will be updated every 3 years.

Sara Ward	David Newbury
Sian O’Gorman	Rachel Howarth
Joanne Fisher	Valerie Shorrock
Debbi Taylor	Rebecca Stafford