



# Oxenhope Church of England Primary School

## First Aid Policy



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We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

### School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

*May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.*

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

### Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



### Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



### Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



## **FIRST AID POLICY**

### **Purpose**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide First Aid as necessary from trained adults
- To promote health and safety awareness in pupils and members of staff, in order to prevent First Aid being necessary
- To encourage every pupil and member of staff to take responsibility for their health needs.

### **First Aid Provision**

The School is responsible for ensuring that there is an adequate number of qualified First Aiders

Our first aiders are required to be qualified in Paediatric First Aid or First Aid at Work

Portable First Aid kits are taken on educational visits.

The First Aiders will ensure the maintenance of the contents of the First Aid boxes and bags and other supplies

Regular monitoring of the First aid boxes and bags will take place.

Key staff will be trained in any aspects of First Aid deemed necessary, e.g. asthma, epilepsy and the use of an Epipen

All staff will ensure that they have read the school's First Aid policy

All qualified staff lists will be displayed around school.

### **First Aid boxes**

First Aid boxes are located in:

- The staff/disabled toilet in KS1.

- The bottom of the stairs to the staffroom – First Aid area. Extra resources also stored here and in the school office.

- Kitchen

- Explorers Cupboard – small first aid bag

- Reception Classroom.

- The Staffroom – small first aid bags for local trips.

### **Procedures**

In the event of injury or medical emergency, contact an appointed First Aider asap.

If any pupil complains of illness or who has been injured a qualified First Aider(s) is to inspect and, where appropriate, treat, unless the injury is such that it is suspected to be so serious that they should not be moved.

Pupils sent to the First Aid Area (Bottom of the stairs) will be supervised by a responsible adult.

Where appropriate, parents will be contacted as soon as possible so that the pupil can be collected and taken home.

Parents are contacted if there are any doubts over the health or welfare of a pupil.

**IF THE SITUATION IS LIFE-THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR AN APPOINTED FIRST AIDER TO ARRIVE ON THE SCENE.**

No member of staff or volunteer helper should administer First Aid unless he or she is a qualified first aider.

First Aider should take the following precautions:

- Hands should be washed before and after administering First Aid
- Disposable gloves should be worn
- All serious\* accidents should be reported to the school office and the school's senior leadership team who should call an ambulance (if appropriate) and the pupil's parents as soon as possible. In such an event, a member of staff accompanies the pupil to hospital and the parents are asked to go immediately to the hospital.

Definition of serious in the case of this policy:

An injury demanding or characterised by careful consideration i.e. suspected broken bones, concussion, lack of consciousness, extreme vomiting, head injury, un-stoppable bleeding, swelling.

If staff are concerned about the welfare of a pupil they should contact the Designated Safeguarding Leads immediately.

All head injuries, minor or serious need to be reported to the child's class teacher, and the office staff who will contact parents.

#### **Out of School:**

Mobile telephone's must be available on trips out of school (charged and with credit/roaming profile).

Teachers should check that pupils who have asthma take their inhalers and children with allergies that need the administration of adrenaline have their epi pens with them.

If the trip is via minibus or a coach, teachers must take a First Aid kit with them.

#### **Educational Visits:**

A risk assessment must be completed and assessed before any trip. Specific medical conditions for pupils attending the trip should be detailed separately on the Risk Assessment form.

Most venues have their own first aid arrangements in place, but this needs to be confirmed before the trip leaves for the venue. Ensure in advance that a trained First Aider or other competent person will be available at the venue.

If a First Aider is not available at the venue your assessment should consider the risk.

#### **Reporting:**

All incidents/accidents need to be reported and completed as soon as possible. A central file is held in the First Aid Area (Bottom of the stairs) and additional incident/accident forms are available in the school office.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards, i.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.

- A health and safety officer is appointed to oversee all health and safety issues.

We classify an accident as what we have witnessed and an incident as something we did not see. All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

There is always a first aider on site at all times, who will deal with minor injuries.

\* First aid resources can be found at the following locations: -

- in the staff room (small bags for local outings)
- at the bottom of the staffroom stairs
- in the disabled toilet in KS1
- in reception classroom
- in Explorers cupboard

The resources will be checked regularly, and refilled by the person nominated to check them, any missing items will be noted and replaced as soon as possible. A first aid bag is taken on all outings. If first aid is given it must be recorded on a first aid sheet, which includes details of the injury and a body map. The record sheet of accident/incident is kept in the box/file.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Accidents/incidents relating to staff or visitors to the setting should be recorded using the School forms.

Health and Safety Executive (HSE) guidelines will be followed for recording/reporting any cases which fall under the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Any work-related absence which falls under these categories which last more than 3 consecutive days must be recorded. Any absence lasting more than 7 consecutive days must be recorded and reported.

For administering medication, please refer to the "Administering Medication Policy".