

Richmond Hill Primary Academy



FIRST AID POLICY

Date	01/03/2021
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Reviewed by	LGB
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Statement of intent

Richmond Hill Primary Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children, and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the academy in regard to all staff, pupils, and visitors.

Rose Learning Trust has ultimate responsibility and have appointed ProActive as their competent Health and Safety advisor to provide guidance and assist in building a positive H&S culture. Their focus is to enable the trust to comply with legislation and ensure that the trust is operating efficiently, effectively, and safely.

Richmond Hill Primary Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Rose Learning Trust Health and Safety Policy
- Rose Learning Trust Risk Assessment Policy
- **RH Covid-19 risk assessment- (see details of PPE)**
- Behaviour Policy
- Safeguarding Policy
- Educational Visits and academy Trips Policy
- Asthma Policy
- Managing Medical Conditions Policy

Accident Investigation and Review

The Principal has overall responsibility for ensuring that the academy has adequate and appropriate first aid equipment, facilities, and personnel, and for ensuring that the correct first aid procedures are followed. Richmond Hill is responsible for reporting specified incidents to the HSE when necessary. Any RIDDOR reporting will be reported via Proactive and reported to Rose Learning Trust immediately.

Administration of daily first aid paperwork takes place in year group hubs. All other administration is maintained via the ProActive SharePoint facility accessible for Richmond Hill & Rose Learning Trust

All accidents and incidents, whether they result in an injury or not, have to be reported to The Rose Learning Trust and depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or Local Authority). The main purpose of reporting accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future. These reports are uploaded via the ProActive SharePoint.

Legal framework 1.1.

This policy has due regard to statutory legislation, including, but not limited to the following: The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

Aims 2.1.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident, or injury, and ensure this policy is followed in relation to the administration of first aid.

2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

2.3. Anyone on the academy premises is expected to take reasonable care for their own and others' safety.

2.4. The aim of this policy is to:

- Ensure that the academy has adequate, safe, and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident, or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident, or injury.
- Ensure that medicines are only administered at the academy when express permission has been granted for this and they are prescribed.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the academy site.

To achieve the aims of this policy, the academy will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile.
- Un-medicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; and
- One pair of disposable gloves
- Equivalent or additional items are acceptable.

2.6. Trained First aiders in each area are responsible for examining the contents of first aid boxes. These should be checked monthly and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.7. First aid boxes are located in the following areas:

- All Year group 'hubs'
- Main office

3.0 First aiders

3.1. The main duties of first aiders are to give immediate first aid to pupils, staff, or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

- The majority of staff are first aid trained. Those that are not trained know to notify a first aider. The Early Years Unit will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

3.2. First aiders are to ensure that their first aid certificates are kept up to date through liaison with the Business Manager.

3.3. First aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. An order must be placed timely via J Found and L Williams

4.0 Emergency procedure in the event of an accident, illness, or injury

4.1. If an accident, illness, or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

4.2. If called, a first aider will assess the situation and take charge of first aid administration.

4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

4.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Principal (in absence Senior Leader on site)
 - Business Manager (for accident reporting form)
 - The parents/carer of the injured person(s)

5.0 Reporting

5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

5.2. Parents/carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

5.3. In the event of serious injury or an incident requiring emergency medical treatment, the academy will telephone the pupil's parents as soon as possible. (details are held in Arbor our MIS system)

5.4. A list of emergency contact details is in Arbor our MIS system.

5.5 All first-aid incidents should be recorded in the first-aid record book in the Year Group Hub where the child is based. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform SLT who will decide whether parents should be contacted immediately. All serious injuries should be reported Principal & Business Manager and should be recorded on the relevant ProActive Accident Investigation Forms and submitted accordingly.

5.6 All Head Injuries no matter how minor in addition to being written into the accident book. parents/carers should also be issued with NHS Guidance for Head Injuries and a green slip issued.

6.0 Visits and events off-site

6.1. Before undertaking any off-site events, the member of staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the EVC before the event is organised.

6.2. Please see the separate Educational Visits and Trips Policy for more information about the academy educational visit requirements.

7.0 Storage of medication

7.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

7.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

7.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

7.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication. These emergency medications are located in Year Group Hubs and Main Office. J Found coordinates updates/expiry dates of this medication.

7.5. Parents should advise the academy when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. Pupils with medical conditions will fall under the Supporting Pupils with Medical Conditions Policy

8.0 Illness

8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from academy as soon as possible.

8.2. A quiet area within the admin office will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

9.0 Consent

9.1. Parents will be asked to complete and complete a medical consent form when their child is admitted to the academy or attends any visits, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

9.2. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

10.0 Monitoring and review

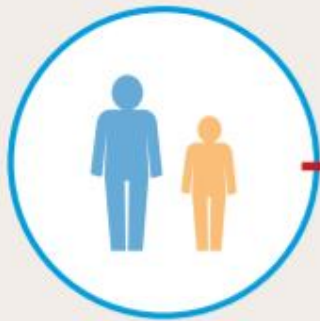
10.1. This policy is reviewed each academic year in conjunction with the Local Governing Body and The Rose Learning Trust policies and any changes made to this policy will be communicated to all members of staff.

10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

11.0 defibrillator

11.1 The emergency defibrillator is stored on site in the main entrance and is used in case of emergency. Maintenance procedures and instructions are located in the bag. (see below for instructions)

USING A DEFIBRILLATOR



- **Adult Patient or Child Patient**
- this determines which electrodes are inserted into the device.
If Child electrodes are not available the guidelines set out by the Resus Council is that Adult electrodes should be used.



- **Call for Medical Assistance.**
- **Remove clothing from patient's chest to expose bare skin.**



- **Open and apply electrodes to patient's bare chest.**



- **Press electrodes firmly to patient's bare skin.**
- **If shock is advised the defibrillator will say: "Shock Advised, stand clear of patient, press the orange shock button now" "Shock delivered."**
- **A fully automatic defibrillator delivers a shock without further intervention following a warning.**



- **You will then be prompted to carry out CPR. "Begin CPR, it is safe to touch the patient. Place overlapping hands in middle of chest, press directly down on the chest in time with metronome."**
- **When two minutes of chest compressions have been completed the defibrillator will prompt you to stop chest compressions; "Stop CPR"**

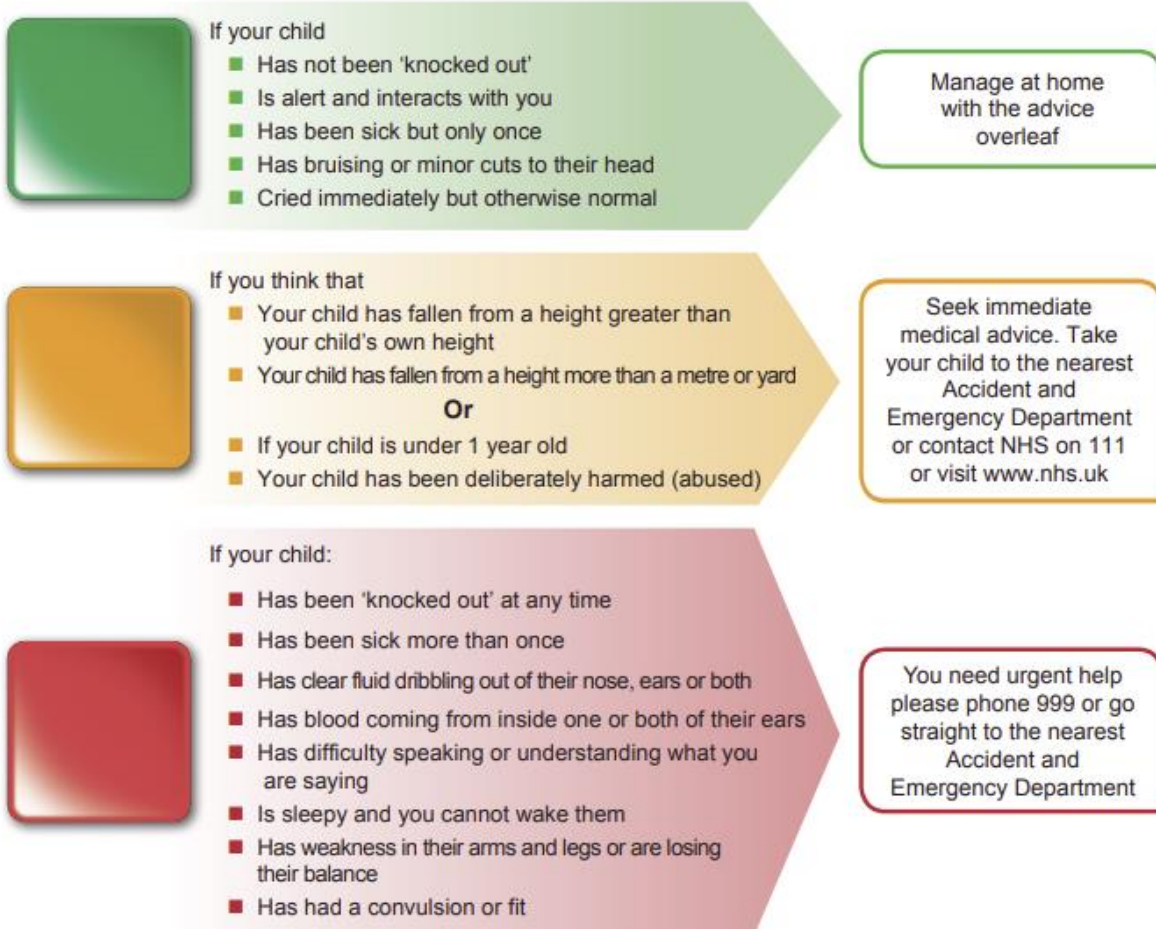


- **The defibrillator will again access the patient's heart rhythm; "Assessing heart rhythm, do not touch the patient."**
- **Sometimes no shock is needed in a lifesaving situation, the defibrillator will advise you on this; "No Shock Advised" and will advise you to continue CPR.**

Head Injury Advice for Parents

Children have many bangs to the head and it can be difficult to tell whether they are serious or not. Most head injuries are not serious and simply result in a bump or bruise but occasionally head injuries can result in damage to the brain.

If your child bumps their head, follow the advice below:



Head Injury Advice for Parents

- Observe your child closely for the next 2-3 days. Check that they can respond to you normally and can move their arms and legs.
- Give your child children's liquid paracetamol or ibuprofen if they are in pain. Always follow the manufacturers instructions for the correct dose.
- If the area is swollen or bruised, try placing a cold facecloth over it for 20 minutes every 3-4 hours.
- Make sure your child is drinking enough fluid - water is best, and lukewarm drinks can also be soothing.
- Keep the room they are in at a comfortable temperature, but well ventilated.
- Give them plenty of rest and make sure they avoid any strenuous activity for the next 2-3 days.
- Avoid playing team sports for 2-3 weeks.

These things are expected:

- Mild headache, especially while watching TV or computer games.
- Being off their food.
- Tiredness or trouble getting to sleep.
- Irritability or bad temper.
- Concentration problems.

If things do not get better in one week, phone NHS 111 or contact your GP

If you need language support or translation please inform the member of staff you are speaking to.