



St. Edward's CE Academy Cheddleton

First Aid Procedure

To be read in conjunction with SUAT's First Aid Policy

Procedure for First Aid Needs

- At SEAC an Assessment of First Aid Provision Form is completed to assess first aid requirements. This assessment is reviewed annually and also where changes occur.
- First aid provision is provided during working hours.
- Any planned leave of absence is to be communicated to the employee's line manager.
- First aid posters are displayed around school which indicates the designated first aid trained members of staff and where they are located (as far as reasonably practicable).
- **The designated area for First Aid is the Wellbeing Room.**
- First aiders undertake first aid treatment in accordance with their training, ensuring that any incident and treatment given is recorded in the appropriate records.

In the event that basic First Aid is required

- All staff may administer basic first aid such as cleaning bumps, grazes and applying simple dressings, using the class first aid kits or communal boxes.
- For head injuries and/or where there are potential broken bones, a first aider must be called to attend via Walkie Talkie.
- If the child has a minor injury, then a message can be sent on Dojo.
- If the child has sustained a head injury or there is concern of a more serious nature, then a phone call home will be made by the class teacher.
- Consider whether emergency first aid procedures need to be followed (as below).
- Ensure that all spillages of body fluids are cleaned up promptly and by appropriate means, including the use of PPE.
- Complete documentation (Accident Form in the classroom and collected, filed and monitored weekly by Medical Lead).
- Ensure first aid box and spillage supplies are restocked following an incident.

In the event that emergency First Aid is required

- Members of staff in attendance must use dynamic risk assessing to manage emergency situations.
- A first aider must be called to the scene immediately.
- The first aider will request that an ambulance is called where necessary. If an ambulance has been called, the first aider to remain with the unwell/injured person until assistance arrives. It is preferable that the person calling 999 is the same area as the injured person as the call handler will ask questions that will need require assessment of them.
- The first aider will delegate someone to call the parents if an ambulance has been called. Report immediately to the Principal/Assistant Principal all incidents requiring the attendance of a pupil, member of staff or any person to hospital
- If a child needs to go to hospital and the parent/carer hasn't arrived, then a member of staff will accompany them.

- Ensure that all spillages of body fluids are cleaned up promptly and by appropriate means, including the use of PPE.
- Complete documentation (Child – as above and Medical Lead adds to Health and Safety Portal, Staff and Visitor – Medical lead enters in B1510 Accident Book and the Health and Safety Portal).
- Ensure first aid box and spillage supplies are restocked following an incident.

Accident Reporting

- Ensure that appropriate documents are completed and that accidents are reported as soon as possible (after dealing with the immediate effects) to ensure that accident / incident investigations can be undertaken and risk assessments reviewed accordingly.
- Pupil/student accidents will be reported in accordance with the Accident and Incident Reporting guidance on SUAT's website.
- All staff and visitor accidents should be recorded in the **B1510 accident book**, and reported on the **My Health and Safety Portal**.
- The Health & Safety Manager (Principal) must be notified where the accident / incident requires investigation, where there is a potential that risk assessments require revising, and where this is reportable via the My Health and Safety System. The appropriate member of Academy staff must ensure that this is undertaken in a timely manner to ensure that the accident / incident is managed suitably under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The relevant documentation will be compiled and updated following this (e.g. accident investigation reports, accident trend analysis, risk assessments).

Educational Visits

- The provision of first aid during off-site visits and activities must be considered as part of the risk assessment and planning process.
- At St Edward's, a Qualified First-Aider must always be present during all off-site activities and visits and a first aid kit must be taken.
- For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate and sufficient understanding and use of English to summon help in an emergency must accompany children on outings.
- It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

First-Aid Materials and Equipment

- Each class has a first aid kit and they are also located in key areas throughout school, e.g. hall, office, wellbeing room. There is also a first aid kit specifically for forestry.
- Mrs. Leese is responsible for the ordering of first aid equipment and ensuring first aid kits are replenished routinely. Support Staff will ensure that first aid kits are replenished if stocks are getting low between routine refills.
- There is no mandatory list of items to be included in a first-aid kit. The decision on what to provide is influenced by the findings of the first aid needs assessment. A minimum stock is as follows:
 - A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
 - Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - Sterile eye pads;
 - Individually wrapped triangular bandages, preferably sterile;
 - Safety pins;

- Large, sterile, individually wrapped un-medicated wound dressings;
- Medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves (hypoallergenic – latex free).

Illness

- In accordance with Public Health England guidance and our Infection Control Policy, parents should keep their children at home if they are acutely unwell or infectious.
- If it is thought that a child is ill and needs to go home, Mrs Leese will be consulted.

Dealing with Blood and Body Fluid Spills

- Spillage kits are available in each classroom.
- Spillages of bodily fluids such as blood, vomit, urine and excreta should be cleaned up promptly and in accordance with the Infection Control Policy and Academy risk assessments for dealing with body fluid spills.

The following actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances;
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn. Eye protection will be worn should there be a risk of splashing;
- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent materials and an appropriate sanitising product, or using the body fluid spillage kit held in the relevant area;
- All disposable items such as paper towels and sanitising powder used to mop up any substances must be disposed of in yellow plastic bags in line with the Infection Control Policy's arrangements. Those disposing of such items should wear disposable gloves. Depending on the circumstances, professional deep cleaning may be required.

Infection Control

- Whenever possible, to minimise the risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing, before administering treatment.
- Whenever possible, wash hands before and after applying dressings.
- Wear PPE.
- All disposable items such as paper towels and sanitising powder used to mop up any substances must be disposed of in yellow plastic bags in line with the Infection Control Policy's arrangements. Those disposing of such items should wear disposable gloves.
- Contaminated work areas must be suitably disinfected and soiled clothing should be sent home.
- If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health via the appropriate member of Academy staff.

Qualifications

Newly qualified staff with a level 2 or level 3 Early Years' qualification, awarded after 30 June 2016, must have either a full paediatric first aid (PFA) or an emergency PFA certificate within 3 months of starting work. If they do not have this, they cannot be counted in the EYFS staff: child ratios at level 2 or level 3.

Additional First Aid Requirements Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition, there must be at least one person on Educational Visits who has a current paediatric first aid certificate.

First Aiders in School

| Name | Qualification | Area of work |
|------------------|---|---------------|
| Mrs Leese | Paediatric First Aid | Whole school |
| Mrs Robinson | Paediatric First Aid | EYFS |
| Mrs Powell | Paediatric First Aid/Forestry First Aid | EYFS |
| Miss Fowler-Hill | Paediatric First Aid | EYFS |
| Mr Warrington | Paediatric First Aid/Forestry First Aid | Whole school |
| Mrs Manifold | Paediatric First Aid | Whole school |
| Mrs Hine | Paediatric First Aid | EYFS/Brambles |
| Mr Carter | Paediatric First Aid | KS1 |
| Mrs Johnson | Paediatric First Aid | KS2 |
| Mr Bode | Paediatric First Aid/Forestry First Aid | KS2 |
| Miss Emery | Paediatric First Aid | KS2 |
| Mrs Waddell | Paediatric First Aid | Brambles |
| Mrs Roberts | Paediatric First Aid | Brambles |
| Mrs Barlow | Paediatric First Aid | Brambles |