



THE DHARMA PRIMARY SCHOOL

FIRST AID POLICY

This is a whole school policy and includes EYFS

The school aims to:

- provide first aid treatment where appropriate for **all users** of the school.
- provide or seek secondary first aid where necessary and appropriate.
- treat a casualty, relatives and others involved with care, compassion and courtesy.

The school will ensure that:

- There are sufficient qualified first aiders available to provide first aid cover during the school day (two is the minimum provision for the School).
- There are sufficient staff also qualified in Paediatric First Aid (12 hour) who are always on site and a member of staff trained in Paediatric First Aid will accompany EYFS children when going off site.
- First aid information is readily available and that all users of the school are aware of the way in which to call for help.
- First aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained. Where parents request a particular approach, (for example, homeopathy for minor first aid situations) a note is made on a health record and kept on their file and a note is also made in the First Aid records. Homeopathic first aid remedies will not be given without written authority.
- For any child with particular health needs (food allergies, asthma, diabetes, etc.) a health plan is written up with parental input and kept on their file, updated with parents as required, and a note is also made in the First Aid records.
- Please refer to the Managing Medicines policy which gives details of when the School may assist with administering medicines.

The procedure:

The current primary first aider: ANJA MERKEL

The current secondary first aider: INGE STOCKMAN

Primary Paediatric first aiders: ANJA MERKEL INGE STOCKMAN & EYFS TEACHERS

In the event of a child feeling unwell during a lesson, they should be sent to the school sick room accompanied by a Teaching Assistant or some other responsible adult.

Office staff will contact the parents/carers to arrange collection of the child. While awaiting collection and wherever practical children should remain in the sick room until collected.

There is the facility for the child to lie down in the sick room if they so wish.

Parents are requested to notify the school immediately if their child contracts an infectious disease. The school will act accordingly by following the advice as laid out in the EYDCP Infectious Diseases Policy Guidance & Responsibilities.

Based on national guidance and evidence, all persons suffering from diarrhoea should remain off work or school for 48 hours after full clinical recovery and passing the first normal stool. The importance of the 48-hour interval has the merit of making sure the person has indeed recovered and is not infectious to others. This advice is sometimes hard to follow due to the pressure of work and difficulties with childcare arrangements. However, if all parents can help the school and its community by following this advice, other children and families will benefit. And overall the spread of infection we be less throughout the school.

Head lice are a common problem, which can affect anyone, but are most prevalent amongst children. Regular checking of children's heads is important. For the prevention of head lice, it is recommended that "wet combing" (i.e. washing and conditioning hair before combing through with a fine-toothed comb) is carried out at least once a week. The school ensures that all parents are given this information through the Essential Information for Parents and regular reminders. In addition, information on the treatment of head lice can be obtained through the office.

When needed, first aiders can be contacted through the school office or a member of staff.

Once informed of an incident a first aider will go to the casualty/casualties without delay and provide emergency care. Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.

If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.

When to call an ambulance:

Staff should always call an ambulance in the following circumstances:

1. In the event of a serious injury or illness

2. In the event of any significant head injury
3. In the event of a child becoming unconscious for example through a seizure or choking
4. Whenever there is the possibility of a serious fracture or dislocation
5. If the Nurse or First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment
6. In the event of anaphylactic shock

Procedure in the event of contact with blood or other bodily fluids:

The First Aider should take the following precautions to avoid risk of infection when administering first aid:

- Use devices such as face shields, where appropriate, if giving mouth to mouth resuscitation
- Wash hands after every procedure
- If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which is not their own, the following actions should be taken without delay:
 - Wash splashes off skin with soap and running water
 - Wash splashes out of eyes with tap water or an eye wash bottle
 - Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
 - Record details of the contamination
 - Take medical advice where appropriate

Hygiene procedures for dealing with spillages of bodily fluids:

Staff will take precautions to avoid infection and must follow basic hygiene instructions. Staff have access to single-use disposable gloves and have access to hand washing facilities.

Accidents involving spillages of blood should be dealt with using normal first aid procedures (hot soapy water and wearing disposable gloves)

Soiled waste should be disposed of using normal waste disposal procedures.

Reporting

The first aider is responsible for recording in the first aid day book details of treatment. The first aider is responsible for ensuring, all serious incidents/accidents are reported to RIDDOR using form F2508. Statutory records/reports are kept/made (Accident Book/RIDDOR) where appropriate. The school has a legal duty to report all serious accidents/incidents. Records will be kept for at least three years.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be a dangerous occurrence, which must be, reported immediately [e.g. by telephone]. Within ten days this must be followed up with a completed accident form [F2508]

A dangerous occurrence may be due to:

- The condition of the premises [e.g. potholes, ice, worn/wet steps, etc.]
- Plant or equipment on the school premises
- Lack of proper supervision

Parents will be informed of all serious or significant incidents and **records of accidents involving children in Early Years or accidents involving blows or knocks to the head will require parent/carers signatures.**

Sign out sheets at the end of the day will contain a note to inform parents/carers that a signature is required in the accident book.

Reportable Diseases

Diseases, which should be reported to the HSE and Environmental Health Department/ RIDDOR, are:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including; occupational asthma, farmer`s lung, pneumoconiosis, asbestosis, mesothelioma
- Infection such as; leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Death or Major Injury

Any accident resulting in a fatal or major injury must be reported to RIDDOR/ the HSE **immediately** by **telephone** on **01342-334200**. The Headteacher and Bursar must be informed.

The main first-aid container is located in the OFFICE (small packs are in each classroom).

This procedure is displayed in the medical room.

First Aid Off-site: Provision and Procedures

Procedures

The first aid kit (kept in the medical room) is always taken on visits off site, for instance, to the library, the park at lunchtime and on the minibus. This is checked by the trip leader beforehand along with relevant, in-date medication for pupils with additional medical requirements.

The Risk Assessments for individual off-site trips give information as to actions to be taken should First Aid be required.

First Aid Provision in FS Sessions

All staff who attend the sessions are paediatric first aid trained (6 hours). In addition, the FS Leader has a current Wilderness First Aid qualification. During KS1 sessions there is a paediatric 12 hours – trained member of staff, (EYFS children) accompanying the session.

There is a First Aid large, lidded box which is clearly labelled with green cross symbol. This contains: accident register, record sheets & 'I've bumped my head' stickers, sterilised water, ice packs, bandages, plasters, strong scissors for cutting through material if necessary, bug spray (for personal use by staff).

Procedures in FS Sessions

The Forest School Leader (FSL) checks the First Aid box every half term, and ensures all bandages are still sterile, with packaging undamaged etc.

For more serious injuries, the FSL will always be able to contact the emergency services via a charged mobile phone. In this case, the emergency services (999) will be called first, and then the school office and the office will notify the parents.

There is a Risk Assessment for Forest School sessions at the current site available.

Raising & maintaining Awareness at Forest School sessions:

All pupils are well-schooled in the following safety protocols:

- Fire Circle safety
- Respect of physical positions when using tools
- Hazardous plants in the wood (only Lords & ladies)
- Safe climbing protocols
- These are regularly reinforced and revised at the commencement of sessions every half term, and when new pupils/visitors join the session.

Incidents occurring whilst outside school, on trips/FS

Fatal or major injuries, dangerous occurrences and/or near misses to school pupils occurring on school sponsored or controlled activities off the school site [such as field trips, sporting events or holidays in the UK] must be reported if the accident arose out of, or in connection with these activities, see above.

Near Misses

The school will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. A “near miss” incident is an accident where a culmination of events could have led to an injury or where there was an incident, which although the injury caused was not reportable, could have been more severe under slightly different circumstances. The person responsible for deciding who shall carry out the investigation is the Bursar as Health and Safety Officer. Where appropriate, a copy of the report will be made available for discussion at the next Trustees’ meeting/ Health and Safety Meeting.

The primary first aider in conjunction with the Bursar is responsible for: reviewing (in the context of the latest DCSF guidance and school practice <https://www.education.gov.uk/publications/eOrderingDownload/GFAS98.pdf>) and reporting on this policy annually to the Board of Trustees (with an analysis of accidents), making sure this policy is displayed and followed, making sure accurate records are kept and reports made, keeping first-aid containers stocked (including overseeing the off-site FS box), inducting new staff, making sure first aiders are retrained after three years and school staff have general first aid training every three years.

All staff trained in first aid:

NAME	QUALIFICATION	RENEWAL DATE
ANJA MERKEL	Paediatric First Aid – 12 hours	18/01/2020
INGE STOCKMAN	Paediatric First Aid - 12 hours	18/01/2020
ALISON MAYO	Paediatric First Aid – 12 hours	04/06/2018
MEI MEI JACKLIN	Paediatric First Aid – 12 Hours	23/09/2018
BECKY PETERSON	Paediatric First Aid – 12 hours	15/06/2018
CLARE EDDISON	Paediatric First Aid - 6 hours	05/04/2020
CAROLINE WOODS	Paediatric First Aid - 6 hours	05/04/2020
CAROLINE WOODS	Wilderness First Aid Training	14/11/2018
CLAIRE PATTISON	Paediatric First Aid – 6 hours	05/04/2020
DIANA CHRZASZCZ	Paediatric First Aid – 6 hours	05/04/2020
FUSCHIA FOWKE	Paediatric First Aid – 6 hours	05/04/2020
GEORGIA NEWNHAM	Paediatric First Aid – 6 hours	05/04/2020
GINA MITCHELL	Paediatric First Aid – 6 hours	05/04/2020
JENNY HAUFKE	Paediatric First Aid – 6 hours	05/04/2020
JOHANNA RONKKO	Paediatric First Aid – 6 hours	05/04/2020

LAUREN DENT	Paediatric First Aid – 6 hours	05/04/2020
NIKKI SMITH	Paediatric First Aid – 6 hours	05/04/2020
STEVE PAYNE	Paediatric First Aid – 6 hours	05/04/2020

APPENDIX 1

Anaphylaxis [Anaphylactic Shock] Allergies

Children with allergies to food/animals/substances have their allergies recorded in their health plan kept securely in the office. All staff must be made aware of these allergies.

In the cases of severe allergies where pupils may have to use Epi pens these pens are located in a specially labelled bag which is kept in the medical room in a locked cupboard. There are instructions in the medical room as a reminder to staff on how to use the pens. There is information as to each child and their allergies on a sheet on the cupboard in the medical room.

All staff will be instructed how to use the Epi pens.

The child must be made aware of their allergy and other pupils must be made aware of the dangers in giving such a child whatever that particular child is allergic to.

Symptoms include apprehension, headache, sweating, dizziness, and feeling of faintness. There may be burning sensation in and around the mouth or of a lump in the throat, which may progress to hoarseness indicating swelling of the vocal cords. Airways may be obstructed.

Immediate treatment is essential. You should stay calm and contact the primary First Aider. Make sure the airway is clear. Lay the casualty on the floor with legs raised and call for an ambulance. Administer the Epi pen immediately.

Students should carry an Epi pen with them at all times while on school premises if their parents have consented to this.

Person Responsible for reviewing this policy	CM/Bursar
Date Ratified by Trustees	05/17
Date of last review	03/2015
Date of this review	05/17
Date of next review	05/19