

# First aid policy

## First aid needs assessment

The school carries out an annual first aid needs assessment using the following guidance document: [First aid needs assessment guidance G608b](#).

## Types of first aid personnel / training

The school makes sure that staff are suitably qualified to deal with first aid incidents and will refer to the following guidance for finding a suitable training provider - [First Aid Training G608c](#). Schools have access to Norfolk County Council's contract with Values Training Services (VTS) but are not obliged to use it. There are a number of staff who have been trained for the following roles (see school's training log):

- **Emergency First Aider**  
Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders undertake the Emergency First Aid at Work (EFAW) course.
- **First Aider**  
First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders undertake the First Aid at Work (FAW) course.
- **Paediatric First Aid training**  
Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a Department for Education requirement.

## First aid kits

First aid kits are located in the first aid room and in the Key Stage 1 and Key Stage 2 bays by the main door. Users of the premises outside school hours are informed of the location of the kits. The kits are regularly maintained and contain the following items:

- individually wrapped sterile plasters (assorted sizes), including hypoallergenic plasters
  - sterile eye pads
  - individually wrapped triangular bandages
  - safety pins
  - large sterile individually wrapped unmedicated wound dressings
  - medium-sized sterile individually wrapped unmedicated wound dressings
  - disposable gloves
- **Travelling first-aid kits**  
The school has a number of travelling first-aid kits containing the same items as well as disposable ice.

## Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits. Please refer to the school's Medical Conditions policy.

## First aid room

The first aid room is located near the office. Minor first aid incidents are dealt with in the Key Stage 1 and 2 bays during break times and lunch times.

## Recording first aid treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the full name of the injured or ill person, plus class name
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

Folders for recording incidents are kept in the first aid cupboards in the Key Stage 1 and 2 bays and in the first aid room. The form [First aid record of treatment \(confidential when completed\) Form F608a](#) is used to record more serious injuries to pupils or staff (for example if a child is taken to hospital). Copies of completed forms are confidential and are stored securely in the first aid room.

## Reporting to parents about injuries

Minor bumps and injuries may be notified to parents and carers at the end of the school day, either by means of a note (Appendix 1) sent home with the child or through face to face contact. The purpose of this note is to advise parents to watch out for any signs of injury even though he/she appears to be perfectly well at school.

When a child bumps their head we always notify parents and carers. Depending on the severity of the injury, parents will either be phoned immediately or for less serious cases contact will be via a standard letter sent home with the child at the end of the day (Appendix 2) or through face to face contact.

Members of staff and midday supervisors who have dealt with head bump injuries during play times or lunch times will make sure that the child's class teacher is aware so that the child can be closely monitored during the rest of the school day.

Parents will be informed if their child suffers any other serious injury.

## Insurance implications for first aiders

School staff should only transport casualties in their own vehicle if their car insurance covers them for business.

## **Automated External Defibrillators (AEDs)**

The school has an AED which a number of members of staff are trained to use.

## **Control of Infection**

Staff should follow the guidance below:

- Always cover open wounds on your own hands with a waterproof adhesive dressing
- Where practical a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta
- All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal
- Any blood splashes on the skin should be washed off with soap and water
- Never re-use disposable equipment or use to treat more than one casualty.

## **Dealing with Blood and Body Fluid Spills**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general 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.
- Staff dealing with incidents should contact the site manager to arrange for spillages to be cleaned. Otherwise any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with Sani-Dri, Sanitizer and its accompanying accessory kit (available via ESPO)

## **Waste Disposal**

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. Yellow waste bags or containers should be used.

### **Appendix 1**

Letter to parents – first aid treatment

### **Appendix 2**

Letter to parents - head injury