



Charlton Primary School



First Aid Guidance and Procedures

Revised: January 2018

Introduction

These first-aid procedures and guidance are to ensure that every pupil, member of staff and visitors to the school will be well looked after in the event of an accident. For guidance on supporting pupils with pre-existing medical conditions, please refer to the school's '*Supporting Pupils with Medical Conditions School Procedures*', which can be found on our website and also available from the school office.

Principles

Charlton Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Charlton Primary School is held by the Headteacher. The responsible manager is the Assistant Headteacher.

All first aid provision is arranged and managed in accordance with the Children's Service Safety Guidance Procedure SGP 08-07 (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this guidance.

Aims and Objectives

Our first aid guidance requirements are achieved by:

- Carry out a First Aid Needs Assessments to determine the first aid provision requirements for our premises.
- It is our procedure to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- The Children's Services First Aid Needs Assessment Form (CSAF-002) is used to produce the First Aid Needs Assessment for our school.
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring that the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently **39** Emergency First Aid Appointed Persons and **7** Paediatric First Aiders. There are also 2 specialist Outdoor First Aiders for Forest School. Their names are displayed in the School staff room and below all the sites of the first aid boxes. The number of first aid personnel is sufficient to

cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Charlton's first aid needs are reviewed on an annual basis by the Assistant Headteacher, and particularly after any changes, to ensure the provision remains adequate.

Every class has a bag which contains a first aid kit that is taken to the swimming pool, and on all school visits. There is a specific rucksack for use by Forest School.

A qualified First Aider accompanies classes on all school visits.

Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. All club personnel have access to pupil's information electronically on the staff shared area and in hard copy in a file located in the staff room above the locked medicine cupboard.

Through law the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed Persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

First Aid Boxes

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. The first aid boxes are located:

- In the Infants' kitchen
- Between the Year 1 classrooms
- By the Lower Juniors' door to the playground
- Between the Rowan and Poplar classrooms.
- Between Foundation classrooms
- Forest School bag is kept in the Foundation office
- All bags for school trips are kept in the First Aid cupboard in the disabled toilet.

Recording and Reporting first Aid Treatment

All accidents are recorded in an accident log recording the following information:

Person's Name

Date

Class

Injury

Treatment

Parents/carers are sent a Stage 1 accident form, notifying them of their child's injury and action taken. Stage 2 accident forms for any child requiring treatment beyond the first aid given in school, are completed and a copy given to the parent/carer when the child is taken for further consultation. These forms are kept in the office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the School office staff will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

Parents will be contacted by telephone if deemed necessary and in the case of any head bump or knock.

Medicines in school

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

For children with pre-existing medical conditions and Individual Healthcare Plans (IHCPs), only staff who have been suitably trained should consider the administration of medicines. A first-aid certificate does not constitute appropriate training in supporting students with medical conditions – please refer to 'Supporting Pupils with Medical Conditions School Procedures' for further guidance.

For anyone falling outside of the above category, a qualified First Aider will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered. Medicines should not be handed directly to teaching staff.

A log is kept of all medicine administered plus name of the staff member administering it. This log is kept in in the first aid folder held by the Assistant Headteacher.

Nut Allergy Awareness

It is recognised that there is a growing case for awareness of the potential for individuals in the school to suffer from allergies, particularly to nuts. It is therefore incumbent on the school to include information to raise awareness to the potential danger of foodstuffs containing nuts within this guidance.

The following information is given to identify and describe the dangers of foodstuffs containing nuts in the school and the actions to be taken to reduce the chances of allergenic reactions to nuts among the children and staff. It is recognised that there are persons on role who are identified as suffering from potential allergic reaction.

The school is required to identify the potential threat and the actions which the school and parents can reasonably take to prevent the presence of foodstuffs containing nuts in the school, and to identify safeguards and training amongst the staff and pupils in order to reduce the risk of allergic reaction.

Potential threats:

- Nuts in foods brought into Charlton School in packed-lunches and in the foodstuffs used in School for the purposes of education. The presence of nuts (in particular, peanuts), nut spread, oils derived from nuts and other nut-related foodstuffs.
- Contact between persons who have handled nut-related foodstuffs (in or outside school) and allergy sufferers, without appropriate hand washing.

Reasonable limits:

- There are many foodstuffs that do not contain nuts but which are labelled as being produced in factories handling nuts, or that cannot be guaranteed nut free. It cannot reasonably be expected that all these items be kept out of school. Thus items so packaged and labelled will be permitted in school.

Actions by parents and carers:

- **Parents and carers are requested NOT to send food to school that contains nuts (especially peanuts).** This includes peanut paste/butter, Nutella, all nuts and cooking oils containing peanut oil, as well as foods containing nuts and nut snacks. This is especially important in Foundation and Key Stage One where young children are less able to manage their allergy.
- Parents and carers of children with nut allergies are requested to inform the school and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor. It is the parents' responsibility to keep any medicines in date.

Actions by staff:

- Staff will supervise eating at lunchtimes.
- Staff will encourage children **NOT** to share food.
- Pupils will be encouraged to wash hands after eating.
- Staff will participate in appropriate training to understand and deal with Anaphylaxis (severe allergic reactions) as well as more mild reactions such as urticarial reactions (Hives). Names of those trained to administer EpiPens are publicised under all medical boxes, in the staffing areas and held electronically.
- Any prescriptive medicines (including EpiPens) will be kept out of reach of children in staff areas, closest to the child's classroom, should there be any emergency.
- School produced food management will comply with this guidance.