



**Name of Policy:** First Aid Policy

**Date of Policy:** May 2021

**Member of Staff responsible:** Lindsay Trail

**Review date:** May 2023

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

## FIRST AID POLICY

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### Aims:

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The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures. The staff are committed to the Trust's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

### What is first aid?

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First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The school currently has 4 emergency first aiders with valid certificates.

Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and disposable tweezers.
- Are checked weekly by the Office Administrator. Class teachers and support staff are responsible for maintaining the kits in their individual rooms. The Medical Room hosts one of four main first aid kits, the Foundation Stage classroom the second, the staff room the third



and the admin office the fourth, which are regularly checked and restocked by the Office Administrator. The medical room cupboard also contains burns dressings

- Are re-stocked as necessary;
- Are easily accessible to adults; and
- Are kept out of the reach of children.

## First Aiders at Castleward Spencer Academy

The following members of school staff are Full Paediatric First Aid trained:

1. Lindsay Trail- Principal
2. Mary McCombe- EYFS Class teacher
3. Lisa Watkinson- Office Administrator
4. Ellie Wood- EYFS Teaching Assistant

## Recording Accidents:

- There is a First Aid/Accident Record Folder situated in the Medical Room. When First Aid is administered, the First Aid Record is completed by the staff member administering the First Aid. This must be complete by the end of the working day. The First Aid Record Sheets can be found in both the Foundation Stage classroom and the First Aid/Accident Record Folder in the medical room. In the event of a serious accident or incident the Office Administrator must be informed and the Spencer Academies Trust Accident/Incident reporting form must be completed and shared with the Office Administrator by the end of the day. The Office Administrator will then add this to the TAM system if necessary, before filling them in the folder.
- For any pupil who has bumped their head, the office will be notified immediately by the first aider and their parent will be contacted as soon as possible by office staff to inform of the head injury.
- The Office Administrator will record any accidents or first aid support provided for staff and visitors to the site using the Medical Room provision.
- All Accident Records are reviewed half termly by a member of the first aid team to identify any potential or actual hazards.
- Spencer Academies Trust Accident/Incident reporting form will also be kept in the First Aid Folder in the Medical Room to record any potential accidents and this will be checked by the site manager daily and reported via TAM to Spencer Academies Trust estates management team.

Our Accident Record Forms keep an up to date record of any first-aid treatment given by first aiders and other members of staff. These accident forms **MUST** be written in pen, completed on the same day of the incident, and include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.



- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information on the accident record can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accident records should be given to the Office Administrator, who will store them for reference in future.

## Ofsted requirement to notify parents and the Data Protection Act

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Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. **The first-aider who treated the injury will be the person who contacts the parent** to inform them of what happened and recommended next steps. This will either be in person at the end of the day or via a phone call from the office. When the incident was minor e.g a small graze, parents can be informed using the private messaging function on Class Dojo.

## Medical Emergencies at Castleward Spencer Academy

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The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

**For information the nearest hospital with an Emergency Department (life threatening situation) is:**

Derby Royal Hospital

Uttoxeter Road

Derby Queen's Medical Centre

01332 340131

Hours: Open 24 hours

Emergency department: Open 24 hours

**The nearest Urgent Treatment Centre (non-life threatening situation) is:**

Entrance C

Florence Nightingale Community Hospital

Osmaston Road



Derby  
Derbyshire  
DE1 2GD

## Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety Coordinator and the Emergency First Aiders.

## Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

### Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.



Under no circumstances, should ICE PACKS be applied to head bumps. It will reduce swelling but it can actually do more harm if there is a hairline fracture this could result in the child needing additional emergency hospital treatment.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Treatment of suspected breaks/fractures

The seven things to look for are:

1. Swelling
  2. Difficulty moving
  3. Movement in an unnatural direction
  4. A limb that looks shorter, twisted or bent
  5. A grating noise or feeling
  6. Loss of strength
  7. Shock
- If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.
  - Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.
  - Once you've done this, call 999 or 112 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.



### **Disposing of blood**

Blooded items should be disposed of in the sanitary bin in the toilet in the main reception area.

### **Splinters**

Splinters should not be removed, parents should be informed, so that they can remove them at home.

### **Ice Packs**

There is a stock of reusable ice packs in the fridge in the staffroom and in the Nursery kitchen area.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection(s)

## **Asthma**

When children at Castleward Spencer Acadmey, have a diagnosis of asthma they are requested to ensure all pumps are labelled and kept in their classroom, out of reach of the children that can be easily accessed by school staff when needed. In the event of an attack, the inhaler must be taken to the child and the parent should be informed at the end of the school day or sooner if the problem persists.

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). The emergency inhaler is stored in the Medical Room cupboard. In the event of an asthma attack follow the advice from <https://www.asthma.org.uk/advice/child/asthma-attacks/>

The school will work with parents and pupils to complete an asthma plan which will be reviewed annually or as needed. This plan and support for parents and schools is available from <https://www.asthma.org.uk/advice/child/life/school>



Information for Parents re managing asthma in school from [asthma.org.uk](http://asthma.org.uk)

### **Individual Healthcare Plan**

Some children with medical conditions like asthma have an individual Healthcare Plan (HCP). This sets out key points about your child's asthma, like their symptoms, medications and what to do in an emergency, so the school knows how to support them. Not all children with asthma need an HCP, but it's a good idea to have one if the child's asthma symptoms often get worse which could lead to an emergency situation like an asthma attack.

The Principal has overall responsibility for IHPs, so they're the person to ask if you think your child needs one, see Administration of Medicine Policy.

## **Epi-Pens**

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All Epi-Pens are labelled and kept in the child's classroom in a locked box. All members of staff will have Anaphylaxis and Epi Pen training at the beginning of the year, as part of the INSET training. These include senior leaders, first aiders and the staff working with children who currently have an epi pen.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered. From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. The spare pen is stored in a locked box in the Medical Room.

### **Training**

A central record of all training related to first aid is held by the Designated Safeguarding Lead and reviewed annually to ensure that certificates are renewed within timescales.



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Dear Parent/ Guardian,

I am writing to inform you that your child had an accident today, which involved a blow or contact to the head. Your child has been seen by a 'first aider' in school and, in their opinion, no further treatment ought to be necessary. However, a first aider is not a doctor and you may still wish to get the opinion of a doctor on the injury. In addition, in a few, rare, instances symptoms might occur a number of hours later. These may be a result of delayed concussion or compression.

If your child should display any of the following symptoms, Please take them to see a doctor immediately

- Feeling sick or vomiting
- Dizziness or extreme tiredness
- Blurred vision or dilated pupils
- Severe headaches
- Bleeding from the ears
- Any other unusual symptoms

I would like to remind you that the occurrence of such symptoms is rare and that this letter is intended to inform you of the accident and the action taken by the school.

Yours sincerely,

First Aider



# Spencer Academies Trust Accident/Incident reporting form

In the event of an accident, the following procedure should be followed by the school:

- Make contact with parents/guardians.
- Copy of form to incident book/folder.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action required
- Any accident/incident reported must be put onto TAM within 5 days, for more serious accidents breaks/fractures/head injury these must be reported to M Lucas - [mlucas@satrust.com](mailto:mlucas@satrust.com) and K Burbage - [kburbage@satrust.com](mailto:kburbage@satrust.com) as soon as possible. Any queries regarding TAM contact either of the above.

Details of school	
<b>Name of School:</b>	
<b>Address of School:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

Injured person information	
<b>Name of injured person:</b>	
<b>Address</b> <i>(if a member of staff insert school address)</i>	
<b>Phone:</b>	
<b>Occupation:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	



<b>Accident information:</b> <i>(To be recorded by organisation/club and shared with relevant staff and parents/carers)</i>			
<b>Date of accident:</b> <b>Time of accident:</b>		<b>Date Reported</b>	
<b>Accident reported by who:</b>			
<b>Location of accident:</b> i.e, Corridor, carpark (specific location details)			
<b>Details of injury:</b>			
<b>Nature and how accident happened:</b>			
<b>Did anyone witness the accident:</b> <b>Name of witnesses:</b>	Yes / No		
<b>First aid administered i.e ice pack applied</b> Name of first aider:			
<b>Parents/carers notified:</b>	Yes / No <i>(If Yes, by whom and when below)</i>		
<b>Parents/carers notified by whom and when:</b>			
<b>Staff/pupils/visitors</b>	Sent home <input type="checkbox"/>	Taken to Doctors <input type="checkbox"/>	Taken to hospital <input type="checkbox"/>
<b>Form completed by:</b>			
<b>Recommended action to be taken</b> <b>By who:</b>			
<b>Has the person returned to school/ work:</b>	Yes / No		



<b>Signature of management representative:</b>		
<b>Print name:</b>		
<b>Role within organisation:</b> <i>(give role and department)</i>		
<b>Entered onto TAM</b>	Date:	Print name: