



## First Aid and Intimate Care Policy

*Springfield is a Rights Respecting School.*

**Article 3- The best interests of the child must be a top priority in all actions concerning children.**

**Article 12 – Every child has the right to say what they think in all matters.**

**Article 29 – Every child has the right to develop their personality, talents and abilities.**

- The Headteacher will be responsible for overseeing the arrangements for first aid within the school and ensuring procedures and guidance laid down in the West Sussex County Council, Health and Safety, First Aid guidance (copy attached) are followed.
- All staff refer to and use our safeguarding policy.
- Suitable and appropriate first aid cover will be maintained at all times during the school day whenever possible.
- The Headteacher will identify first aid training needs and arrange for the appropriate training for first aiders and appointed persons.
- **Amy Carpenter** is the identified First Aid Co-ordinator and will check first aid boxes/cupboards and fully stock on a weekly basis.
- A record of all first aid administered will be kept.
- First aiders will maintain effective communication.
- Strict hygiene rules must be followed at all times.
- Suitable and appropriate portable first aid kits must be taken on all off-site activities.
- Medication for children will be administered in accordance with the guidance issued by DCFS and Department of Health, *Supporting Pupils with Medical Needs in School* and the document agreed by West Sussex County Council and West Sussex Health Authority.
- A sufficient number of school First Aiders must be on site for any events.

Educational establishments must provide first aid for staff, visitors and pupils. Contractors who work on site must provide their own first aid. First aid must be available at all times when people are on site, and to groups who are doing off-site activities.

### Qualified First Aiders

A qualified first aider is someone who has successfully completed a course in 'First Aid at Work' delivered by an HSE approved training provider, and has maintained the validity of their certificate. Their main duty is to give immediate help to an injured person.

### Appointed Persons

Appointed persons are not first aiders and must only give treatment that they have been trained to provide. An appointed person is a person who has been nominated to take charge when someone is injured or becomes ill, and call the emergency services. They are responsible for looking after the first aid equipment. They must also do a short course such as an emergency aid, or an appointed person's course.

### How Many First Aiders?

Health and safety regulations state that the number of first aiders and appointed persons must be according to risk but the following table shows the Local Authority's minimum levels for schools, colleges, special support units and PRUs. Heads of establishments must assess the risk of injury locally and decide whether more first aiders or appointed persons are necessary.

Number of children	less than 100	100-299	300-999	over 1000
Minimum number of first aiders	1	1	2	3
Minimum number of appointed persons	1	2	3	3

For other educational establishments, the provision must be decided by risk assessment, but there must be a minimum of an appointed person available at all times. This minimum will only be suitable for low numbers of children in low-risk environments.

All Springfield staff are qualified First Aiders.

### Early Years First Aid

Jess Burns and Kelly McFarlane are the nominated paediatric first aiders to children under five.

### Contacting First Aiders

We have a rota of first aiders and appointed persons that says where they can be contacted. Notices explaining how to contact them should be displayed throughout the educational establishment. Ideally, there should always be a first aider close to areas of higher risk.

### Carrying Out a Risk Assessment

When you carry out a risk assessment, take account of:

- the past history of incidents
- the number of children
- people with specific special health needs
- the risks involved in higher risk activities, such as science, CDT and PE

- the number of sites, the number of buildings on site, and building complexity
- the distance from emergency services
- other groups of people on a shared site
- the needs of travelling and lone workers
- annual leave and other absences of first aiders
- the consequences of teaching staff having to leave classes to give first aid.

Staff do not have to give first aid, but they can volunteer. As the DCSF guidance explains, staff are expected to do their best at all times, particularly in emergencies. Not giving immediate help in an emergency is likely to have more serious consequences than trying to help as best as you can, within your capabilities.

### **Training**

The training course must be supplied by an organisation approved by the HSE. Training courses cover a range of first aid competences, but standard first aid at work training courses do not include resuscitation procedures for children. The certificates are valid for three years.

### **Appropriate Practice**

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

The school will endeavour to ensure an appropriate adult is also available to record injuries and treatments as appropriate.

The current first aid manual is the 10th edition published by Dorling Kindersley Limited in 2006 (ISBN 1-4053-1573-3).

WSCC insurance covers any claims that may be made against first aiders as long as:

- the treatment was given in good faith
- It was in the course of their work it was given to someone on WSCC premises, or to someone associated with WSCC.

### **Head Bumps**

- If a child has a minor bump to the head during the school day, the school will communicate this to the parent/carer via the School text messaging service. A first Aid slip will also be included in the child's book bag, which will include specific information relating to the incident.
- If a child bumps their head more than once during the school day, the school will contact the parent/carer via the telephone.
- If the head bump incident leaves a mark, the school will call the parent/carer to assess the child.
- If the child is collected by the out of School club, a separate form will be completed and passed on to the childcare provider.

## **Calling the Emergency Services**

To request an ambulance dial 999 and ask for an ambulance; be ready with school address including postcode, telephone number and details of the person that you are calling the ambulance for.

## **Health Care plans**

A health care plan should be written with parents/carers for all pupils who require specific medical attention and/or regular cleaning and changing. The plan is discussed with the First Aid co-ordinator and school nurse. Parents/carers are required to sign this plan to show their agreement to the arrangements that are being made for their child at Springfield.

## **Pupils with Long-term Medical Conditions**

If a pupil with a health care plan requires first aid, their plan must be made available to the first aider and a copy provided to any medical practitioner providing further treatment or assessment.

## **Medicines**

Schools must keep records of any medicines that are administered by school staff. These records must also be available to first aiders, and if a pupil who has received medicines is referred for further treatment or assessment, or emergency medical treatment, a record of any medicines administered that day must be provided to the medical practitioners.

## **First Aid Kits**

In all educational establishments, you also need to provide first aid kits, travelling first aid kits, and other things such as first aid rooms and notices, based upon your risk assessment.

## **First Aid Boxes**

First aid boxes must be clearly marked with a white cross on a green background. They must be durable, protect their contents from contamination, and be kept in accessible locations. Laboratories and workshops should have their own first aid boxes. There are no particular items that must be kept in a first aid box, but as a guide, there should always be at least:

- a leaflet giving general guidance on first aid
- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- sterile eye pads
- individually wrapped sterile triangular bandages
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- Large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).

If tap water is not available for eye irrigation, eyewash pods should be put into the first aid box. These have a limited shelf life and need to be replaced periodically. (Laboratories have different arrangements for eye irrigation, see the WSCC Health and Safety Information for Science CD-ROM).

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid box. Do not keep antiseptic creams, lotions, or any type of medication or drug in the box.

### **Travelling First Aid Kits**

The minimum stock is normally:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- One pair of disposable gloves.

If scissors are put into the first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in the box.

### **Medical Accommodation**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces should be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles to park. At Springfield we have a hygiene room to ensure every child has a right to privacy and modesty. It contains nappy changing area, shower and wash facilities and toilet.

For educational establishments other than schools, medical accommodation is not normally required.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- first aid box and materials;
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a chair;
- a record book for recording the first aid given
- a current edition of the First Aid Manual

- a copy of the Health protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

### **First Aid room (Hygiene Room)**

The First Aid room provides a safe and secure environment providing privacy for children and staff.

The following guidelines apply:

- All record/accident books must be completed by any staff member that have helped a child needing First Aid or with a medical condition. This must be done promptly, before the child leaves school that day. Parents must also be informed.
- Staff must inform a colleague if they are going to use the First Aid room with a pupil.
- Only members of staff can supervise pupils using the First aid room.
- Parents can supervise their own children using the facilities. Under no circumstances can they supervise other children.
- If the pupil is able to deal with their own needs staff can provide adequate supervision by standing at the open doorway of the First Aid room. There is a curtain to protect privacy.
- No pupil can be fully showered unless a health care plan has been completed and signed with parents.
- The child's parents should be contacted if staff have any doubts about how to deal with a situation.

### **Clinical Waste Disposal**

Clinical waste is waste contaminated with body fluids. If there is a relatively small quantity – no more than would be generated in a typical household – it can be put in a plastic bag and disposed of in a yellow bin.