



St Nicolas' CE Combined School

First Aid Policy and Procedures

St Nicolas' Church of England School Vision

Jesus said 'I am the vine and you are the branches'.

Our school is rooted in the Christian Faith. Nourished by God, we want to grow together drawing on His strength to live out our Christian values so that we can reach out to others in our community.

We are all unique and together with God we want to be the best that we can be. As we learn together in a supportive and nurturing school, we will thrive and be ready to face the challenges of life.

Members of staff responsible:

Headteacher
Academy Business Director

Date of policy: January 2017
Reviewed: December 2022
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Introduction

St Nicolas' is a school with 218 children and approx 31 staff (occasionally peripatetic music teachers are also present on site).

Due to the location of the village and the perceived length of time a first responder would take to arrive at the school we have prioritised the availability of an 'appointed person' to respond to first aid situations: Mrs L Warren and 'second appointed person' – Mrs J Ash.

Training

All Teaching Staff, Teaching Assistants and Lunchtime Supervisors are trained in Emergency First Aid. There are also 11 staff trained in Paediatric first aid.

Class based staff are trained in use of adrenaline auto injectors (Epi pens/Jext etc).

First Aid Kits

There are two stationary and three portable first aid kits in school;

- 1 three drawer unit and three first aid bags are located in the first aid room and hall.
- Emergency adrenaline auto injectors (Epi pens) are secured in their storage box mounted on the wall in the back office.
- Health Care Plans are held on the school first aid tracker system 'Medical Tracker'.
- First aid administered to children and staff is recorded on the medical tracker system.
- Minor injuries, depending on severity, are notified to parents via email from the medical tracker system immediately the system is updated with the incident. Major injuries are passed to the Headteacher for uploading to AssessNet, the Buckinghamshire Council online Health and Safety management portal and to consider submitting a RIDDOR report.

Head Injury (including face, eye or nose)

- Any head injuries which result in swelling, bruising etc, or cause serious concerns regarding the severity of the bump are automatically sent to parents via email when the injury is added to medical tracker. The parent is also phoned and updated for all head injuries.
- Class staff are to raise a 'bumped head' record and record symptoms each hour during the monitoring period, carrying on until the child is handed over to parents, either at end of day or after the parents have been called to collect.
- Any concerns noted during the monitoring period are to be communicated immediately to parents, if they have not already been called to collect.

***The member of staff responsible for maintaining the First Aid equipment (checking dates and availability of equipment) is Mrs L Warren**

Dealing with First Aid

In the classroom

Should an incident occur in a classroom which causes injury to a child

- Minor first aid should be carried out by the adult in the classroom using the resources in the class inhaler bag and then recorded on Medical Tracker.
- In the event of more serious injury or a second adult not being available in the classroom, the child will be sent to the school office accompanied by another child where first aid will be administered.
- For head injuries refer to the section above. The classroom staff should also Consider making appropriate adjustments to activity levels, including restricting physical activity where needed.

Should an incident occur in a classroom which causes injury to an adult?

- The second adult requests immediate assistance via the class radio.
- Two children will be sent to the office to request assistance.
- If the adult is not able to request help, then the 2 school council representatives will go to the nearest adult for help

On the playground

Should an incident occur on the playground which causes injury to a child

- A First Aid rota is available for all playtimes.
- The member of staff on duty who is closest to the injured child will take responsibility for assessing the injury and either sending the child, accompanied by another child, to the staff room (where the member of staff on First Aid Duty is situated) or by accompanying the child to the First Aid room or radio the office that an ambulance is required.

Should an incident occur on the playground which causes injury to an adult

- The member of staff on duty who is closest to the injured adult will take responsibility for assessing the injury and if necessary accompanying the adult to the staff room (where the member of staff on First Aid Duty is situated) or radio the office, that an ambulance is required.

At lunchtime:

- The Lunchtime Supervisor closest to the child will take responsibility for assessing the injury and either sending the child accompanied by another child to the lunch room (where the member of staff on First Aid Duty is situated) or accompanying the child to the First Aid area or radio the office, that an ambulance is required.
- If the children are on the playground/field at lunchtime the staff will take the first aid bag with them, medical tracker will be updated on return to the main school site.

- If the injury is judged to require further/ more attention the lunchtime supervisor on duty will contact the school office by radio to request assistance/ambulance.

During a PE Lesson – on the playground:

- Any injuries during PE lessons will be dealt with in the first instance by the Teacher/Teaching assistant present during the lesson using the first aid bag. Should the member of staff feel that the injury needs further the child should be sent accompanied by another child to the office for First Aid. If it is deemed that an ambulance is necessary this will be called by the office staff.

During a PE Lesson – on the field:

- If the children are on the field the member of staff will take the first aid bag and class radio with them and in the first instance deal with the first aid.
- If the injury is judged to require further/ more attention the member of staff will contact the school office by radio to request assistance/ambulance.

Dealing with an emergency involving multiple injuries/ multiple casualties on and around the school site

- Should an incident occur around the site involving multiple injuries or multiple casualties the adult nearest to (but not involved in the incident) will call an ambulance/ request that an ambulance be called and request assistance from other trained staff.

If you suspect that any child may have a painful limb injury call the parents immediately for the child to be collected and taken for assessment. If the seriousness of the injury dictates, obvious limb deformity/fracture, call 999 in the first instance and then update the parents via the school office. Ensure that an adult accompanies the injured person at all times to await the arrival of the ambulance and/or parents.