



CARLINGHOW
ACADEMY

A Great Heights Academy Trust School

First Aid Policy

Approved by:	Governing Body		
Responsible department:	SLT		
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School Aims and Implementation

The MAT and Principal Carlinghow Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Carlinghow Academy aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.
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The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.

Equal Opportunities

Our school seeks to foster warm, welcoming and respectful environments, which allow us to question and challenge discrimination and inequality, resolve conflicts peacefully and work and learn free from harassment and violence.

We recognise that there are similarities and differences between individuals and groups but we will strive to ensure that our differences do not become barriers to participation, access and learning and to create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.

We will build on our similarities and seek enrichment from our differences and so promote understanding and learning between and towards others to create cohesive communities.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff are made aware of this policy when they are appointed as part of their induction. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Carlinghow Academy. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety and undertakes a risk assessment of the first aid requirements of the school as changes arise.

First Aid Policy Guidelines

Training

Staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DFE 'Guidance on 'First Aid for schools'.

The appointed person: Claire Nesbitt, will regularly check that materials and equipment are available and that new materials are ordered when running low. The appointed person is responsible for the arrangement of adequate First Aid Training for staff.

Lists of trained first aiders and the location of first aid equipment are detailed on the Health & Safety noticeboard in the staffroom; in each classroom, the hall and school office.

Kits are also available in each classroom and the hall. A main supplies cupboard is in the Rainbow Room. This includes the **emergency first aid kit** which **must be carried on all out of school visits**.

First aid kits should be taken out to the playgrounds as per the timetable and a dedicated 'first aid' area allocated.

A staff radio will be taken out to the playground, if more assistance from the office or other first aid trained staff is needed. The member of staff on the 'first aid' station should radio for help. At no time should a child or children be sent inside to find help. Staff on duty should also remain on duty and not bring children inside.

It is the responsibility of staff last accessing First Aid Kits to notify the appointed person if stocks are running low.

Each class has a labelled Medical bag which houses labelled inhalers and Epi-pens for identified children with administration cards available in Class SEN folders (**it is the responsibility of the staff working with children to ensure they are aware of all medical needs at the beginning of the school year**) The Rainbow Room houses a medicine fridge where prescribed and labelled medicine for pupils is stored. A notice board details daily time and dosage requirements for individual pupils which is administered by the appointed person. **The first aid bag should be taken to the hall for P.E, to assemblies and on any other occasions when children are out of the classroom including when the fire alarm sounds.**

Cuts

The nearest adult should deal with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in an accident record book, severe cuts should be recorded in an accident record book, on CPOMS and parents should be informed. A major incident needs to be reported to the appointed person and Principal immediately and should be appropriately recorded with copies available for parents.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR PROTECTIVE GLOVES. All blood waste should be placed into the appropriate labelled bin in the Pastoral office for safe disposal.

Head Injuries

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory first aid slip. The class team should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident record book and on CPOMS.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

Near miss

A near miss, near hit or close call is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

Near misses should be reported via the **near miss form (which can be found in the staffroom)** and handed to a member of SLT

Allergic Reactions

Staff working closely with a child who experiences serious allergic reactions will receive training to recognise the signs of a serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and

follow care plan instructions. Please also see the section on 'Arrangements for administering medicine in school'.

Record Keeping

Accident Record books are located with each First Aid kit and should be completed for every incident where first aid is administered. Completed accident books should be returned to the appointed person and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/incidents for children and visitors.

Accident Reporting

The Wirehouse Health & Safety Portal should be used for report the following:

- **Staff - all accidents/incidents**
- **Pupils - Major accidents/incidents.**

The user guide is stored in staff shared and kept in the school office.

All minor accidents and incidents which occur on the premises including staff, pupils, contractors, visitors and member of the public must be recorded on the minor injury log. Office staff and Senior Midday Supervisors hold these logs. Any incident occurring over lunchtime must be reported to the Senior MDS to record, throughout the remainder of the day the office logs must be used.

All accidents which meet the criteria below must be reported to the Chief Operations Officer within 2 hours of the incident occurring. The COO will notify CYPS H&S Accident Dept.

- a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
- b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
- c) **Any major injury** or illness reportable to the HSE
- d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work.
- e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non-employee
 - All HSE reportable accidents will be reported by the Corporate Health and Safety Section.

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any qualified First Aider. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Principal will review the accident/incident and will decide if it needs to be reported to the HSE.

Calling the Emergency services

If an ambulance is required the Principal or (person in charge) and appointed person need to be notified immediately, even if the accident/incident occurs on a school trip or journey.

If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number: 01924 326371
2. Give your location as follows: Carlinghow Academy, Ealand Road, Batley
3. State that the postcode is: WF17 8HT
4. Give exact location in the setting:
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

IT IS IMPORTANT TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED

Arrangements for administering Medicine in schools

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions are copied for Class SEN files and First Aid posts around school.

Children with Medical conditions require a Medical Care Plan incorporating requirements recommended by medical professionals and signed by parents/guardians. These need to be checked and reviewed regularly. Medications kept in school for children with medical needs are stored in the Rainbow Room, clearly labelled and recorded with administration details. For further information please see the 'Supporting Children with Medical conditions policy'.

Asthma

Children with Asthma do not require a Medical Care plan but must have a completed Asthma Care Card if they require the use of an inhaler in school. It is the parent/carers responsibility to provide the school with up-to date Asthma information for their children. Adults in the classroom should check the expiry date on inhalers at the end of each half-term and inform parents if inhalers have expired or run out. Inhalers should be kept in the class medical box clearly labelled and should travel with the class when not in the class room. Only reliever Asthma inhalers should be kept in school. Emergency inhalers can be sourced from the Pastoral medical store.

Head lice

Staff should not touch children and examine them for head lice. If we suspect a child or children have head lice their parent/carer should be informed discreetly and a standard letter should be sent home with all the children in that class where the suspected head lice incidence is. The Pastoral team/school nurse can be asked to examine children and provide advice and guidance to parent/carers on how best to treat head lice with parental consent.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, measles, etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it is ok to look.

For the inspection of other rashes the same procedures should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc) we need to inform parents and request that children are treated before returning to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform and allow problems to be spotted early and treatment begun, thus avoiding the further spread of disease/rash.

Pandemic Influenza

The decision to close the school due to pandemic would be made by the Principal or their nominated representative.

The school will notify the Local Authority and the Environmental Health Dept.

Any pupil showing symptoms of pandemic flu at school will be isolated from other pupils and arrangements made for them to be collected and taken home.

If the school is aware of a large number of children with specific symptoms information will be sent out to all parents to minimise the spread of infection whilst the school remains open.

Advice to follow to minimise infection:

- Cover nose and mouth when coughing or sneezing using a tissue when possible
- Dispose of dirty tissues promptly and carefully
- Wash hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. door handles) frequently using a normal cleaning product.