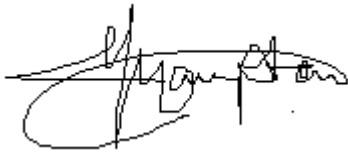




Roman Way Primary School

First Aid Policy

Author	HCC
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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	12 th October 2023

Review Date	September 2026
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Policy Statement

Roman Way Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure 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 each school; is held by the Headteacher who is the responsible manager.

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

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

Aims & Objectives

Our first aid policy requirements will be achieved by:

Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises .

It is our policy 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)will be used to produce the First Aid Needs Assessment for our site.

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 the above provisions are clear and shared with all who may require them.

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

Qualified First Aid Staff

Emergency First Aiders

Evangeline Cannell
Becky Winchcombe
Mandy Morgan
Becky Black
Gail Fraser
Abigail Portsmouth
Zoe Hathaway
Lucy Palmer

Emergency First Aiders

Kynty Mackey
Louise Rumsey
Sarah Matthews
Carol Wright
Jade-Marie Sinclair Harris
Wendy Hewlett
Georgia Lucas
Katie Franklin

Paediatric First Aiders

Wendy Hewlett
Karina Jackson

Claire Reid
Kim Eve

Reme Holdway
Maria Jones

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

The Admin Team will take charge of first aid arrangements in regards to looking after equipment/facilities/first aid kit inspections and calling the emergency services, whilst liaising with First Aiders.

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Roman Way Primary School

- 1 Staff First Aid kit - situated in the Staff Room
- 2 Pupil First Aid kits on the premises - situated in the First Aid area
- 2 Travel First Aid kits - situated in the PPA room

The First Aid area is the space for treatment, sickness and the administering of first aid. The first aid area will have the following facilities:

Chairs, running water, first aid kit and a nearby telephone.

It is the responsibility of the Admin Team to check and restock the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Medicine Cupboard.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person 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. As a matter of procedure we ask children if they have hurt their head/neck/back in any accident or fall. If so, the bumped head protocol is enacted.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of severe bleeding
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

or if it involves:

- Head injuries

- Stings
- Bruising or swelling
- Sickness
- A rash
- A high temperature
- Aches
- Change in pallor

Our procedure for notifying parents is sending home First Aid/Accident slips. For a serious injury we will use all telephone numbers available to contact parents and leave a message should the parents not be contactable. If a child has bumped their head but there is no physical bump showing a standard bumped head email is sent to parents.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Trips

The first-aid arrangements for school organised trips/visit are included in the Risk Assessment for trips. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Bodily Fluid Procedure	
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Personal Protective Equipment (PPE)

The main risk from bodily fluids is infection following hand to mouth, nose or eye contact during clean up. There is also a risk of infection via broken skin. The cleaning agents used themselves may have harmful properties too, causing skin irritation, dermatitis or eye damage. For these reasons, it's recommended that anyone cleaning up and disposing of blood and other bodily fluids uses the following PPE:

- Eye protection
- Disposable coveralls with a hood
- A disposable plastic apron
- Waterproof and abrasion-resistant gloves

As a rule, any part of the body or clothing that could come into contact with bodily fluids should be covered, and following clean-up you should assume everything is contaminated and should therefore be disposed of in the yellow bins.

Clean-up procedure and equipment

In order to dispose of blood and bodily fluids safely, you should have the following equipment (in addition to PPE):

- Warning boards (In the hall her the server room)
- Absorbent powder (commonly known as vomit powder)
- A dustpan and brush or scraper
- Marked biohazard waste bags or clinical waste sacks (Yellow bags)
- A disinfectant cleaning product (Cleaner cupboard)
- A sponge, cloth or mop for wiping surfaces with disinfectant (Blue roll)

After restricting access to the contaminated area and putting on the required PPE, your first step should be to sprinkle absorbent powder over the fluids. 10 grams of powder can absorb a litre of liquid. The powder rapidly turns into a gel which can then be scraped up. This powder contains a disinfectant agent, but the gel should still be treated as a contaminant for safety purposes.

All of the used powder should be scraped up and placed inside a biohazard waste bag or sack (Yellow bags). Any contaminated materials, such as bedding or clothing, should also be bagged separately for laundry or disposal (Yellow bag). If soiled clothes are laundered, this should be done as a separate load.

Next, the affected surfaces and any affected work equipment need to be disinfected or sterilised and wiped clean using appropriate cleaning products.

Boxes of bodily fluid equipment are available in the medical area, top shelf.

Disposal

All used absorbent powders, contaminated disposable PPE and heavily soiled clothing, soft furnishings should be placed in biohazard or clinical waste bags. These should not be mixed with your regular waste. Instead, you should put your waste in the medial waste bin in the medical area near the community room. This is collected by the clinical waste team provided by county.

Personal decontamination

Once you have finished clearing up and safely bagging any potentially infectious materials, and cleaning and disinfecting the affected surfaces, it's time to remove and either dispose of or clean and disinfect your PPE. Removing PPE must be done carefully to ensure you don't contaminate yourself.

Assume everything is contaminated and follow these steps:

- Wash your hands with your gloves still on in hot soapy water if visibly contaminated, and dry with an absorbent material
- With your gloves still on, carefully remove your apron and coveralls, and any other PPE (except the gloves) taking care to avoid touching your skin or clothing whilst doing so or afterwards. Bag these for disposal in a yellow bag.

- Wash your hands with the gloves on with hot soapy water a second time, dry with an absorbent material and remove the gloves by peeling them off from the inside to out. Dispose of these with other hazardous waste.

All PPE for disposal should be put in clinical waste/biohazard bags and disposed of appropriately. Any reusable PPE must be thoroughly cleaned and disinfected or sterilised using appropriate products and methods. Finally, you should wash your bare hands thoroughly once all contact with potentially contaminated PPE is completed, particularly before eating or drinking.