




# Marriott Primary

Achieving Together

## FIRST AID POLICY

Reviewed	21 <sup>st</sup> January 2021
Signed (Headteacher)	 <i>Ms R Neill</i> <i>Mrs S Crichton</i>
Reviewed (Due January 2022)	
Signed (Headteacher)	

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## General Policy Statement

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first-aid equipment, facilities and qualified first-aid personal.

At Marriott Primary School we have a First Aid Policy in place to support the provision of appropriate first aid procedures and arrangements for our children, staff and visitors to the premises.

We aim to ensure that our policy is in line with the DfE Guidance on First Aid for Schools – a Good Practice Guide (a copy of which is available in the First Aid Room and in all first aider’s safeguarding file).

At Marriott Primary School we review our first-aid needs annually to ensure that our provision is adequate.

A copy of this policy must be kept in all classroom and first aider folders.

## Liability

All staff are covered under the LA ‘Employers Liability Insurance’ and ‘Public Liability Insurance’ when dealing with an injury. Those not trained in First Aid are also covered, providing any action they have taken can be deemed a reasonable measure according to circumstance and that the action they have taken was the appropriate immediate step (verbal guidance from the LA).

## First Aid Trained Staff

Name	Qualification & Expiry Date	Area of School
Aneta Glinka	PFA & EFAW June 2021	Foundation
Emma Rudkin-Kelly	PFA & EFAW September 2021	Foundation
Natalie Broughton	PFA & EFAW September 2021	Foundation
Sarah Beal	PFA & EFAW Dec 2022 Outdoor FA July 2021	Foundation
Urslyn Joseph	PFA & EFAW September 2021	Foundation
Zainab Jussab-Suleman	PFA & EFAW December 2022	Foundation
Agnieszka Zalewska	PFA & EFAW June 2021	Foundation & KS1
Emily Bates	PFA & EFAW Feb 2022	Hub
Hagan Hawse	PFA & EFAW June 2021	Hub
Jen Wright	PFA & EFAW Sept 2021	Hub Lunchtimes
Josie Soni	PFA & EFAW Oct 2023	Hub
Amy Tully	PFA & EFAW December 2020	KS1
Denise Stynes	PFA & EFAW Feb 2023 FAW Feb 2021	KS1
Keresa White	PFA & EFAW December 2021	KS1
Amanda Bell	PFA & EFAW September 2022	KS2
Amy Lidbetter-Smith	PFA & EFAW April 2022	KS2
Ann Powell	PFA & EFAW March 2021	KS2

Archana Gill	PFA & EFAW September 2021	KS2
Chloe Hurst	PFA & EFAW December 2022	KS2
Emanuella Aggrey	PFA & EFAW March 2021	KS2
Fiona Chapman	PFA & EFAW April 2022	KS2
Jade Mead	PFA & EFAW September 2022	KS2
Kate McCulloch	PFA & EFAW Feb 2023	KS2 Lunchtimes
Kerry Cook	PFA & EFAW September 2022	KS2
Pam Norton	PFA & EFAW Feb 2023	KS2
Agnieszka Kudlacz	PFA & EFAW June 2021	Lunchtimes
Bethany Crewe	PFA & EFAW September 2021	Lunchtimes
Claire Todd	PFA & EFAW April 2022	Lunchtimes
Georgina Antwiwaa	PFA & EFAW April 2022	Lunchtimes
Gudseia Noori	PFA & EFAW Oct 2023	Lunchtimes
Huda Hameed	PFA & EFAW December 2022	Lunchtimes
Kirsty-Anne Atkins	PFA & EFAW June 2021	Lunchtimes
Rajinder Kaur	PFA & EFAW December 2022	Lunchtimes
Rajinder Kaur	PFA & EFAW Oct 2023	Lunchtimes
Roger Bryan	PFA & EFAW December 2021	Lunchtimes
Roidah Grusina	PFA & EFAW December 2022	Lunchtimes
Sam Williamson	PFA & EFAW December 2021	Lunchtimes

<b>Other First Aiders (not on call)</b>		
<b>Name</b>	<b>Qualification and Expiry Date</b>	<b>Area of School</b>
Andy Blockley	PFA & EFAW Feb 2022	Premises
Anthony Roberts	PFA & EFAW March 2021	Tempest
Chris Barwell	PFA & EFAW Sept 2022	Coehlo
Daniel Goldberg	PFA & EFAW Sept 2022	Dahl
Ruth Neill	PFA & EFAW June 2021	
Steph Magee	FAW Dec 2022	
Wendy Rossell	PFA & FAW Feb 2023 Outdoor FA July 2021	

**Key**

EFAW = Emergency First Aid at Work      FAW = First Aid at Work

**Epilepsy Trained Staff:**

<b>Name</b>	<b>Area of School</b>
Steph Magee	
Amy Lidbetter Smith	Coehlo
Heather McCaig	Alexander
Kate McCulloch	Zephaniah

Chloe Hurst	Zephaniah
Hagan Hawse	Hub
Natalie Broughton	Moses

### **Anaphylaxis Trained Staff:**

<b>Name</b>	<b>Area of School</b>
Emanuella Aggrey	Tempest
Sarah Beal	Ahlberg/ Dahl
Bethany Crewe	Lunchtimes
Arch Gill	Woodson
Hagan Hawse	Attenborough
Chloe Hurst	Zephaniah
Kate McCulloch	Zephaniah
Ann Powell	George
Denise Stynes	Rossetti
Amelia Fox	Angelou
Amy Lidbetter-Smith	Coehlo
Chris Barwell	Coehlo
Claire Todd	Lunchtimes
Dan Goldberg	Dahl
Fiona Chapman	Dahl
Keresa White	Lear
Kerry Carter	Ahlberg
Natalie Broughton	Moses
Wendy Rossell	

### **Diabetes Trained Staff:**

<b>Name</b>	<b>Area of School</b>
Emanuella Aggrey	Tempest
Amanda Bell	George
Arch Gill	Woodson
Amy Tully	Corbett
Amy Lidbetter-Smith	Coehlo
Kirsty-Anne Atkins	Lunchtimes
Shannon Penn	Coehlo

### **Defibrillator Trained Staff:**

<b>Name</b>	<b>Area of School</b>
Sadie Morris-Tanna	Office
Vanessa Power	Office

## **First Aiders Duty**

A list of qualified first aiders can be found in all rooms throughout the school. A first aider is available at all times and can be reached from the office using a walkie talkie. There is always a first aider available at all morning playtimes and lunchtime in the playground. There is always a first aider in the hall at lunchtime.

If first aid assistance is required to deal with an injury during lesson time, call for the assistance of the individual located nearest to your class or contact the office by radio or phone.

Swimming Lessons, Offsite Trips, Sports Fixtures, Breakfast Club, Walking Bus, After School Care and After School Clubs; a first aid teaching assistant must be present at all times. If a child with epilepsy is present, an epilepsy trained member of staff must be present at all times.

First Aiders should read all care plans that are located in the First Aid Room and must sign to say they have done so.

## **Class First Aid Kit**

Each class holds a large First Aid Kit. Arch Gill is responsible for ensuring years 5&6 kits are checked and restocked month. Jade Mead is responsible for ensuring years 3&4 kits are checked and restocked monthly. Denise Stynes is responsible for ensuring KS1 kits are checked and restocked monthly. Sarah Beal is responsible for ensuring FS kits are checked and restocked monthly.

Wendy Rossell, the First Aid Manager will spot check the first aid kits on a monthly basis.

Each kit contains (according to HSE guidance):

- 20 assorted plasters CHECK IF CHILD IS ALLERGIC TO PLASTERS
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium individually wrapped sterile wound dressings
- 2 large individually wrapped sterile wound dressings
- 3 pairs of disposable gloves
- HSE leaflet giving general advice on first-aid

Additional items include:

- Individually wrapped wipes
- Resuscitation mask (First Aid Room)

## **Lunchtime First Aid Kit**

6 bum bags, containing basic first aid kit for minor grazes will be taken out for lunchtimes. These are stored in a marked locker in the staff room. Kirsty-Anne Atkins is the first aider responsible for ensuring these bum bags are regularly re-stocked. Kate McCulloch (Lunchtime Manager) is responsible for ensuring bum bags kits are checked and restocked monthly.

## **Trips - First Aid Kit**

There are 4 First Aid kits for available for out of school excursions. There are 2 for PE trips and 2 for school trips which are stored in the first aid room. Amanda Bell is the first aider responsible for ensuring these first aid kits are regularly re-stocked. Wendy Rossell is responsible for ensuring these kits are checked and restocked monthly.

## **First Aid Kit Located in First Aid Room**

This includes forehead thermometers, a digital thermometer and sickness bags and sickness bowls.

## **Emergency Inhalers**

The school has 6 emergency inhalers which are stored 1 in grab bag, 3 in lunchtime bum bags, 1 in PE bag and 1 spare in the first aid room

## **Defibrillator**

The school has a defibrillator which is stored in the office. A list of staff trained to use the defibrillator can be found on page 5 of this document.

## **Red Triangle**

Each class has been issued with a red triangle with the class name on. Children will be trained to take the triangle to the next classroom to call for assistance whether it should be for medical or behavioural purposes. A member of staff will go to the classroom to establish the reason and seek the appropriate help required.

## **First Aid procedure**

Classroom based first aiders, should make an assessment of the injured child and the following procedure should be adopted

### **Minor injury** (where bleeding/bruising/swelling etc. evident)

- Summon a qualified First-Aider or appointed person
- Use only approved equipment from the First-Aid boxes
- Record in Accident Book

If in any doubt as to the severity of an injury, summon expert help by telephoning 999 and follow directions. (Information about making an emergency call is available from the office however if the child is having a fit, anaphylactic shock, unconscious, suffers a major fall, do not wait to consult, phone an ambulance.)

### **Major injury**

- Summon another qualified First-Aider or appointed person

If in any doubt as to the severity of an injury, summon expert help by telephoning 999 and follow directions. (Information about making an emergency call is available from the office

however if the child is having a fit, anaphylactic shock, unconscious, suffers a major fall, do not wait to consult, phone an ambulance.)

- Inform the Headteacher/Deputy Headteacher, School Office and parent/carer that an ambulance has been summoned.

If a parent/carer cannot be contacted a member of staff known to the child must accompany them in the ambulance to the hospital and remain at the hospital until the parent/carer arrives.

For Lunchtime staff

**Should a minor accident occur:**

- Carry out first aid on the playground.
- Fully complete a first aid slip for every accident treated.
- If a child bumps their head, also complete a bumped headband, attach the slip to a bumped head advice form and ask the office to contact parents.

**Should a major accident occur:**

- Radio immediately for the Lunchtime Manager or any member of SLT.
- Do not move a child if they are lying on the ground if you suspect they have broken an arm or leg, radio immediately for a member of SLT.

Once the accident has been dealt with:

- Ensure the necessary recording action for the school is completed.
- Ensure a SO2 accident report form (Leicester City Council) is completed as required. SO2 forms are kept on the Health and Safety board in the staffroom. The first two pages of the form should be completed and then passed on to Head/Deputy Head for investigation and entry on to the LCC accident reporting system.
- Head/Deputy Head to review the incident and ensure that policy and procedure has been followed and rectify if necessary.

**Head and Facial Injury**

Should a child suffer a bang to the head or face during the school day they should be taken to see one of the First-Aiders. The First-Aider will assess the injury to determine whether the injury requires further specialist medical assistance.

Parents must be contacted by the First aider and provided with details of the accident and their assessment of the injury. There are 4 options to be provided;

1. A courtesy call to say that the child is OK
2. A phone call to ask parent to come in and check on their child



3. A phone call to tell parents the school is concerned and they should collect their child and seek medical attention
4. A phone call to say an ambulance has been called and for them to make their way to the school or hospital

All children who have suffered a knock to the head or face should have a wristband attached to them detailing name of child, date, time, incident and person dealing with incident.

An accident report form should be completed for the child to take home together with a copy of the NHS Head Injury Advice for Parents/Carers below. For children in Foundation and Key Stage One, this should be handed directly to the parent/carer at the end of the day or when the child is collected from school. An example of a completed form and wristband are on the wall in the first aid room

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.

Following a bump to the head or face, the class teacher/TA will be informed of the incident so that the child may be monitored. See the following NHS information 'Head Injury Advice' below.

## Head injury Advice for Parents/Carers



Children have many bangs to the head and it can be difficult to tell if they are serious or not. Most head injuries are not serious and simple result in a bump or bruise, but occasionally head injuries require medical attention.

**Please follow the advice below if your child has had a head injury and :**

Been knocked out at any time  
Injured their neck or spine  
Has difficulty understanding what you are saying  
Been confused or so sleepy that you cannot wake them properly  
Has weakness in their arms or legs or losing their balance  
Has had a convulsion or fit  
Becomes suddenly deaf  
Has clear fluid dripping out of their ear, nose or both  
Has blood coming from inside one or both ears  
Vomited more than once  
Bled a lot from their head



Phone 999 for an ambulance or go straight to the nearest Accident and Emergency department

Fallen from a height greater than the child's own height  
Fallen more than a metre in height (3Ft)  
Fallen down stairs (from top to bottom poses more risk than bumping down the stairs)  
Had a persistent headache since the injury  
Has a blood clotting disorder  
Consumed alcohol  
Been very irritable or no concentration or interest in things  
If your child is under 1 year old  
If you are concerned your child has been deliberately harmed



Take your child to Accident and Emergency or seek immediate medical advice

Has not been knocked out  
Is alert and interacts with you  
No vomiting (or max 1 vomit post injury)  
Has small bruising or minor cuts to the head  
Cried immediately but is otherwise normal



Manage at home following the advice overleaf

**Monitor your child closely over the next 2-3 days. If your child becomes unwell and shows any symptoms in the red or amber box follow the advice stated.**

## These things are expected and you shouldn't worry about them

For next couple of hours your infant/child will probably be pale, quieter than normal and irritable

Over next few days your Infant/child may experience the following symptoms:

Mild headaches:  
Feeling sick (without vomiting)  
Irritability/bad tempered  
Concentration problems:  
Tiredness or problems sleeping  
Lack of appetite



If these symptoms do not go away in 1-2 weeks contact your G.P.

Do not leave your child alone for the first 48 hours

### FOR INFANTS YOU SHOULD

Try to give your baby normal feeds  
Make sure you can wake them as normal



For children over 1 years of age you should

Give your child paracetamol/ibuprofen if they are in pain (follow instructions on bottle)

Encourage plenty of rest/avoid stressful situations

Give light things to eat

If area is bruised/swollen apply cold cloth for 20 mins (repeat 4 hourly if required)



Do not let your child join in any vigorous games

Older children should avoid contact sports for 3 weeks

Do not send back to school until completely recovered

Try to avoid medicine that will make your child sleepy (eg Piriton)

## **Other Injuries**

Other minor injuries sustained in school must be recorded on the accident slip in the accident reporting book and sent home with the child to inform the parent/carer of the event and to show that the child has been seen by a first-aider. For children in Foundation and Key Stage One this slip should be handed to parents upon collection/at the end of the day and not put into book bags where it may go unnoticed.

Accident Forms/Accident Book; books will be monitored for compliance by Wendy Rossell on a monthly basis

The First-Aider dealing with the incident will complete an accident report in the school accident report book. This will include the details of the incident and the first aid treatment given. Details of every incident, including minor, must be recorded in the Accident Book. Accident books are held in the First Aid room and all classrooms. More serious injuries will require an SO2 accident report form to be completed and reported to the LA. These forms are held in the staff room.

**Medicines** - To be read in conjunction with the Administration of Medicines in School Policy

Only medicines that have been prescribed by a doctor, dentist, and nurse prescriber or pharmacist prescriber should be administered.

All medicines must be clearly labelled with the child's name, dosage, frequency and name of medication being given and in original packaging.

Some medication needs to be stored in a refrigerator in order to preserve its effectiveness – this will be indicated on the label.

Any unused or time expired medication must be handed back to the parents or legal guardians of the child for disposal.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept in safe in the locked cabinet in the first aid room.

Medicines should be administered by a named individual member of school or setting staff with specific responsibility for the task in order to prevent any errors occurring. Where practicable a witness should be present who should also sign the appropriate box on the form.

For all medicines, a parental consent form must be completed and kept with the medicine (see appendix A 'Administration of medicines in school' form). A first aider in each year group will take responsibility for administering medicine for their year group. Older children are asked to report to the Office at the beginning of lunchtime where a first aider will be called to administer the medication. Younger children will be collected from their classrooms.

You are responsible for the first aid/ medicines in your year group unless it is for something you have not been trained in such as Diabetes (D) or Epilepsy (E). If a child needs a medicine administered, then it is your responsibility to do this. The Office staff will inform you of any medicines brought in by parents.

Foundation Stage	Year 1	Year 2	Year3	Year 4	Year 5	Year 6	Additional First Aid Trained Staff
Sarah Beal Natalie Broughton Aneta Glinka Zainaab Jussab-Suleman Agnieszka Zalewska Emma Rudkin-Kelly	Amy Tully (D) Keresa White	Denise Stynes	Jade Mead Chloe Hurst (D) Fiona Chapman	Amy Lidbetter-Smith Kerry Cook Kate McCulloch (E) Chloe Hurst (E)	Arch Gill (D) Amy Lidbetter-Smith (D) Pam Norton	Amanda Bell (D) Emanuella Aggrey (D) Gemma Sayer	Chris Barwell Coehlo Andy Blockley Dan Goldberg Dahl Emily Bates Hub Hagan Hawse Hub Jen Wright Hub Josie Soni Hub Steph Magee Ann Powell Yr6 Anthony Roberts Yr6 Wendy Rossell

## **Children with specific health problems**

Children with specific health problems or those suffering from a condition that requires regular medication (e.g. asthma, epilepsy, allergies, diabetes, severe allergies,) are identified on photo boards in the First Aid Room, the Staff Room, and Kitchen Servery. An electronic list is kept on the school server.

The boards and lists should be updated by Wendy Rossell as a new child starts in school. An email will be sent to all members of staff informing them of new children with medical concerns and procedures.

The school adopts a no nuts and no beans policy.

There is poster with guidance on infection control in schools for infections including rashes, slap cheek, diarrhoea and vomiting, flu etc. on the board in the First Aid Room.

Medication, where suitable, i.e. epi pens and inhalers should be kept in the first aid cabinet within their classrooms and be immediately accessible if needed by the child. All other medication will be stored in the locked cabinet or fridge in the first aid room. Inhalers and epi pens, where applicable should accompany the child when outside and on any off site activity.

Members of staff trained in the administration of required medication (i.e. Epi-pens, Blood monitoring, emergency epilepsy medication) are covered for liability and should therefore be solely responsible for its correct management.

## **Children returning to school with broken limbs etc.**

If a child returns to school with a broken limb, then a risk assessment must be completed. Please inform the Business Manager or Premises Officer immediately. Everyone who works with the child will be asked to sign the risk assessment and will be updated as the injury progresses.

## **Yellow medical waste bins**

A yellow bin for the disposal of medical waste is available in for use in the First Aid Room and the shower room in Foundation Stage.

## **Guidance notes on emergency First-Aid – First Aid trained staff only**

### **See the School's First Aid Handbook**

## **Links to other policies**

- Administration of Medicines Policy
- Asthma Policy
- Intimate Care Policy
- Accessibility Plan
- Off Site Policy

**Appendix A**

**Parental agreement for Marriott Primary School to administer medicine**

**(One form to be completed for each medicine)**

**The school will not give your child medicine unless you complete and sign this form.**

**Name of child** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Class** \_\_\_\_\_

**Medical condition or illness** \_\_\_\_\_

**Medicine: to be in original container with label as dispensed by the pharmacy**

**Name/type and strength of medicine** \_\_\_\_\_

**(as described on the container)**

**Date commenced** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Dosage and method** \_\_\_\_\_

**Time to be given** \_\_\_\_\_

**Special precautions** \_\_\_\_\_

**Are there any side effects that the school should know about?**

\_\_\_\_\_  
\_\_\_\_\_

**Self-administration** Yes/No (delete as appropriate)

**Procedures to take in an emergency** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Parent/Carer Contact Details:**

**Name** \_\_\_\_\_

**Daytime telephone no.** \_\_\_\_\_

**Relationship to child** \_\_\_\_\_