

LONDON BOROUGH OF HAVERING



**ST. URSULA'S  
CATHOLIC PRIMARY SCHOOL**

**FIRST AID POLICY**

*“With God at the heart of our St Ursula’s family, we welcome all as we learn and grow together”*

**Autumn 2020**

This document has been produced in conjunction with the School's Health and Safety policy and Health and Safety (First Aid) Regulations 1981, and the Department for Education's Guidance on First Aid Provision. Staff should also refer to the school's Medication Policy.

### 1. Aims of the Policy

- The School acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school. **The School will act within the specifications of the Covid Risk Assessment regarding issues on First Aid and Medication.**
- The School will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available. **The school will ensure that all first aid personnel and staff as a whole will be following guidance and have completed e training on the putting on and taking off PPE.**

### 2. Objectives

The school will ensure that:-

- The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties. **During Covid this will be by e training until normal first aid training is reinstated.**
- Adequate and appropriate equipment and facilities are provided. **Staff with certificates in First Aid at Work are responsible for ensuring stock levels are adequate.**
- The appropriate first aid arrangements are in place for off-site activities / trips. **During Covid there will be no offsite activities or trips.**
- The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc. **This is the responsibility of the clubs themselves to provide this care.**
- Staff and parents are informed and aware of the school's first aid arrangements.
- Records of all accidents /incidents are recorded on Medical Tracker and where required, reported to the Schools' Health and Safety Team. **The reporting of injuries, diseases and dangerous occurrences regulations require employers to report certain types of incident and accident to the Health & Safety Executive (HSE). The HSE has recently issued guidance to clarify in what circumstances illness and deaths from Covid and accidental exposure to corona virus would be reportable.**

### 3. Arrangements

The school recognise that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by a allocating a sufficient number of appropriately trained first aid staff. The school have carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and have safe working procedures in place as a result.

In line with the school's H&S policy and the guidance from the LA, the school will ensure that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, after school clubs; cleaning / catering arrangements etc. Consideration has also been given to ensure that first aid cover is available should the main first aider(s) be absent from work due to holiday or sickness. **Restrictions will be made during Covid regarding FOTFA, revision classes, cleaning/catering/events and lettings.**

The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.

Any staff that are trained in first aid will be trained to the appropriate level. In addition to the staff trained to First Aid at Work level, the school also have nominated staff trained to Appointed Person level.

Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

#### **4. First Aid Materials, Equipment and Facilities**

The school will maintain a suitably stocked first aid room. This will be accessible by staff at all times. Emergency Asthma pumps are kept in individual class bags and will go with the class during PE and break times so that they are available at any time.

**Full PPE is available to all staff to wear during Covid.**

**During Covid minor grazes and cuts should be washed by the pupil (whenever possible) to maintain social distancing procedures. The pupils will apply their own plasters after the member of staff dealing with the incident has checked to ascertain that there is no allergy to plasters with the child.**

**If the injury is more serious and requires adult help then the first aider will need to wear full PPE before breaking social distancing 2 metre measure of the child to perform first aid.**

**All staff have watched a video on the putting on and taking off of PPE and scored above 80% in a quiz to ensure that the correct method when using PPE is used at all times.**

**All first aid swabs and wipes will be put into a clinical infectious waste bin to ensure there is no contamination or spread of disease to anyone else on site.**

**Extra signage has been placed around the school to ensure that the Catch It, Bin It, Kill It advice is fully in place.**

Sterile eye wash is used for removing foreign bodies in the eye.

A large supply of full PPE is available.

Adrenaline pens and asthma pumps should be kept in the classroom, labelled individually with the pupil's name and expiry date.

Tablets or medicine should not be kept in the classroom and should be kept in the school medical room. **During Covid medicines will not be administered by the school staff. If a child is unwell they need to be kept at home.**

## **5. Action in the event of an injury**

The Covid curriculum has been tailored to ensure that all pupils learn about self care and how to try and prevent serious accidents and risks. For serious accidents to pupils or staff the main consideration is to avoid delay in securing treatment. If the case is sufficiently serious to warrant hospital treatment (e.g. cases of suspected fracture) the parent/ambulance should be called immediately. **The first aider dealing with the incident should wear full PPE as serious injuries will need close personal attention.**

Parents should be informed as soon as possible and in the meantime if parents do not arrive in time to go in the ambulance then a member of staff should accompany an injured pupil and in the ambulance **wearing PPE.**

## **6. Recording and Reporting Accidents and Incidents**

All accidents must be recorded on Medical Tracker with details of how the accident happened and any witness statements. Please email the office team for an AIR form to be completed.

It is essential to monitor 'near misses' too so that an investigation can take place to ascertain if there is a reason for these. An analysis of all accidents and near misses should be made as a minimum of at least once a term.

Medical Tracker keeps all records of accidents in case any legal claims are submitted in future years.

## **7. Sickness**

Any child presenting unwell in school should have their temperatures taken and asked for their symptoms. These details are recorded in Medical Tracker in the same way as accidents are.

During the pandemic children with symptoms of Covid 19 should be sent to a designated isolation room, the Head Teacher or a member of SLT is informed if and parents/carers telephoned to collect immediately. The log for reporting should be updated on Medical Tracker. Staff dealing with the pupil should wear full PPE e.g. face shield, disposable mask, disposable gloves and a disposable apron. Once the pupil has been collected all PPE should be double bagged for disposal immediately.

## **8. Risks to First Aiders**

The risks to first aiders must be assessed, and controls implemented to reduce the risks so far as is reasonably practicable. COSHH assessments should be undertaken and available for cleaning and other materials. **If staff are providing children with resources for cleaning an injury they should wear gloves prior to handling any first aid supplies. Full PPE should be worn by the first aider if the child cannot attend to their minor first aid needs. PPE should be disposed of appropriately using pedal bins provided and informing cleaning staff of further disposal. See Risk assessment. During Covid 19 social distancing should be maintained whenever possible and parents/carers called to collect immediately when a pupil is unwell. This is to reduce risks to first aiders and all staff and pupils.**

## **9. PPE**

Vinyl disposable gloves and disposable apron. In addition to normal PPE used in school, a mask and face shield will be necessary when dealing with possible Covid 19 symptoms or any injuries that need attending to by the first aider. All equipment and items used should be double bagged to ensure there is no spread of the illness and once the child has been picked up the area should be sanitised immediately using the appropriate cleaning products.

Disposable bags

Clinical infectious Waste Bin.

PPE supplies are to be fully stocked and monitored to ensure that these are always available. It is the responsibility of staff to inform the office to ensure appropriate stock is in place.

## **10. Monitoring and Review**

The policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

During the Covid 19 pandemic this policy should be used in conjunction with the Risk Assessment named St Ursula's Covid Risk Assessment.