



LOUGHBOROUGH
PRIMARY SCHOOL

Loughborough Primary School and Children Centre

First Aid Policy

2020/2021

Laura McPhee
Headteacher

Sarah Haines
Chair of Governors

1. Introduction

- 1.1 First aid at work is the initial care of any ill or injured individual and can help to save lives. First aid can also help to prevent minor injuries developing into major health risks.

2. Requirements

- 2.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- 2.2 Where first aid is provided for staff and pupils, Loughborough Primary should ensure that:
- Provision for employees doesn't fall below required standards
 - Provision for pupils and others complies with other relevant legislation and guidance
- 2.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking. Further, this assessment should identify what measures they need to take to prevent or control these risks.
- 2.4 The Education (School Premises) Regulations 1996 require all schools to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours.

3. Responsibilities

- 3.1 Loughborough Primary School must:
- Ensure the health, safety and welfare of employees and any other individual who may be on the school premises.
 - Ensure that a safety policy exists within schools. This policy must document arrangements for first aid, based on a risk assessment.
 - Ensure that appropriate and sufficient training is provided.
- 3.2 It is the responsibility of the governing body to ensure that the school develops a suitable policy on first aid at work.
- 3.3 It is the responsibility of the headteacher to ensure that:
- A first aid risk assessment is completed and reviewed on an annual basis or where significant change occurs to the school building or staff presence
 - Sufficient numbers of trained first aiders are in post
 - In the event of an accident occurring, an accident and incident report form is completed. (Please refer to accident and incident reporting guidelines)
- Parents are advised of the school's health and safety policy, including arrangements for first aid
- 3.4 All school employees are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupil in the same way that parents might be expected to act towards their children.

4 Assessment of Risk

- 4.1 The First aid risk assessment covers the following areas:

- **The size of the school?**

Loughborough Primary School is an average sized primary school, with a medical room which is accessible from all playgrounds as well as the classrooms.

- **Where the school is located?**

Access for the emergency services is clear and straightforward. They are always advised of any circumstances that may affect access to the school when phoned. They are also informed of the exact location and access points and to whom they should report.

- **Do site-specific hazards exist?**

If any hazards exist on site, which may increase the risk of an accident occurring; i.e. the presence of temporary hazards, such as building or maintenance work, are also considered. Such hazards include the presence of dangerous substances, machines and tools.

- **Do site-specific needs exist?**

Any special arrangements necessary are introduced to include individuals with specific health needs or disabilities.

5 First Aiders

5.1 Recognised first aiders at work, have completed a Health and Safety Executive approved first aid at work training course. A current list of trained Loughborough Primary first aiders are listed clearly at key points around the building.

5.2 When considering who should be selected as a potential first aider, the following points are considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- the normal duties of a first aider must allow them to go to an emergency immediately.

5.3 First aiders will be required to:

- provide first aid assistance to individuals suffering from common injuries or illnesses and those injuries and illnesses common to the school environment
- ensure that appropriate emergency services are contacted or that professional medical help is made available
- complete an accident / incident report or if the child goes to hospital in an ambulance, a Lambeth Authority accident reporting form (appendix 1.) should be completed and faxed to the Health & Safety Officer at Lambeth Authority.

Loughborough Primary school's staff are not permitted to administer or dispense medicines or drugs of any sort; unless they have received specific first aid training to do so.

5.4 Loughborough Primary contacts the Health and Safety Manager for Lambeth for advice on courses that carry HSE approval.

6. Appointed Person – Adult and Child First Aid Lead

6.1 Appointed persons are not recognised as first aiders and must not give first aid treatment.

6.2 Appointed persons are required to:

- take charge of any situation involving injury or illness to an individual.
- take charge of first aid equipment and ensure that such equipment is appropriately maintained.
- ensure that appropriate emergency services are contacted or that professional medical help is made available where appropriate.

6.3 Appointed persons should be provided with emergency first aid training / refresher training. These courses do not require HSE approval.

6.4 Loughborough Primary contacts the Health and Safety Manager at Lambeth local authority for advice on recommended training courses.

7 First Aid Personnel Recruitment

7.1 The Health and Safety Commission recommends first aid personnel based on the number of pupils, staff and other individuals occupying a site as follows:

- low risk environments (only classroom activities) require 1 first aider for the first 100 individuals and then 1 additional first aider for every additional 100 individuals
- medium risk environments (light engineering assembly work, food processing, science and technology activities) require 1 first aider for the first 50 individuals and then 1 additional first aider for every additional 50 individuals
- high risk environments –this is not applicable to educational establishments

7.2 The headteacher should give consideration to the following points when deciding on first aid personnel numbers:

- Provision of adequate first aid cover during lunch time periods (lunchtime supervisors should be encouraged to have first aid training)
- First aid cover during periods of leave and absence of qualified first aiders
- First aid cover during educational visits. This must not reduce the level of first aid cover within the school.
- Additional first aid cover in higher risk areas such as science, technology, food technology and physical education areas.
- Provision of first aid cover for out of hours activities, such as parent's evenings, concerts, etc
- Provision of first aid cover for trainees working on site.

8 First Aid Containers

8.1 Within the school, the number of first aid boxes required should be judged by risk assessment. Additional first aid boxes will be required on multiple levels and any high risk area.

8.2 All first aid boxes are identified by a white cross on a green background.

8.3 Equivalent or additional items are acceptable. Additional items may be required for specialised activities or higher risk areas.

8.4 The location of first aid boxes is given careful consideration. Loughborough Primary's First Aid room (located near to the office) is fully equipped.

8.5 It is the responsibility of an appointed person (as defined in section 5) to ensure that first aid boxes, travel kits and the First Aid room are fully maintained.

8.6 Pupil's epi pens and asthma pumps are kept in their classrooms in a clearly marked first aid box.

9 First Aid Accommodation

9.1 Suitable and sufficient accommodation must be provided for first aid.

9.2 The First Aid at Work Regulations gives the following guidance for first aid rooms:

- accessible for ambulance trolley
- large enough for a couch, with sufficient space either side for people to work; a desk, chair and any other required equipment
- washable surfaces, adequate hearing, ventilation and lighting
- positioned as near as possible to a point of access for transport to hospital

9.3 The following facilities are **recommended** within a first aid room:

- a sink with hot and cold running water
- drinking water and disposable cups
- soap and paper towels
- a store for first aid materials
- a foot operated refuse container lined with yellow clinical waste bags
- a couch with waterproof protection and clean pillows and blankets
- a desk and chair
- lockable containers for any drugs which may be requires to be administered to employees, pupils
- a telephone with outside line
- a record book for logging incidents where first aid has been administered

10. Information on First Aid

10.1 The headteacher must ensure that all employees, pupils and voluntary helpers are informed of first aid arrangements.

10.2 The following information should be provided to all employees, students and voluntary helpers:

- the name and location of first aiders and appointed persons
- the location of first aid equipment
- the location of first aid facilities
- the procedure for monitoring and reviewing the schools' first aid requirements

10.3 Pupils are informed about first aid arrangements by their class teacher and support staff.

10.4 First aid is included in the induction program for all new staff members and volunteers. Further, first aid is covered within the staff handbook.

11. Protocol for When a Child is Unwell

Bring the child to a member of the Senior Management Team to discuss if a parent/carer should be contacted to either:

- a. Let them know that their child is slightly unwell but we will keep at school and monitor how they are for the next hour or two;
- b. Ask them to come and collect their child as they are too unwell to be at school.

The parent will typically be contacted by the office staff. The child should be brought to stay in the care of the staff at the front reception until a parent or carer arrives to collect them.

If a child is sent home after a bout of vomiting and/or diarrhoea they are to remain away from school for 48 hours.

Taking Temperature

The school will **not** routinely take temperature readings from children in any case. If a child feels hot to the touch on the upper chest, back and forehead, parents and carers are notified and asked if they would like the school to check the temperature. The school has several types of thermometer including forehead, infra-red, and in-ear.

N.B. NHS guidelines for determining if a child has a fever is:

As a general rule, a temperature of 38C (100.4F) or above is classified as a fever in children. **In children under 5, a fever is considered to be a temperature of 38C (100.4F) or above.**

A child may have a fever if they:

- feel hotter than usual when you touch their forehead, back or stomach
- feel sweaty or clammy
- have flushed cheeks

But this can vary from child to child. Some children may be ill with a lower temperature, while others may have a higher temperature and be perfectly well.

What's most important is what's normal for the child. A parent/carer will know their child better than anyone – if you're concerned about a child's temperature, call the parent to come and assess their child.

For accurate readings please use the school's ear thermometer (one located in the in the first aid room). Please use a clean probe cover each time.

12. Protocol for dealing with First Aid Incidents

During curriculum and class time

Nearly all of our TAs are first aid trained. If a child in their year group needs to go to first aid they can be accompanied and attended to by the TA working in that class. If the TA is not available for any reason then the child should be sent to the nearest TA for assessment.

During break and lunch times

The playground supervisors should make a 'first assessment' of a child and consider asking the child to sit quietly for a while in the playground for a few minutes first.

If the playground supervisor feels that the child has had an injury which needs further assessment then the child should be sent to receive first aid.

All first aid should be recorded. If necessary, the first aider should complete a 'head bump' letter to go home in the child's book bag and, if the child is remaining in school but has an obvious scratch or bump, the first aider should tell office staff and class teacher and then the office staff will contact the parent by telephone to explain what has happened. See appendix 2 for 'head bump' letter.

Serious injuries requiring an ambulance

The first aider should alert the office staff and they will:

- Inform a member of the Senior Management Team;
- Record the nature of the child's injury;
- Call an ambulance;
- Contact the child's parent/carer to explain that an ambulance has been called;
- Be in attendance with the first aider and child to be able to liaise between the ambulance crew, parents and school. They will not take over the treatment of the child.

If a parent or carer is unable to come to the school quickly, we will ask their permission to accompany their child to the hospital or doctors until the parent or carer can arrive.

The first aider will record an account of the incident, together with the child's name and details. Where appropriate a RIDDOR form will be completed. A copy of this form will be sent to the H & S department of Lambeth.

See details for when to complete a RIDDOR: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

13. Protocol for dealing with a child with symptoms of Covid-19

What are the symptoms of Coronavirus?

Children can get coronavirus (COVID-19), but they seem to catch it less often than adults and it's usually less serious.

The main symptoms of coronavirus, in adults and children, are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Taking Temperature

The school will **not** routinely take temperature readings from children in any case. If a child feels hot to the touch on the upper chest, back and forehead, parents and carers are notified and asked if they would like the school to check the temperature.

If a first aider suspects that a child is showing symptoms of Covid-19 we will:

- Contact the child's parent/carer and ask them to collect their child from school;
- Supervise the child in a separate safe environment away from staff and other children until the parent/carer arrives;
- The member of staff/first aider staying with the child will be offered appropriate PPE equipment (medical grade mask/visor/disposable gloves/disposable apron).

When the parent/carer arrives, they will be given current information on where to get their child tested for Covid-19.

The school will follow the most up to date national and local guidance when communicating with parents and carrying out emergency measures.

A. Date/Time & Place of Incident

Date of incident:	Time of incident: a.m./p.m.	Date Reported: (if different)
Location and Address of incident:		Where on the premises:

B. Person(s) Ill or Injured or Involved

Surname:		First Name(s):		Male / Female	Date of Birth or Age:		
Contact Details:							
Postcode:				Contact Telephone number:			
Status: (Please tick)	LBL Employee <input type="checkbox"/>	Agency <input type="checkbox"/>	Work Experience / Trainee <input type="checkbox"/>	Student / Pupil <input type="checkbox"/>	Other service user <input type="checkbox"/>	Member of the Public <input type="checkbox"/>	Other: e.g. contractor <input type="checkbox"/>
Employee Job title (if not an LBL employee give employers name and address):				Normal Place of work:			
Department & Business Unit:							

C. Details of Incident or Hazard (*Serious incidents should be reported directly to the OHS Team by telephone ASAP x64700*)

Describe the incident:	Part(s) of the body affected by any injury:
Describe the Injury, Damage or Hazard:	What caused the injury or damage?
	Was the injured person: <ul style="list-style-type: none"> • Taken directly to Hospital for treatment: Yes/No • Remained in hospital more than 24 hours: Yes/No • Referred to Own Doctor: Yes/No • Referred to Occupational Health: Yes/No
Witnesses to the incident:	
Address:	
First Aid Treatment:	
Name of First Aider:	

D. LBL Employees Only - Lost Time Details

Normal Working Time	Work pattern, e.g. full time, part time etc:	Date of first full day of Absence or Incapacity if absent over 7 days	Date first absent:
<p>*IF THE INJURED PERSON IS LIKELY TO BE ABSENT ON THE SEVENTH DAY FOLLOWING THE INJURY PLEASE IMMEDIATELY NOTIFY THE OHS TEAM BY TELEPHONE, E-MAIL OR FAX AND CONFIRM THE ABSENCE DATES ON THE 8TH DAY OF ABSENCE AFTER THE INCIDENT. TEL: x64700</p>			

E. Management Action

Was the person authorised to be in that place at the time? Yes/No
Are you satisfied that an incident occurred as described in section C? Yes/No (If No - give details)

F. Action Taken (Please complete as appropriate for all incidents, e.g. if no action required please indicate this).

To prevent a recurrence, managers will need to investigate the incident to identify the causes, contributory factors and any remedial action necessary.

The complexity of this will depend on the seriousness/implications of the incident and will also involve examining existing precautions, methods of work, current risk assessments and training/instruction given.

<p>Please give brief details of action to be taken to prevent a recurrence:</p>
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Action completion date:		
Name of person making	Signature:	Contact
.....
Supervisor's/Manager's Verification of Report (if different from above) (please include any additional comments here)		
Name of Manager/Supervisor:	Signature:	Contact
.....
		Date

APPENDIX 2



Loughborough Primary School

Minet Road
London SW9 7UA
Tel: (020) 7274 8374

Email: office@loughborough.lambeth.sch.uk



Headteacher: Mrs L McPhee
Deputy Head: Ms M Madden



Date.....

Dear Parent/Carer

Child's Name.....

Class.....

Had an accident in the Playground/Classroom today.

He/She suffered a:

Bump [] Graze [] Scratch [] Other []

Details

.....
.....
.....

He/She received:

Bathing of the wound [] Plaster [] Ice pack []

Other.....
.....

However, should you be worried in any way, medical attention should be sought.

Kind regards

Staff Signature Staff Name.....
(CAPITALS)

Meals Supervisor [] Class Teacher [] Support staff []

Audience	All Staff, Governors, Parents
Date for renewal/updates/review	Annually
Named person responsible for monitoring	Governors & Headteacher
Ratified by Governors	14 th July 2021