



Moss Hall Schools Federation

First Aid policy

Autumn 2020

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Statement of intent

Moss Hall Federation Schools is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behavioural Policy**
- **Child Protection and Safeguarding Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Educational Visits Policy**

The school's **administrative team** has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

1. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the Moss Hall Schools will have a suitably stocked first aid cupboard in line with the assessment of needs. The cupboard is located in the medical room. It contains provision of first aid items taking into consideration that Moss Hall Junior School setting is a low risk environment.

- A booklet giving general advice on first aid
- Boxes of individually wrapped sterile adhesive dressings, of assorted sizes
- Boxes of sterile eye wash
- A selection of individually wrapped triangular bandages, preferably sterile
- Safety pins
- A box medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings

- A box large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- boxes disposable gloves (size Medium & Large)
- boxes of assorted plasters
- boxes of moist wipes alcohol free
- Boxes of Single use instant cold packs
- Equivalent or additional items are acceptable

The lead first aider is responsible for examining the contents of the cupboard, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The First Aid cupboard is located in the following area:

- Medical Room

A further First Aid box is located in the following area:

- Swimming pool

It contains a selection of plasters, moist wipes (alcohol free), sick bags, a box of disposable gloves, a box of eye wash & 30 aluminium emergency blankets.

Essential First Aid Pouches are located in the following areas:

- In every classroom

They contain a selection of plasters, moist wipes (alcohol free), sick bags and 3 pairs of disposable gloves.

2. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM and the lead First Aider.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. (Infant School)

The Lead First Aider will replenish stock when requested by class teacher and/or TA (Junior School).

The Lead First Aider person(s) will be responsible for maintaining supplies.

The current Lead First Aider appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
<u>Name</u>	<u>Email address</u>	<u>Location</u>	<u>Date</u>
<u>Maurizia De Sordi</u>	<u>welfareofficer@mosshalljnr.barnet.school.uk</u>	<u>Medical room</u>	<u>April 2019</u>
<u>Stella Michael</u>	<u>stella@mhi.org.uk</u>	<u>Medical Room</u>	<u>Sept 2020</u>

3. Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The executive headteacher / head of school / assistant Head

- The child's parents.

4. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

Infants: Sticker, orange and letter (depending on seriousness) and/or text, phone call as appropriate.

Juniors: Sticker, yellow letter and/or text, phone call as appropriate.

In the event of a serious injury or an incident requiring emergency medical treatment, the **First Aider on duty and/or Office Staff** will telephone the pupil's parents as soon as possible.

A list of emergency contacts is located on Integris. All First Aiders have view only access to retrieve contact details.

5. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visits requirements, please see the **Educational Visits Policy**.

6. Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

7. Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

Pupils will be collected from class and they will wait in the foyer area close to the office. Pupils will be monitored during this time by the Office Staff and/or the First Aider on duty depending from the severity.

8. Emergency Care plans and Pupils with medical conditions

Emergency care plans and treatment boxes

The appointed person ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the staff room. A copy is also kept in the medical room. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the medical room.

Pupils with medical conditions

A list is available in the staff room and the medical room of all pupils who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return emergency boxes on completion of the trip. If staff become aware of any condition not on these lists, please inform the appointed person.

9. Consent and Ad-hoc medical consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Parents will be asked to complete and sign a consent form if their child has been prescribed medication to be taken during school hours. The form to be clearly completed with name, class, dosage, frequency and reason with a brief explanation of the child's condition. Medication will be clearly labelled with name and dosage.

Medication will be stored safely in the medical room.

Consent forms will be kept in the Consent Folder located in the Medical room.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

10. Monitoring and review

This policy is reviewed **annually** by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is **Autumn 2021**.

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new procedures

The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.

The school ensures that additional first aid procedures are communicated effectively to all pupils and Staff.

Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.

The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

2. Social distancing and infection control measures

When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
- Basic PPE to be worn when dealing with bodily fluids like saliva, blood, less than 2 m distance.

The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, if required to do so in accordance with the **Infection Control Policy**.

3. First aiders

The school ensures that there is a minimum of **two** trained first aiders on site during school hours.

The school ensures that there is a minimum of **two** trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.

Where children aged 0 to 24 months are on site, the setting ensures at least one person who has a current paediatric first aid (PFA) certificate is on site, available at all times and accompanies children on any outings.

Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE's [statutory guidance on the EYFS](#) are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises.
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid.
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

4. First aid training

First aiders' training is kept up-to-date.

Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:

- Check if they are eligible for an extension.
- Ensure they requalify as soon as possible.
- Undertake any training that can be done online where face-to-face training is not required or available.

If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

5. Administering and handling medication

When administering medication, staff are expected to:

- Follow the procedures set out by the school.
- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.
- Wear Basic PPE- Gloves, Apron, Face covering when administering First Aid across bubbles.

The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances if required to do so in accordance with the [Infection Control Policy](#).

When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.

- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

6. Ill health and infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- Full PPE will be worn when dealing with a suspected/potential case of COVID-19 for both pupils and staff.
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature but only after the temperature is recorded.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.

Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

7. Emergencies

Accidents and emergencies are managed in line with [section 5](#) of this policy.

When administering emergency first aid, social distancing restrictions do not apply.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

8. Monitoring and review

This appendix is reviewed by the executive headteacher in reaction to any new government advice.

The date of the next review is **Autumn 2021**

Once the school resumes regular activity, and if deemed appropriate by the executive headteacher, all sections within this appendix will expire.