

# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## First Aid Policy 2021

<b>Approved by:</b>	The Full Governing Body	<b>Date:</b> March 2021
<b>Last reviewed on:</b>	March 2021	
<b>Next review on:</b>	March 2023	Produced by Nadia Underwood

*A Little Piece of Heaven on Earth*

**‘May God give you heaven’s dew and Earth’s richness.’ Genesis 27:28.**

**‘As a community we grow and flourish together. Through our core values, we seek a lifelong love of learning, pursuing wisdom and excellence so everyone achieves their best. We create opportunities to explore our own sense of spirituality and encourage all to live with thankful, forgiving hearts, respecting the preciousness of our world.’**

The Governors and Head teachers of Elmley Castle CE First School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. We are committed to the authority’s procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid within the school will be in accordance with the Authority’s guidance on First Aid in school.

### **Statement of First Aid organisation**

The school’s arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke

**Head of School** Mrs Nadia Underwood

Main Street, Elmley Castle, WR10 3HS

Telephone: 01386 710279

Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school Arrangement for First Aid Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'. The Appointed Person: Currently the Appointed person is Wendy Milum. They will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low. Each class have their own First Aid Box. These need to be stored where they are visible and easy to access. The school has wall mounted First Aid station installed in the First Aid room.

It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. Each class have their own trip first aid bum-bag. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low. Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

**First Aid Room :** There is a fully stocked First Aid Box in the science room. The Appointed Person regularly checks the First Aid Box in the First Aid Room. There is also a wall mounted first aid station installed in the First Aid Room to be used for all purposes.

**Playground:** It is every supervising adult's responsibility to provide FA in case of a minor accident. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

## Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed by telephone or text. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter and an 'I bumped my head' sticker to take home.

## First Aid and Medicine files

These files are kept in the First Aid Room. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

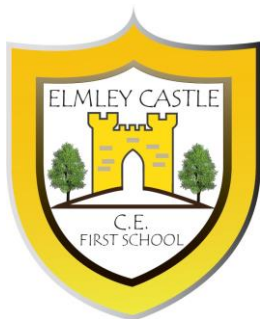
## Administering medicine in school:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office. Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in a white cabinet, clearly marked with the green cross in the First Aid room. Each child's medication is in a clearly labelled container with their care plan. All medicines in school are administered following the agreement of a care plan.

## Asthma

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump Card' form must be filled out. The 'Asthma Pump Card' is obtainable from the office. Parents need to be directed to the office to fill out the card. The office then will pass the Asthma Pump Card on to the person responsible for Medicine at school, currently Philip Croke, who will allocate a Red Asthma Pump bum-bag to the child and will inform class room staff about the child's needs regarding the asthma pump and its usage. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children.

Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers. Children are provided with RED bum-bags to carry their Asthma pumps in when not in the class-room. Only First Aid (reliever) Asthma Pumps should be kept in schools. Generic emergency salbutamol asthma inhalers: In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils'



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke

**Head of School** Mrs Nadia Underwood

Main Street, Elmley Castle, WR10 3HS

Telephone: 01386 710279

Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid cabinet in the First Aid Room in the First Aid box. The inhalers are clearly labelled.

- One salbutamol inhaler (clearly labelled), inside its original packaging with instructions on how to use and clean the inhaler.
- One plastic spacer to be used with younger children (Nursery, Reception) First Aid cabinet (ICT suit): The emergency inhaler asthma bag contains
- Two salbutamol inhalers (clearly labelled), inside their original packaging, with instruction on how to use and clean the inhaler.
- List of names of children with Asthma card In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. For further information on administering medicine see next section, also see Pupils with Medical Conditions in School policy. Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers. When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine.

## **Other Medicines Short term prescriptions;**

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the person responsible for Medicine at school, currently Mrs Davey, who will inform adults in the named child's class room regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept in the Accident file, also one copy needs to be kept with the with the medication. Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. Medications that need to be kept in the fridge can be stored in the First Aid Room.

## **Calling the Emergency services.**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children, have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

Last updated: 27/01/21 Updated by: Philip Croke (appointed person)