



AQUINAS Church of England Education Trust “Life - Transforming – Learning”

Policy Title:	First Aid
Responsibility:	Mr Daniel Finch – Head of School
Review Body:	Mrs Geraldine Shackleton - Primary Education Director
Date:	June 2020
Review:	June 2022

Together we aim believe and achieve

At Cudham CE Primary School we want the very best for the children in our care so that they flourish in our Christian community and realise their potential. We strive to provide an enriching environment where each child will be happy, thrive and succeed.

Context

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Cudham CE Primary School this is Aquinas Church of England Education Trust (the Trust).

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Head of school is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school’s separate policies for such arrangements.



This policy should be read in conjunction with the school's Administration of Medicines Policy.

Aims

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

In discharging its duty of care the Trust delegates to the Head of school the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements.

This will include:

Risk assessments including:

- Consideration of the size of the school and its layout and location.
- Specific hazards or risks on the site.
- Specific needs.
- Accident statistics.
- Selection of first aiders, and number required.
- Contacting first aid personnel.

Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.

- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (e.g., hazards on the premises). First aid arrangements in the school.



On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Be aware of the details of all first aiders and the location of all first aid boxes (see Appendix 1 at the end of this policy).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.

- Report to the Head of school any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see Appendix 2) for any incident.

Contents of first aid containers

Each class is responsible for checking the contents of their first aid kit and replenishing from the central stock in the office.

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers at Cudham CE Primary School:

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages. 6 safety pins.
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings.
- 3 pairs of disposable gloves.
- Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Procedure for sick pupils

Pupils who feel unwell should be taken to the office to explain the nature of their illness. The decision to send a sick pupil home will be made by the duty member of the leadership team. Unwell pupils must be signed out when leaving school for fire regulations.

Pupils with medical needs must be brought to the attention of the SENCo and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.



Care Plans for pupils with EpiPens are kept in the general office. EpiPens will be kept in classes. PE staff and staff supervising visits off-site should be particularly mindful of pupils with EpiPens. **This policy should be read in conjunction with the school's Risk Management Plan – Anaphylaxis.**

Accident procedures

Outside of class time, pupils should be dealt with by a member of staff on duty.

Location of first aid kits:

General Office

Staffroom

Kitchen

All classrooms have emergency first-aid pouches

Appendix 2: Information of accident/illness of a child at school

Where it is appropriate for the school to communicate directly with the pupil's parent/carer, a brief description of the incident will be recorded on this notification form and sent home with the pupil.

Name	
Date	
Nature of accident/illness	
Circumstances of accident/illness	
Steps taken by school	
Any further comments	
Signed	

Appendix – COVID-19 – June 2020

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable.

Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from 1st June the academy is expecting all pupils in pre-school, reception, year 1 and 6 to return to school.

The academy will continue to support the medical needs of pupils in the Priority Group and Eligible Group in accordance with this policy and only administer medication in accordance with the academy's administration of medication policy, subject to the following:

- Where at all possible, social distancing requirements will be implemented and maintained.
- Where the first aider is required to be in contact with bodily fluids, disposable gloves, an apron and mask will be worn.

Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) must not come to school. They should be self-isolating for 7 days and members of their household must self-isolate for 14 days.
2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms.
3. Staff, pupils and members of their households are recommended to take a COVID19 test when they display symptoms. If the test is negative staff and pupils can return to school. If the test is positive steps 1 and 2 above must be followed. Please advise the school of the outcome of the test.
4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take daily temperature.

5. Staff and pupils on the school site must socially distance at all times, where possible, in accordance with the measures implemented at the school and risk assessed.
6. Staff and pupils must only interact, while socially distancing, [in groups of no more than 15 pupils. It is accepted that with younger children this will be more difficult but staff are expected to exercise appropriate judgement whilst maintaining the safety of pupils/ in groups of less than half the usual class with no more than a quarter of the Eligible Group being at school at any time].
7. Staff and pupils must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, prior to leaving school and after sneezing and coughing.
8. Staff and pupils should avoid touching their faces.
9. Good respiratory hygiene must be undertaken by staff and pupils – A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used.
10. Frequently touched surfaces should be regularly cleaned using standard products such as detergents and bleach.
11. The school will be deep cleaned at the end of each school day.
12. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used.
13. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.

Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 7 days and their household must self-isolate for 14 days. Where staff or pupils are displaying symptoms, they will have access to a test and are encouraged to do so.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronaviruscovid-19-infection>

2. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Windows should be kept open for ventilation. They should use a separate bathroom if this is needed. The bathroom should be cleaned using standard cleaning products before anyone else uses it.
3. Where a member of staff/ first aider has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms. They should wash their

hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.

4. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
5. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
6. If other cases are detected more widely in the school then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.
2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:
 - Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
 - If alternative disinfectants are used, check that they are effective on enveloped viruses.

Used cloths etc. must be disposed of as detailed above.

5. Soft furnishing should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a school setting.
2. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
3. If providing care to someone with COVID-19 symptoms, use a fluid resistant surgical face mask, disposal surgical gloves and a disposal apron. Eye protection is

only necessary if a risk assessment determines that there may be coughing or sneezing.

DATA PROTECTION

Cudham CE Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

