

Fiveways School

First Aid/ Sudden Illness Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 yearly	December 2023	Swavek Nowakiewicz	Dec 25

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	Awaiting approval	
Head Teacher	Swavek Nowakiewicz		

Details of Policy Updates

Date	Details
Nov 2022	New Policy
December 23	Appendices forms for head injury and injury/sudden illness at school



FIRST AID POLICY

The aim of this policy are as follows:

- 1) To provide adequate first aid provision, and identify the number of qualified First Aiders, who hold the 'First Aid at Work Certificate'
- 2) To ensure adequate cover throughout the school day, including when pupils undertake educational visits
- 3) To have at least one paediatric first aider who can provide immediate first aid to the pupils in school ensuring that Fiveways School meets statutory compliance.

The person with the overall responsibility for the provision of first aid is the Head teacher who will identify an Appointed Person who has overall responsibility for the organization of first aid across the school.

**The Appointed Persons at Fiveways school are :
Paula Parkes (school nurse), & in her absence Kirsty Kerr (SENCo)**

Responsibilities - Appointed Persons

1. The Appointed Persons are responsible for overseeing the arrangements for first aid within the school and ensure the following points are covered:
 - a. First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis (appendix a)
 - b. First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located (appendix b)
 - c. First Aid boxes are available on all school minibuses
 - d. First Aid boxes are available to take on all educational visits/ off site visits (including emergency asthma kits)
 - e. A sufficient number of personnel are trained in first aid procedures at all times

First Aiders

There is at least one allocated first-aider in each classroom at Fiveways School as far as reasonably practical.

Each class has a list of First Aiders

Fiveways holds record of trained First Aiders

Responsibilities - First Aiders

1. The first aiders in Fiveways School will understand their role and be able to assess emergency situations, act safely and effectively. They will provide the following level of basic first aid during school hours within the school and on school organised excursions for adults, children and infants
 - a. CPR and AED
 - b. Unresponsive and not breathing normally
 - c. Foreign body airway obstruction
 - d. Wounds and bleeding
 - e. Shock & fainting
 - f. Seizures
 - g. Injuries to bones, muscles, and joints
 - h. Conditions affecting the eyes, ears, and nose
 - i. Chronic medical condition or sudden illness
 - j. Effects of extreme cold and heat
 - k. Burns and scalds
 - l. Bites or stings.
2. First aiders are responsible for ensuring that the First Aid log books located in each class are completed for all treatments, and that the necessary details are supplied for the reporting of accidents.
3. It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day. Details associated via the discussion with parents will be documented and held by the school within the pupils school record (date/time)

Responsibilities - School Nurse/Appointed Person

1. The school nurse/appointed person will be called upon in the immediate absence of a trained First Aider, or to assist a First Aider in situations requiring additional support of a trained medical professional for help and/or advice.

2. First Aiders will administer appropriate treatment to ill, or injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed Person, if felt appropriate, when they are on site.
3. In emergency situations, the First Aider will call **999** and request that an Ambulance and paramedics attend or will instruct another member of staff to call **999**. The First Aider will be supported in the situation by the School Nurse/Appointed Person.
4. The first aider will be responsible to consult with the Health Service Helpline (NHS Direct 111) if there is any doubt about appropriate course of action. They must also consult the parents or legal guardians.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date (refer to Appendix c). All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified
- It will be the responsibility of the appointed persons to scrutinise such records for accuracy in comments made, and report outcomes to the Head Teacher discussing any issues that may have been identified.
- It will be the responsibility of the Head Teacher to collate the information contained in the First Aid log and summarise this information into their Health & Safety report for the Governing Body

Monitoring and Review

- This policy will be monitored by the Appointed Persons & Head Teacher and reviewed in accordance with any new guidance given
- The Governors will have responsibility for ensuring this policy is formally evaluated every two years or sooner if required
- Additionally, the Head Teacher and Appointed Persons will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health and Safety learning walks undertaken by the Head Teacher and/or other identified persons including Governors
- Part of the monitoring procedure by the Head Teacher and Appointed Persons will be to review information, gathered through the learning walks
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy

Appendix a

Appendix A - FIRST AID BOX CONTENTS AND MONTHLY CHECKLIST (IN EACH FIRST AID BOX)												
CONTENTS	MONTH											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Please ensure that

- the boxes are filled to correct levels stated in the box
- the school nurse is informed if more supplies should be ordered

Appendix b



Where are the First Aid kits located?

- 1) Sports Hall (first door on your left as you enter)
- 2) The office (shelf behind Michelle)
- 3) 6th Form
- 4) Swimming Pool (next to pool toilet)
- 5) Class 1
- 6) Class2
- 7) Education Centre
- 8) Kitchen (The main kitchen check their own first aid kits)
- 9) Travel first aid kit (Paula's room)
- 10) School bus (Paul checks)

Appendix C – Accident/Incident Form

ACCIDENT / INCIDENT FORM			
INCIDENT DATE		INCIDENT TIME	
LOCATION		DATE/TIME REPORTED	
PERSON INJURED/INVOLVED			
FULL NAME			
ADDRESS			
DETAILS OF INCIDENT / ACCIDENT			
NATURE & EXTENT OF INJURIES			
What Action Was Taken ?	Ambulance called <input type="checkbox"/> First Aid <input type="checkbox"/> Hospital <input type="checkbox"/> Police <input type="checkbox"/>		
	Other (Specify) :		
WITNESS (ES)			
NAME :		CONTACT :	
NAME :		CONTACT :	
ACTION WHICH COULD HAVE PREVENTED THE INCIDENT			
ACTION WHICH COULD HAVE PREVENTED THE INCIDENT			
FORM COMPLETED BY		DATE	
APPROVED BY		DATE	
SIGNATURE			

Appendix D Head Injury Form

Dear Parent/Guardian,

Date: Time: your child.....received a bump on the head. One of our First Aiders looked after and assessed your child, and at the time, it was not necessary to refer them for further attention.

However, in rare circumstances, symptoms can develop up to 24 hrs after the injury. Should any of the following conditions occur, (see below) please refer the child to a Doctor, preferably at the local Casualty Department.

Symptoms Include:

*Severe headache, *Excessive sleepiness, *Does not like bright light *Vomiting and or fever
*Weakness of any limbs *Dizzy, double or blurred vision *Becomes disorientated, confused or can't remember the recent past *Apparent alteration in consciousness level

Please sign and return the attached copy as soon as possible to confirm you have received and read this letter.

Yours sincerely,

Head teacher
Swavek Nowakiewicz

Head bump reply slip

For First Aider

Name of Child..... Class.....

Brief Summary

.....
.....

Time of head bump Treatment given.....

First Aider Name..... Signature.....

Next Step: Phone-call home ☐ See parent at end of Day ☐

Advised to collect/Seek medical Advice ☐ **Accepted/Declined**

Time and date Parent/Guardian notified..... phone/text/in person

Name & signature of person notifying Parent/Carer.....

I acknowledge receipt of notification of my child's head bump

Signed.....Parent/Carer Date.....

Useful head bump/Injury information

Head/bump injury Signs that mean an ambulance should be Called (Dial 999)

- Unconsciousness or lack of consciousness (for example problems keeping eyes open)
- Problems with understanding, speaking, reading or writing
- Numbness or loss of feeling in part of body
- Problems with balance or walking, general weakness
- Any changes in eyesight
- Any clear fluid running from either or both of the ears or nose
- Bleeding from one or both ears
- New deafness in one or both ears
- A black eye with no associated damage around the eye
- Any evidence of scalp or skull damage, especially if the skull has been penetrated
- A forceful blow to the head at speed (for example a pedestrian struck by a car, a car or bicycle crash, a diving accident, a fall of less than 1 metre or a fall down any number of stairs)
- Any convulsions or having a fit

If the child does not have any of the problems listed above, but has any of the problems in the list below, there is the possibility of complications and a responsible adult should take the child to the Accident and Emergency department straight away. It is ok to transport the child in a car or using a taxi but if in doubt or there is a delay then call an ambulance.

Signs that a child should be taken to an A+E department straightaway

- Any loss of consciousness (being 'knocked out') from which the child has now recovered
- Any problems with memory
- A headache that will not go away
- Any vomiting or sickness
- Previous brain surgery
- A history of bleeding problems or taking medications that may cause bleeding problems (such as Warfarin)

Appendix E

Date:

Pupil Name:

Information about an injury/illness that occurred at school today.

Injury – Summary of what & how?	Parent Carer Contact
	Phone Call 1: Yes No Time: Who with? Comments:
Support / monitoring & any changes: <i>(as appropriate & refer to care plan)</i>	Phone Call 2 <i>(as appropriate)</i> Yes No Time: Who with? Comments:
First Aid / medical attention given: <i>(as appropriate & refer to care plan)</i>	Pupil collected to leave school Yes No Time: Who with? Comments:
Medication administered: What, how much? <i>(as appropriate)</i> Circle one: As in care plan Parental permission	

If this information is not sufficient, please contact us on 01935 476227 or office@fiveways.school.

Kind Regards

Teacher name:

Teacher signature:

Action required when:

- an injury requiring first aid has taken place at school.
- a pupil becomes unwell at school.

