



## Ranvilles Junior School First Aid Policy

### 1. ACCESSIBILITY

This policy is available in large print or Braille.  
Please contact the school office who will be happy  
to arrange this for you.

### 2. PURPOSE OF POLICY

This policy sets out the minimum standard requirements regarding First Aid provision  
at Ranvilles Junior School.

### 3. APPROVAL

Approval date: July 2020

Date for next review: July 2021



#### **4. INTRODUCTION**

Ranvilles Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Ranvilles Junior is held by the Headteacher who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy

#### **5. REFERENCES**

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

#### **6. AIMS AND OBJECTIVES**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them.



## 7. **CONTENT**

### 7.1 **First Aid Training**

The responsible manager will ensure that appropriate numbers of appointed persons (school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff) are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### 7.2 **Appointed Persons**

At Ranvilles Junior School there are 3 appointed people who are: Administrative Assistant, Senior Administrative Assistant and Administrative Officer.

Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

### 7.3 **School First Aid Trained Staff**

The majority of teaching staff, LSAs, office staff and the lunch time team are first aid trained.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

#### 7.3.1 **Qualified First Aiders**

First Aiders who have completed the HSE approved 3 day First Aid at Work course. There are 2 qualified First Aiders.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities



which are identified and delegated to the first aider (e.g. first aid kit inspections).

#### **7.4 First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 3 first aid kits on the premises  
These first aid kits will be situated in lower school, upper school and in the medical room.
- 1 travel first aid kit  
The travel first aid kit will be located in the medical room.
- All lunchtime staff carry small first aid kits
- Personal Protection Equipment (PPE)

It is the responsibility of the emergency/qualified first aiders/appointed person(s) to check the contents of all first aid kits and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water
- Chair
- First Aid kits
- PPE
- First Aid Book

#### **7.5 Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person(s) is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person(s) is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:



- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

If a child has received first aid treatment, in school, details are recorded on the school's electronic 'medical tracker' system, with parents automatically notified by email. In addition, orange wristbands are used to notify parents and teachers of a bump to the head.

In an emergency, our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person(s) or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person(s)/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **7.6 Records**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## **8. APPENDICES**

- First Aid Covid-19 addendum in relation to the Covid-19 Risk Assessment carried out by the Headteacher



## Implementation of Preventative System Control 1

**System of Control 1:** Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

### DfE Preventive Control Measures:

1. Implement test and trace and ensure all staff have read guidance
2. Ensure that ANYONE who has symptoms or who has tested positive (in the last 7 days) does not attend school
3. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or who has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
4. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
5. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) guidance.

### RJS School Action:

#### Parent/Carer Assessment at home

1. Parents to use guidance to assess any symptoms their child presents at home and MUST NOT send their child to school should they be concerned
2. Parents will engage with school to implement a reciprocal responsibility to maintain the well-being of all

#### Child Unwell in Class

1. Contact the school office using internal communication system
2. A member of staff will collect and escort the child to an isolated space (medical room) maintaining social distancing
3. Monitor and support the child until collected by their parents or carers
4. The medical room will be cleaned by a member of staff wearing both gloves and mask.
5. All children and adults to wash their hands thoroughly
6. Designated toilet will be used by the child (community toilet). The toilet will be thoroughly cleaned by a member of staff wearing both gloves and mask.

#### PPE

In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

#### NHS Test and Trace

The child should then be tested for coronavirus. If the test is negative, the child can return to the setting assuming they are well enough. If the test is positive, the school will phone Public Health England for advice regards other pupils and staff.



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## Implementation of Preventative System Control 6

**System of Control 6: Where necessary, wear appropriate personal protective equipment (PPE)**

**DfE Preventive Control Measures:**

PPE is only needed in a very small number of cases, including:

1. where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
2. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use

**RJS School Action:**

PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support). The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields (limited quantities)

Children need to know that some adults might be wearing PPE and that it is 'ok'.