



PAPILLON HOUSE SCHOOL

FIRST AID POLICY

Rationale

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

Aims

We aim to give clear guidelines to all staff regarding all areas of first aid which will clearly define their responsibilities within their given roles. To this end, we will ensure appropriate training is given to all employees who have volunteered for the role of First Aider.

Arrangements for First Aid.

Papillon House School will provide materials, equipment and facilities as set out in the DfE “Guidance on First Aid for Schools” August 2020. We will carry out appropriate assessment of the risks posed in the event of an accident or injury.

At the start of each Academic Year, a list of pupils who are known to be anaphylaxis, asthmatic, diabetic or epileptic is provided to staff. Where appropriate Healthcare Plans are completed for each pupil as set out in our Medicines Policy (May 2021)

All staff undertaking First Aid duties will be given training in accordance with current legal requirements. At Papillon House School this will be a QA Level 3 in Emergency Paediatric First Aid.

The locations of First Aid Kits in school are:

- School Office
- School Kitchen
- Designated First Aid Room

In addition, there is a First Aid Kit in each of the two school minibuses.

The contents of the kits will be checked every half term by the School Secretary.

Off-site activities.

A person who has been trained in First Aid will accompany all off-site visits.

At least one first aid kit will be taken on all off-site activities, along with individual pupils’ medication such as inhalers, EpiPens etc.

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, First Aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help, including calling an ambulance, where necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Keep a record of each casualty attended to, the nature of the injury and any treatment given, in the book provided in the office. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that their qualification and insurance (provided by the school) are always up to date.

Calling the Emergency Services

In the case of major accidents, it is the decision of the fully trained first aider whether to call the emergency services. Staff are expected to support and assist the trained first aider in their decision. If a member of staff is asked to call the emergency services they must state:

- Whether the casualty is breathing and/or unconscious
- What has happened
- The casualty's name and age
- The name and location of the school
- Any relevant medical condition of the casualty

In the event of the emergency services being called, a member of staff should wait by the school gate to guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give 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 located in the school office.

Transport to hospital or home

A senior member of staff will determine what is a reasonable and an appropriate action to take in each case taking into account the following:

- Where the injury is an emergency, an ambulance will be called following which the parent/next of kin will be called.
- Where hospital treatment is required but it is not an emergency, the parents/next of kin will be contacted and asked to take over responsibility for the casualty.
- If the parents/next of kin cannot be contacted then the casualty will be taken to hospital with the support of a member of staff

It is the responsibility of the senior member of staff to:

- Ensure that a casualty who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Where the senior member of staff makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Responsibilities of All Staff

It is the responsibility of all staff to:

- Familiarise themselves with this Policy and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual children
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or radio, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Take a casualty who has minor injuries to the office if they are able to walk where a First Aider will see them; children should be accompanied.
- Have regard to personal safety.
- If accessing a first aid kit for personal use, do not remove it from its designated place.
- If any loss or damage to first aid equipment is noticed it must be reported to the School Secretary
- If a first aid kit is poorly stocked, this should be reported to the School Secretary

The School Secretary will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured child.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Ensure that all First Aid Kits are always fully stocked.

Treatment of Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated. We will always check in a child's medical notes to see if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing.

Any first aider can treat more severe cuts and attend the patient to give advice. Minor cuts should be recorded in the accident file and, in the case of a child, the parents informed.

Anyone treating an open cut should use disposable gloves. All blood waste is disposed of in a yellow medical disposal bag.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated by a First Aid.

Parents/guardians must be informed as soon as possible by telephone. In most cases this will be by the School Secretary although there may be occasions when the class teacher or a senior member of staff will need to make the call.

In the case of a child, the class teacher should be informed and the child will continue to be monitored until they are either collected by their parent or taken to hospital.

All bumped head incidents should be recorded in the accident file and recorded in the child's home/school book. A bumped head information sheet will be sent home with the child for parents.

HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities. They must take particular care when dealing with blood or other body fluids and disposing of dressings or equipment.

Inhalers clearly labelled with the pupil's name, dosage/ frequency of expected need, date of dispensing, cautionary advice, and expiry date, should be made available by parents to be kept in the school Office. A first aider will support a child to use their inhaler when required.

ASTHMA

Asthma is caused by the narrowing of the airway, the bronchi, in the lungs, making it difficult to breath. Symptoms include breathlessness, coughing and tightness in the chest.

What to do in the event of an asthma attack

- Remain calm and reassure the casualty
- Stay with the adult/child at all times and radio call for a first aider, give the child's name and location.
- Let the adult/child sit down: do not make them lie down.
- Encourage the casualty to take long, deep breaths. This helps to slow down their breathing and prevent hyperventilation
- Let the adult/child take their usual treatment
- Monitor the person until help arrives
- Call an ambulance if required.

EPILEPSY

Epilepsy is a tendency to have seizures (convulsions or fits). There are many different types of seizures.

What to do if an adult/child has a seizure

- Remain calm.
- Ensure the person is not in any danger from hot or sharp objects or electrical appliances. Preferably move the danger from the child or if this is not possible, move the child to safety.
- Radio call for first aider, give name of pupil and location
- Time the seizure
- Let the seizure run its course
- Do not try to restrain convulsive movements
- Do not put anything in the person's mouth, especially your fingers
- Do not give anything to eat or drink
- Loosen tight clothing especially round the neck
- Do not leave the child alone
- Remove all other adults/pupils from the area
- If the person is not a known epileptic, an ambulance should be called
- An ambulance should be called if a seizure lasts 4 or more minutes (known epileptics)
- If the person requires medication to be given whilst having the seizure, then a member of staff trained to give the medication must do it
- As soon as possible put the person in the recovery position. Seizures are followed by a drowsy and confused period. Arrangements should be made for the person to have a rest as they will be very tired.

ANAPHYLACTIC SHOCK

Anaphylaxis is an acute/severe reaction needing immediate medical attention. It can be triggered by a variety of allergens, the most common of which are foods (peanuts, nuts, cow's milk, kiwi fruit and shellfish) certain drugs such as penicillin, and the venom of stinging insects (such as bees, wasps, and hornets).

In its most severe form, the condition is life threatening.

Adults/pupils should have their own EpiPen which is kept in the school office. It must accompany the person when they go off site.

Symptoms

- Itching or strange metallic taste in the mouth
- Hives / skin rash anywhere on the body, causing intense itching
- Angioedema – swelling of lips/eyes/face
- Swelling of throat and tongue – causing breathing difficulties/coughing/choking
- Abdominal cramps and vomiting
- Low blood pressure – child will become pale/floppy
- Collapse and unconsciousness
- Not all of these symptoms need to be present at the same time

First Aid treatment

Oral Antihistamines

Injectable Adrenalin (EpiPen)

WHAT TO DO IN THE EVENT OF AN ANAPHYLACTIC REACTION

- Remain calm
- Stay with the child at all times and radio call for a first aider, give the child's name and location.
- Treat the child according to their own protocol which will be found with their allergy kit.
- Contact the parent or guardian.
- Call an ambulance if required.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form

Record Keeping Statutory Accident Records

The Head Teacher will ensure that the school keeps readily accessible accident records, written or electronic, are kept for a minimum of three years.

A record is kept of any first aid treatment given by first aiders or appointed persons. This record should be completed by any first aider administering treatment or support to children and young people in the school's care. This should include:

- The date, time and place of accident / incident
- The name (and class) of the injured or ill person
- Details of their injury / illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.
- Whether or not and to whom the incident has been referred.

The Management Team must ensure that the school has in place procedures for ensuring that parents are informed of significant incidents.

Accident file

- The accident file is located in the School Office. Each year there is a new file. Old files are stored in the school office.
- For major accidents, the form must be signed by the Head Teacher, a copy taken and placed in the child's record.
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Accident Reporting

The Director or Business Manager will implement the procedures for reporting:

- All accidents to pupils, employee and non-employees
- All incidents of violence and aggression.
- The Director or Business Manager are aware of their statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees.

It is the responsibility of the Business Manager to investigate and report all incidents. The Business Manager will determine whether the incident should be reported to RIDDOR.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Papillon House School. There are annual procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

This policy should be read in conjunction with all other relevant policies. Please take note of our COVID-19 Update at the end of this policy.

Written	Gillian Hutton	Head Teacher	September 2007
Reviewed	Alicia Rickman	Senior Teacher	September 2009
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Reviewed	Alicia Rickman	Head Teacher	September 2016
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Reviewed & amended	Alicia Rickman	Head Teacher	September 2020
Reviewed & amended	Gillian Hutton	Director	May 2021

Agreed by the Management Team: June 2021

COVID-19 Update to First Aid Policy - Papillon House School

This guidance is to ensure first aiders are confident that they can help someone injured or ill at work during the coronavirus (COVID-19) pandemic.

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions– **do not** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible
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After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible