

# First Aid Procedure

Approved by: Assistant Headteacher

Date: September 2024

Review date: September 2025



Knowledge



Spark



Humanity



Grit



Team

## First Aid Procedures 2024

### Our First Aiders

Name	Role	Area of School	Course completed	Expires
Lavinia Hewitt-Hill	TA EY&KS1	Early Years	12/01/2024	11/01/2027
Sabina Alam	TA EY&KS1	KS1	12/01/2024	11/01/2027
Vanessa Watson	HLTA KS2	KS2	12/01/2024	11/01/2027
Lee Cockcroft	Caretaker		04/10/2024	04/10/2027
Stephanie Maden	TA EY&KS1	Reception	04/10/2024	04/10/2027
Rachel White	TA EY&KS1	Early Years	04/10/2024	04/10/2027
Stacey Sutcliffe	TA	Nursery	25/01/2022	24/01/2025
Aston Queeley	Therapeutic Team	All School	04/10/2024	04/10/2027
Claire Speight	TA Nursery	Early Years	25/1/2022	24/1/2025
Eleanor Clark	Teacher	All School	12/01/2024	11/01/2027
Emily Buxton	Teacher	All School	12/01/2024	11/01/2027
Kirsty Wilson	TA KS2	All school	04/10/2024	04/10/2027
Kirsty Webster	Teacher	KS2	12/01/2024	11/01/2027
Natalie Phipps	Teacher	All School	12/01/2024	11/01/2027
Kara Thomson	TA	KS1	12/01/2024	11/01/2027
Lisa Dobson	TA KS2	KS2	12/01/2024	11/01/2027

### Our First Aiders Are Responsible For

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary
- Fill in an accident report on the same day or as soon as is reasonably practicable after an incident.
- Keeping their contact details up to date

### All Staff Are Responsible For

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports on CPOMS for all incidents they attend to where a first aider is not called

### **Class Teachers/TA's/Office Staff are responsible for**

- Sending home inhalers and other medicines at the end of the school year
- Disposing of out-of-date medicine correctly
- Administering medications as detailed on the medicine consent form
- Returning any medication to the parent/carer when the consented amounts have been given and some medication remains.
- Ensuring completed courses/medication forms are shredded.
- At the end of the academic year the medicine box for that class is transferred to the new class teacher and any medical information is passed on. This would be for things like Asthma where the child has a continuous plan that is not required to be updated annually.

### **Recording First Aid**

At Clapgate, we record all first aid incidents on CPOMS. We have three categories to record first aids incidents under:

1. Bumped Heads- Any head injury
2. Minor injury- Injury to anywhere other than the head
3. Serious Injury- A child's injury has meant they have had to seek medical care, and a CF50 has been filled out.

When recording first aid incidents on CPOMS, the date, child's name and adult report of the incident are automatically recorded. Staff will need to add the following information about each incident.

1. Exact time
2. Location of the accident
3. How the accident occurred
4. Action that was taken

For bumped heads, an email or phone call needs to be sent immediately. Office staff will be alerted of the injury via CPOMS, if you are unable to complete the CPOMS immediately please tell office staff. A paper 'bumped head' form should also be sent home with the child to cover the eventuality of someone other than the parent collecting the child.

### **Notifying Parents**

The office staff will inform parents via Arbor of any accident or injury sustained by a pupil and any first aid treatment given on the same day once alerted by CPOMS for all children in KS1 and KS2.

EYFS staff will inform parents via Tapestry of any accident or injury sustained by a pupil and any first aid treatment given on the same day.

### **Medicines**

#### **Consent**

Parents must sign a consent form for their child to have medicine administered in school, parents must come to the office to complete this form. The completed form will be then scanned into CPOMS and then taken to the classroom with the medicine. School staff can administer non-prescription medication with written consent from the pupil's parent/carer. All prescription medication must be clearly labelled with the child's name on a prescription label.

On Consent forms, parents will be asked:

- The name of the medicine
- Dosage
- The last dose given
- Time of dosage

### **Administering Medicines**

Medicine for EYFS will be kept in a secure cupboard/cabinet or fridge within the Foundation Stage and administered by EYFS staff as requested on consent forms.

Medicine for KS1 and KS2 will be kept in the classroom (out of reach and in the medicine box) or the office or EYFS fridge (for items that need to be refrigerated) and administered by the class teacher, TA or office staff as requested on consent forms.

### **Recording Administered Medicines**

All medicines administered will be recorded on CPOMs by the person who has given the medication to a child.

When recording medicines administered on CPOMS, the date, child's name, and adult is automatically recorded. Staff will need to add the following information about each incident.

1. Medicine administered
2. Dosage
3. Exact time

### **Inhalers**

Only blue inhalers are to be used in school unless clearly stated by a doctor through a prescription or Asthma plan.

Blue inhalers tend to be used for instant relief and are normally not used at set times of the day. However, if a parent asks for a blue inhaler to be given at a set time regularly, then an asthma plan is needed, or a prescription is needed stating so, and SLT needs to be informed.

All blue inhalers are to be kept in the classroom in a place that is accessible but not in children's bags. Alongside inhalers, staff will keep the following documents and complete the following checks.

1. Check that all inhalers are in a box with the child's name clearly labelled.
2. Check the date on the internal tube regularly.
3. Ensure an Asthma Plan stating the dosage and what to do in an emergency. A plan must be requested if a child doesn't have one. An Individual Healthcare Plan (IHP appendix 1) needs to be in place. On the IHP, you need to record when the inhaler is required, the number of puffs, how quickly the child can have a second/third dose, at what point parents need calling, and at what point 999 needs calling.
4. Complete a school administration form (appendix 2). Each time a child has an inhaler, the staff member must record its use on CPOMS.

A one-use emergency inhaler and EpiPen are available for emergency use for the school office.

## Appendix 1



### Individual Healthcare Plan

Child's name	
Class	
Date of birth	
Home address	
Medical diagnosis/ condition	
Date of plan	
Review date	

#### **Family Contact Information**

Name and relationship to child	
Phone no - work	
Phone no - home	
Phone no - mobile	
Name and relationship to child	
Phone no - work	
Phone no - home	
Phone no - mobile	

#### **Medical contacts**

Name of clinic/hospital contact	
Phone number	
GP name	
Phone number	

Responsibility for providing care in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or environmental issues.

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Name of medication	
Dose and method of administration	
When to be taken	
Side effects	
Administered by/self administered With/without supervision	

Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips


Other information

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Describe what constitutes an emergency and the action to take if this occurs

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Person responsible in an emergency

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Plan developed with:	
Staff training needed/undertaken – who, what, where	
Form copied to:	