

Moorside Primary School



First Aid Policy

To be read in conjunction with:
Health & Safety Policy
Health & Safety General Statement
Fire & Emergency Routines and Procedures Emergency Plan
and Supporting Pupils at School with Medical Conditions
Person Responsible for Review:
Head Teacher / Governing Body

MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.

We pride ourselves in belonging to a caring school community where everyone is welcome.

We strive to deliver an outstanding education for all our children.

We help everyone to become caring and active citizens

We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.

We want to create new opportunities for everyone to succeed.

We want to create a culture which broadens all of our horizons.

We want everyone to be able to tackle the challenges we will face in an ever changing world.

We want all of our children to effectively engage with each other and with our community.

Our values

We all believe...

Our local community deserves a school they can be proud of

We are a caring community where everyone is welcome

We all value, respect and support each other

Our community has the right to be safe and healthy.

Our children should have the chance to enjoy and be enthused by their time in our school

We all agree...

Everyone will always try their best and take pride in all that they do

Everyone will demonstrate good manners at all times

Everyone will respect each other and show consideration

Everyone will respect and care for our environment and resources

Everyone will celebrate each other's successes and achievements

First Aid at Moorside Primary School

Who is Responsible for First Aid?

Governing Body – The Governing Body have a legal duty to ensure that Schools have a Health & Safety Policy and receive information in relation to all Health and Safety issues that may cause or have caused a risk to pupils, staff, visitors and other stakeholders. In addition to the Health and Safety Policy, Moorside Primary School have put together a First Aid Policy to assist staff and inform parents. The school recognises that there is a cross over between medical needs and first Aid and although this might be deemed as a duplication in part we hope that it outlines our commitment to the well-being of all our children, parents, staff and other stakeholders.

Head Teacher – The Head Teacher is responsible for ensuring that everyone understands the importance related to first aid.

School Business Manager – Supports the Head Teacher with their responsibilities and ensures that processes are in place.

Site Manager – Ensures that regular checks are made as directed by the Head Teacher or School Business Manager

The Local Education Authorities provide information to support schools in ensuring that any policies in relation to Health and Safety and First Aid are based on an assessment of local need.

At Moorside Primary School we review the following at least every six months:

- Number of first aiders with a recognised qualification.
- Number and location of first aid containers.
- Arrangements for off-site activities/trips.
- Arrangement for adequate cover at lunch times and breaks.
- Adequate provision for leave and in the case of absences.
- Adequate provision for practical work i.e. food technology, design technology and PE events.
- Any provision with contractors or staff employed through a service level agreement.
- Out of school arrangements e.g. after school clubs / lettings / parent evenings/ parent events held in school etc.
- Insurance cover

Main duties of a First Aider:

- 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.

What is an appointed person?

- An appointed person is someone who takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first-aid containers.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Appointed persons are not first aiders and do not give first aid treatment for which they have not been trained.

First Aid Training

At Moorside Primary School we take our responsibilities very seriously and ensure that we do have staff trained in the following:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding
- How to use an Automated External Defibrillator (One held in school – Head Teachers Office)

First Aid containers are located in several areas of the school and the office hold comprehensive bags for school trips etc.

During induction training all staff are made aware of the schools policies and procedures in relation to first aid. Staff who do agree to become first-aiders do so on a voluntary basis.

What to do in an emergency

- Get someone to find a first aider
- Administer first aid, if qualified to do so
- Ensure the person is as well as they can be and the surrounding area is safe for other pupils / staff
- Report incident to Head Teacher \ Leadership and ask for next steps
- Ensure paperwork is completed with regard to the accident
- Contact parent/s if appropriate
- In the case of a pupil ensure that the class teacher is aware of the incident

First Aid and Reporting Accidents, incidents and dangerous occurrences

Even the most careful of us can unfortunately suffer an accident. However minor the injury may seem, be sure to report it immediately to the first aider. All accidents must be recorded and the class teacher must be advised to enable information to be fed back to parents.

Infectious/Contagious Diseases

If the school notices that your child might be suffering from one of the infectious or contagious diseases listed below:-

Mumps	Dysentery*
Measles	Glandular Fever*
German measles	Poliomyelitis*
Chickenpox	Scarlet Fever*
Cholera*	Smallpox*
Diphtheria*	Typhoid*

The above list is not definitive.

The school will contact parents to ask them to attend school in order to prevent the possible spreading of the disease to other people, we may ask you to stay away from work. For the duration of your absence, the normal conditions of employment will apply.

Medications – The school is committed to their pupils and hope that all children can attend school on a regular basis. Some children may need to take medication or have specific medical needs. If more information is required, please refer to **Supporting Pupils at School with Medical Conditions (detailed information in relation to Medical conditions are included in this policy)**. No medicine must be brought into the school without advising the Head Teacher via the school office and completing the necessary forms. No pupils should have medicine in their school bags.

Asthma

Use of Nebulisers -Some children with severe asthma may use an electric device called a Nebuliser to deliver asthma drugs. In such cases the school will liaise with the school nurse on the correct management.

At Moorside Primary School we welcome pupils with asthma. They will be encouraged to take a full part in all activities of the school. The school will ask parents whether their son or daughter has asthma. A record will be kept of all pupils with asthma. Details of treatment will be obtained from parents, together with clear guidance on correct usage.

All staff at the school will be advised on practical asthma management.

Pupils who have reliever inhalers such as Ventolin, Bricanyl and Salbutamol, will probably have an inhaler at home and one on the journey to and from school. Pupils who have preventer inhalers may need to take these during the school day. Some pupils may have both a preventative and reliever inhaler.

The school holds emergency inhalers and these will be used if any pupil does not have their inhaler available but we would encourage all parents/carers that it is their responsibility to ensure that their inhalers are in school and are in date.

Parents will be consulted as to where their child's inhaler will be kept. Pupils may keep their own inhaler with them in a bum bag provided by the school. As it is **important that pupils have easy access to their reliever inhaler at all times**. Delay in taking reliever treatment can lead to a severe attack and, in rare cases could even prove fatal. The school will ensure that pupils with asthma have easy access to their reliever inhaler at all times; in the classroom, on the sports field, at the pool, at break and lunchtimes and on school trips.

Diabetics

Some school staff have been trained in supporting pupils with Diabetes. Please refer to Linda Hall (Head teacher) for further information.

Sport

The aim of total normal activity will be the goal for all but the most severely affected pupil with asthma.

Allergies

The school has a number of pupils and staff with allergies. The school recognises the importance of keeping our children and staff safe and in order to try to reduce risk we DO NOT allow Nuts of Any Food containing Nuts in the School. We also do not allow KIWI fruit in the school. Please note that Nutella is not allowed.

Defibrillator

The School has a defibrillator in the school but this will only be used in emergencies.

Everyone at Moorside Primary School is committed to the wellbeing of pupils, staff, visitors and all stakeholders. We will administer first aid if trained to do so; but we are not qualified practitioners. If you think your child is ill BEFORE they come to school or if they are taken ill at school and you are concerned please seek medical advice.

H&S - Linked policies

Health and Safety Policy

Emergency Plan - Emergency Fire and Emergency Routines -

Supporting Pupils at School with Medical Conditions

Critical Incident & Continuity Plan

Policy Date	Updated	Next Review
September 2017	September 2018	September 2019
September 2019	September 2020	September 2021
September 2020	February 2021	September 2021



FIRST AIDERS

First Aiders at Moorside Primary School

Linda Hall First Aid at Work RQF Level 3 December 2019 – December 2022

Siobhan Rowe First Aid at Work RQF Level 3 December 2019 – December 2022

Rachel Burns First Aid at work RQF Level 3 – December 2019 – December 2022

Nikki Harris Paediatric First Aid Certificate from October 2019 – October 2022

Bekki Conroy Paediatric First Aid from January 2020 – January 2023

Online Training January/February 2021 (All Teacher, HLTA's, Teaching Assistants and Administration Staff)

Workplace First Aid Online Training Course Three hour certified course.

Paediatric First Aid Online Training Course Three hour certified course.

Automated External Defibrillator

Linda Hall

Siobhan Rowe

Nikki Harris

Theresa Knowles

Carmen Chapman