



# **First Aid Policy**

Reviewed and Updated: February 2018  
Next Review date: January 2019

## **Our Mantra**

Aiming high and Achieving Our Best

## **Our Values**

Curiosity – we are inquisitive learners who love to explore and investigate!

Creativity – we are imaginative and inventive!

Confidence – we have a resilient, 'can-do' attitude to learning!

## **Aims**

To provide an environment and curriculum that stimulates every child's desire to learn; to teach creatively to inspire children with unique learning experiences; to foster high aspirations and encourage children to be the boss of their own learning, to enable children to confidently take on the world

**Chair of Governing Body:**

**Head Teacher:**

## **1. General Statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, 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.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## **2. 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.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

## **3. 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 if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for :-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

## **4. Procedures**

The following are general first-aid related procedures to be followed by all staff:

If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.

Assess the patient's condition and then call 999 or 112 for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision (See 'Procedures in the Event of First Aid Emergency' – Appendix 1, 'Confidential First Aid Form' – Appendix 2 and 'Accident' Form – Appendix 3)).

If you need to access a first aid kit for personal use, do not remove it from its designated place. Any loss or damage to first aid equipment must be reported to Trudy Watts. If a first aid kit is poorly stocked, this should be reported to Trudy Watts. All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Trudy Watts when it is poorly stocked.

## **5. Transport to hospital or home.**

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital. However, where the Head teacher 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.

## **6. Parent reporting**

All reported injuries which have required first aid to be administered will be reported to parents either by phone or in person at the end of the school day. Pupil accidents involving their head will be provided with a head notice which outlines what happened, what treatment was given, time of injury and also it offers advice about what symptoms to look out for. (See appendix 1) The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. All slips are kept in the accident book in the first aid room.

## **7. 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.

## **8. Children with Medical Needs**

A list of children who have epipens, inhalers or who have diabetes will be attached to the staff room cupboard door. This information is confidential. The location of each child's epipen or inhaler will appear alongside the child's name.

## **9. Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This will be renewed every 3 years.

## **10. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

**First Aid boxes can be found in the following areas:**

Kitchen and disabled toilet.

**11. Parental consent**

Parental consent for administering First Aid is provided through a consent letter which is completed when a child starts at the school. Any relevant medical conditions information is provided on SIMS and is also distributed to relevant staff. This includes children with inhalers, insulin or other medical conditions.

**12. Employee injuries**

All employee injuries and significant injuries to pupils will be recorded on report form PO3, a copy being kept on file in the main office and a copy sent to the Health and Safety Team. The Head Teacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. 'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team will be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self- employed persons working on school premises must be reported in the same way as for school staff. Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations.

**13. Personnel**

Appointed persons:

- Mrs Watts
- Mrs Pascoe

**14. Qualification**

Emergency Pediatric trained First Aiders Level 3 in school

15 staff – certificates held centrally in the CPD file in office – March 2018