



Bladon C of E Primary School

First Aid Policy (C19)

Reviewed: November 2014

Next Review Date: March 2018

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

Purpose

The purpose of this policy is to ensure first aid procedures are properly covered by the school. First aid is the initial management of an injury or illness. It includes assisting in an emergency situation in the giving of prescribed medications to individuals unable to take their medication to relieve symptoms.

Duties and Responsibilities

The Head Teacher will ensure that all risk assessments are kept under review (see Health & Safety Policy R02) and that the appointments, training and resources for first aid arrangements are appropriate and in place. The School Business Manager will ensure that proper insurance arrangements are provided for claims arising from actions of staff acting within the scope of their employment and will ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents. The staff notice board has any important first aid details including arrangements for pupils with medical needs. An up to date register of pupils with medical needs is also kept in each class register. A list of staff trained in *First Aid at Work* will be maintained. The School Business Manager will ensure:

- All first aid equipment and materials are fully stocked and up to date.
- Safely discarded items after the expiry date has passed.
- All incidents are recorded in the Minor Incident Folder, which is shown to a senior member of staff, and a copy sent home to parents.
- The class teacher is informed of all accidents and first aid applied.
- The school keeps a record of first aiders and certification dates.
- At least one first aid qualified person accompanies all outings/off-site visits.

Qualifications and Training

All first aiders must hold an up to date and valid certificate of competence, issued by an organization whose training and qualifications are approved by the Health and Safety Executive HSE.

Training courses cover a range of first aid competences. The school will also arrange appropriate training for first-aid personnel with regard to resuscitation procedures for children and in Paediatric First Aid.

Other Staff

Teachers and other staff not trained in first aid are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aider's Main Duties

The main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary, ensure that an ambulance or other professional medical help is called
- Accompany a casualty to hospital if asked to do so by a senior member of staff.

Contents of First Aid Kit

All First Aid Kits must be made of suitable material designed to protect the contents from damp and dust and clearly identified with a white cross on a green background, in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996. They must be regularly checked and if necessary re-stocked by the appointed person, and a record kept, including dates, in or on the container. They should contain only those items which the First Aider or Emergency First Aid Person has been trained to use.

Reporting Accidents and Record Keeping

The most senior teacher on site must be informed of all injuries occurring in a day. All head injuries must be reported to parents immediately. All serious incidents, accidents, near-misses, dangerous occurrences and work-related ill health events should be reported on the OCC's online reporting system. Staff should also complete the accident reporting form for employees if they sustain an injury at work.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- All records must be kept for a minimum of three years. For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995.

Outline Procedure for Administering First Aid

On establishing that first aid treatment is required the First Aider will:

- Establish that the injured child is safe for them to move. If there is any doubt that an injured child should not be moved, call the emergency services. If it is safe to move a child, they should be moved to an appropriate area where a First Aider will inspect and, where appropriate, provide treatment. Two members of staff must be present when inspecting or treating injuries under clothing.
- For their own protection and the protection of the child, the First Aider should wear protective gloves to treat all injuries that involve blood and other bodily fluids. Soiled dressing and gloves should be wrapped before disposal. Only sterile gauze should be used for open wounds.
- The First Aider is responsible for completing the record in the Minor Incident Folder (located in the PPA room) and a photocopy made and given to parents or carers. Serious incidents must be recorded using the online reporting system. Parents must be informed by telephone of all head and serious injuries.
- Constant supervision will be provided for injured children where possible. Where the injury or illness requires, or if there is any doubt over the health and welfare of a child, the adult should speak to a senior member of staff. Parents or carers should then be contacted as soon as possible so that the child can be collected. When leaving, parents must sign out their child.
- If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request an ambulance. This must be followed by a telephone call to parents or carers. Should a child be taken to hospital before a parent or carer arrives at school, a member of staff should accompany the child to hospital and parents will be directed to go straight there. Children who go to hospital should go with any medicines the school holds e.g. asthma inhalers