# ELMRIDGE PRIMARY SCHOOL

*Learning through success*

# FIRST AID POLICY

| Policy Version | | | |
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| Date | Document Version | Document Revision History | Document Author/Reviser |
| 1.7.13 | 1.0 | Created at Elmridge as Acre Hall joined The Dunham Trust – circulated and approved by LGB and SLT | V. Mohammed |
| 15.9.14 | 1.1 | Updated to reflect staff training | M. Edmundson |
| 5.7.15 | 1.2 | Updated by SLT | M. Edmundson |
| 29.9.15 | 1.3 | Policy completed revised in light of new requirements – put forward to LGB for approval | M. Edmundson |
| 1.9.17 | 1.4 | Policy updated in light of advice from safeguarding consultant | M Edmundson |
| 5.9.18 | 1.5 | Policy review | M Edmundson |

This policy will be reviewed every 12 months in light of local and Government legislation.

## 1. Introduction

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment to deal with First Aid emergencies and ill health occurring at work. This policy outlines the Acre Hall Primary School's (AHPS) responsibility to provide adequate and appropriate first aid to our children, staff, parents/carers and visitors and the procedures in place to meet that responsibility.

The school recognises that First Aid can save lives and prevent minor injuries becoming major ones. This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at AHPS. The requirements for the statutory provision of First Aid have been taken into full account to ensure that the school will provide adequate and appropriate equipment, facilities and qualified first aid personnel. Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the school. This policy is informed by earlier guidance published by a Department for Education: Guidance on First Aid for Schools (DfEE) and is reviewed annually.

## 2. Roles and Responsibilities

### Local Governing Body

The school has a Local Governing Body which sets this First Aid policy and the Head of School will effectively monitor and review its implementation.

### The Head of School:

- is responsible for the health and safety of all employees and anyone else on the premises. This includes the teachers, non-teaching staff, children and visitors;
- will ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place;
- will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment;
- is responsible for putting this policy into practice and for developing detailed procedures; and
- will ensure that the policy and information on the school's arrangements for first aid are made available to parents/carers.

### All staff:

- are expected to do all they can to secure the welfare of the children

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## 3. Aims

- To identify the first aid needs of this school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises while on school visits.

## 4. Objectives

- To identify the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/carers of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 5. Reporting and Recording Accidents

### Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) dictate that some accidents must be reported to the HSE.

The following accidents must be reported to the HSE involving children, staff or contractors working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents involving amputations, eye injury, unconsciousness (not fainting)
- Accidents which prevent the injured person from doing their normal work for more than three days.

For more details see HSE guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A): Statutory accident records. The Head of School will ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (Please see HSE: The Accident Book BI 510)

The Head of School will ensure that robust procedures are in place for ensuring that parents/carers are informed regarding significant incidents and that these procedures are consistently applied.

**Recording Accidents**

The school will establish and maintain a single Accident Record Book which is kept in a central location: its use and location known to all school staff. The school's Accident Record Book will be a robust and visible document, which will not be taken from its location; completion of this will be monitored on a daily basis by a member of the administration team.

The school also has a First aid Incident and sickness record book which is kept in the first aid room.

The Head of School will ensure that a clear and accurate record is kept of any first aid treatment given by first aiders or appointed persons. This will include:

- Date, time and place of incident.
- Name (and class) of the injured or ill child, visitor or member of staff.
- Details of the 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.

## 6. Serious Accidents

HSE will be notified of **fatal and major injuries and dangerous occurrences without delay** (**0845 300 99 23**). This will be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they will be reported to HSE within ten days on Form 2508.

The Head of School are responsible for ensuring this happens

## 7. Action in the event of an injury

- People with minor injuries should report to the nearest First Aider.
- Children needing first aid during a lesson should be referred to the nearest First Aider by the teacher. They may be accompanied by another child (if the injury is minor) or by another adult if the injury is more serious.
- If moving would further endanger the child, then the nearest First Aider should be called to the casualty via the school office.
- **Casualties with suspected fractures or back or neck injuries must not be moved unless directed by the ambulance personnel. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.**
- Injuries and accidents that occur during non-contact and break times should be dealt with in a similar way by the Duty Staff.
- School staff are not allowed to administer any medication or cream without written parental consent including dosage and frequency.
- Before applying an adhesive covering (a plaster) the injured person should be asked if they are allergic to plasters.
- No treatment or procedure should be attempted for which formal training has not been undertaken.

- More serious head injuries must be reported and referred on to the nearest casualty department.
- For less serious head injuries that do not require immediate hospitalisation, a proforma should be sent home with the child which can be found in the medical room. This is called an “Accident, incident and illness register” but is only used for head injuries. A slip for parents/guardians is torn off after entry. This is taken home by the child to show the parent. The class teacher should inform the parent on collection of a bang on the head to a pupil during the school day reminding the parent/ carers to monitor their child.
- Parents/carers of children who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.
- No child should be left unsupervised in the Medical Room.
- In more serious cases, where hospital attention is deemed necessary, an ambulance will be called and the parent/carer informed.

**8. Accompanying sick or injured children:**

- In the absence of a parent/carer, a member of staff must accompany the child to the hospital and remain there until the parent/carer arrives.
- If a parent/carer cannot be contacted, the school will act in ‘loco parentis’ and give permission for any emergency treatment.

**9. First Aid Staff**

**Appointment of First Aiders**

The Head of School should ensure that a suitable number of First Aiders are trained who have successfully completed the four-day ‘Statutory First Aid At Work’ qualification or the paediatric first aid qualification, in line with DfE guidance on the number of First Aiders to staff numbers. The school will also seek to provide training for other staff who wish to have some basic knowledge of First Aid (Appointed Persons), having taken part in a one-day course, but these staff will not be designated as First Aiders.

**Communication**

The names of all qualified First Aiders will be prominently displayed at key locations throughout the school including:

- Main office.
- Staffroom.
- Staff work room.
- On notice boards in major circulation areas.

**Indemnity and Insurance**

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the school, such as

a child, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are an officially-designated First Aider with a current valid 'First Aid at Work Certificate' and have attended relevant refresher training;
- they are an officially-designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training;
- the relevant protective equipment (PPE) is used; and
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and the First Aider or Appointed Person is acting in good faith.
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## 10. Procedures

### Risk assessment

Reviews are required to be carried out at least annually, or more frequently, at the request of the Head of School. Recommendations on measures needed to prevent or control identified risks will be promptly communicated to the Head of School in writing or electronically.

### Re-assessment of first-aid provision

As part of the school's annual monitoring and evaluation cycle:

- The Head of School will review the school's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The Head of School will monitor the number of trained first aiders, alert them to the need for refresher courses and organises their training sessions.
- The Head of School will monitor the emergency first-aid training received by other staff and organises appropriate training.
- An Appointed Person, nominated by the Head of School will check the contents of the first-aid boxes termly.

### Providing information

The Head of School will ensure that all staff (including those with reading and language difficulties) are informed about the first-aid arrangements, the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

The Head of School will:

- Provide information for new staff as part of their induction programme;
- maintain a first-aid notice board in the staff room; and
- provide all staff with information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

**Waste disposal**
Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. The school provides special disposable bags to hold this waste. These bags are collected by a specialist hazardous waste disposal company as well as the bags from the swabs and dressings bin in the medical room.

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people, Hazard signs and cordoning may be necessary, according to the circumstances;

- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn; and

- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product.

Contaminated cleaning materials and products should be sealed within a double-thickness plastic bag (or two normal thickness bags) and be placed in a special yellow hazardous materials bin in the site manager's area.

## 11. First Aid Accommodation

The Head of School will provide a suitable room for medical treatment and care of children during school hours. Where space permits, this should be a dedicated area to ensure cleanliness and hygiene. In all events, accommodation should be close to a lavatory and contain a washbasin, be readily supervisable i.e. close to the office and be near to an external entrance, so parents can readily collect poorly or injured children.

## 12. Monitoring and review

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

**Approval by The Dunham Trust**

Signed: _____

Date: _____

Review date: _____

This policy, signed by a Director on behalf of the Dunham Trust, is held centrally on the One Drive.

**End of policy statement**