

# First Aid Policy



*This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE and "Supporting pupils at school with medical conditions - September 2014"*

It is Delph Side Community Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility.

## Aims

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.

- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

## Objectives

- To appoint 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 keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, nonteaching staff, pupils and visitors (including contractors).

**The Health and Safety Co-ordinator** must 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. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff members are to be informed of procedures as part of their induction programme and staff training is given in response to need.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**All First-Aiders** must have completed a training course approved by the HSE, and will be updated every three years. The following first aid rules should apply:

- Any first aider can be contacted to give immediate help to casualties if required throughout the school day.
- If a Pupil is complaining of an illness or have a minor injury they will be checked by the first aider within the classroom. If the issue at hand becomes more serious the first aider can call for additional help.
- Children can also be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- All serious incidents are to be recorded on an accident form individual to each child/member of staff.
- Constant supervision will be provided for poorly or injured children.

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- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- All first aiders wear protective garments at all-times i.e. gloves
- Minor injury slip or a head bump slip to be sent home with the child with a copy kept at school alongside the accident sheet.
- All incidents recorded on the accident sheet.

## The Welfare Officers; must:

- Take charge when someone is injured or becomes ill
- Ensure the correct first aid equipment is in all first aid boxes and ensure the equipment is re-stocked and in date,
- Ensure that an ambulance or other professional medical help is summoned when appropriate,
- Follow necessary precautions for their own protection and the protection of the patient and staff that administer first aid.

## All documents will be kept for 7 years on the school site.

**NB** If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or career arrives at the school, a member of staff will be directed by the Head Teacher to accompany the child to hospital and parents will be directed to go straight there.

## Reporting:

- The Head teacher, or most senior teacher on site, will be informed of any serious injury occurring in a day
- All incidents, injuries, head injuries and treatments are to be reported, ideally by the person who either witnessed or tended to the person hurt, on the Accident sheet kept in the office or in the playground during break-times
- Parents are to be informed of **all** head injuries using the standard head injury form available in the main school office. A copy of this should be retained for the school's records. **Parents/careers should be informed over the phone of any serious head injury.**
- Serious accidents i.e. those that require a child to go home and/or an ambulance called, must have a full accident form completed to accompany the child. These can be found in the main school office or with the welfare officer on playground duty.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), serious cases must be reported to the HSE. (Further guidance can be found at <http://www.hse.gov.uk/riddor/examples-reportable-incidents.htm>)

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

All senior members of staff are responsible for ensuring all reports are dealt with and reported The Headteacher is responsible for ensuring this happens, therefore these accident reports must be shown to the Headteacher on the day they are written.

## Record Keeping

Any staff member filling out the accident form must ensure the following information is included:

- Full Name of child
- The date, time and place of incident
- The name of the class of the injured or ill person
- Full details of their injury/illness and how it occurred
- What first aid treatment was given
- Name and signature of the first aider or person dealing with the incident

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## Head Injuries/Serious Accidents

All incidents involving injuries to the head or where there may be a suspected broken bone must be dealt with immediately. Where there is any suspicion of serious injury, the parents/carers of that child should be phoned and an ambulance called, if felt necessary. Head Injury forms must be completed in all cases. Body map of injury recorded and kept with records and sent home to parents.

### First Aid boxes

First Aid Boxes are located in:

- Classrooms
- Breakfast club cupboard
- Waist bags for break and lunchtimes (Contain plasters, wipes, gloves, book and pen for minor injuries – anything more serious to be taken inside to main first aid box)
- Outside Year 3 in cupboard – with First aid records
- School trips – first aid bag

First-aid bags are located in the medical room for off-site visits. The Welfare Officer is responsible for ensuring their contents are kept replenished. All emergency details for school visits will be provided and placed in these bags for outings.

### First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped triangular bandages
- Medium sized (approximately 12cm x 12cm) and large sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- Disposable gloves
- Wound dressing
- Assorted plasters
- Antiseptic wipes
- Melolin dressing (if a child is allergic to plasters).

### No medicine/tablets are to be kept in the first aid boxes

### Asthma

- Staff attend Asthma refresher training with the School Health Team on an annual basis
- All pupils that require an inhaler are able to access it during the day
- An emergency 'blue' inhaler and spacer is kept in the first aid cupboard near year 3 classroom
- Two more emergency inhalers are kept in the staffroom first aid cupboard, these are to be taken on trips or visits away from school
- Inhalers must be taken on all school visits with individual group leaders responsible for inhalers in their group.