



First-Aid Policy

AIMS:

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which requires employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which requires employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's qualified first aiders are responsible for:

- Taking charge when someone is injured or becomes ill if needed
- Ensuring there is an adequate supply of medical materials in class and zone first aid kits, and replenishing the contents of these
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment

- Sending pupils home to recover, where necessary
- Filling in a Local Authority accident report on the same day, or as soon as is reasonably practicable, after an incident and handing this to the most appropriate member of SLT.
- Completing the **First Aid Medical Tracker** and then this information is sent directly to the child's parents/carers.

We have a number of senior first aiders, experienced first aiders who are available to check any injuries and to offer advice in the case of an injury to the groin area.

3.2 The local authority and governing board

Sandwell Metropolitan Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The Leadership Team

The school leadership team, including the school business manager, are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher and school business manager, or their AHT (if comfortable to so) of any specific health conditions or first aid needs

First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the school will contact parents immediately. In the event the parents cannot make it to school before the emergency services leave, the first aider will attend with the child.
- The first aider will complete a Local Authority accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury which needs medical attention.
- The first aider will then hand the accident report form to the most appropriate member of SLT e.g. AHT for building.

4.2 Off-site procedures

When taking pupils off the school premises (see EVC policy), staff will ensure they always have the following:

- A portable first aid kit
- A mobile phone
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be approved by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

A typical first aid kit in our school and within the classrooms will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

Stock is kept in the First Aid room in the middle building. First aiders are responsible for ensuring the boxes are well stocked.

No medication is kept in first aid kits

First aid kits are stored in:

- The First Aid room in middle building
- Staff room in top and middle building
- The school hall
- The school kitchen
- The main office
- Each classroom has its own first aid box

Record-keeping and reporting

6.1 First aid and accident record tracker

- Any injury which requires treatment by a first aider should be logged on the first aid Medical Tracker – this tracking system automatically informs parents.
- Any children that are seen by a first aider, who have indicated a pain or area of the body that is hurt due to an injury, where first aid is not provided – the tracker is used to explain ‘no first aid given’ to signal that a first aider has seen the child, but no first aid was needed.
- For a more serious incident, that requires further medical attention, a Local Authority accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a serious injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A member of SLT will review the accident and amend risk assessments if necessary, completing their section of the form.
- Completed forms must be sent to the H&S department at SMBC by the school business manager.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

For members of the public, which includes pupils and visitors to school this would include:

- Fatal injury.
- Where an accident which is work related leads to a pupil being taken to hospital for treatment.

For employees, this would include:

- Fatal injury
- Specified major injuries

- 7 day lost time injuries

Governors are informed of RIDDOR reportable incidents via the Headteacher Report at Full Governing Body meetings.

6.3 Notifying parents

Parents will be informed of any treatment given via the first aid tracker completed by the first aider at the time of treatment.

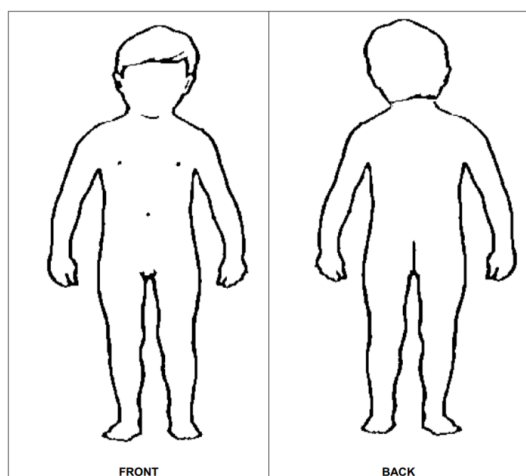
If the injury is above the shoulders or is more serious a parent will always be informed as soon as possible after the incident and advice given. If the first aider is unavailable to contact the parents, a call to the office will be made to call the parent.

Additional Guidance when injury close to, or suspected to be close to genital area

- When an injury is close to the genital area, or suspected to be, parents will be called to be informed and invited in to check the injured area as soon as possible after the incident
- If an injury close to the genital area is suspected, and the child does not openly say they are hurt, a body map will be used to allow children to point out where they are hurting, to avoid potential embarrassment about genital areas.
- When a first aid slip is written related to an injury close to the genital area, this will be handed directly to the parent on collection and the incident explained verbally.
- First aiders to ensure those talking to parents and those that are with the affected child must know full extent of the injury.

Senior First Aider checklist

1. check the first aid applied by qualified first aider- is there anything more than can be done?
2. ensure body map used where necessary
3. ensure SLT have been informed
4. ensure parent contacted- do they want to come and see child? take child home?



6.4 Reporting to Ofsted and child protection agencies

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head teacher will also notify Sandwell Children's Trust of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the governors every 3 years.

At every review, the policy will be approved by the full governing board.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment documents
- Staff Code of Conduct
- Staff Handbook
- Safeguarding Policy
- Policies on Supporting pupils with medical conditions and Administration of Medicines

