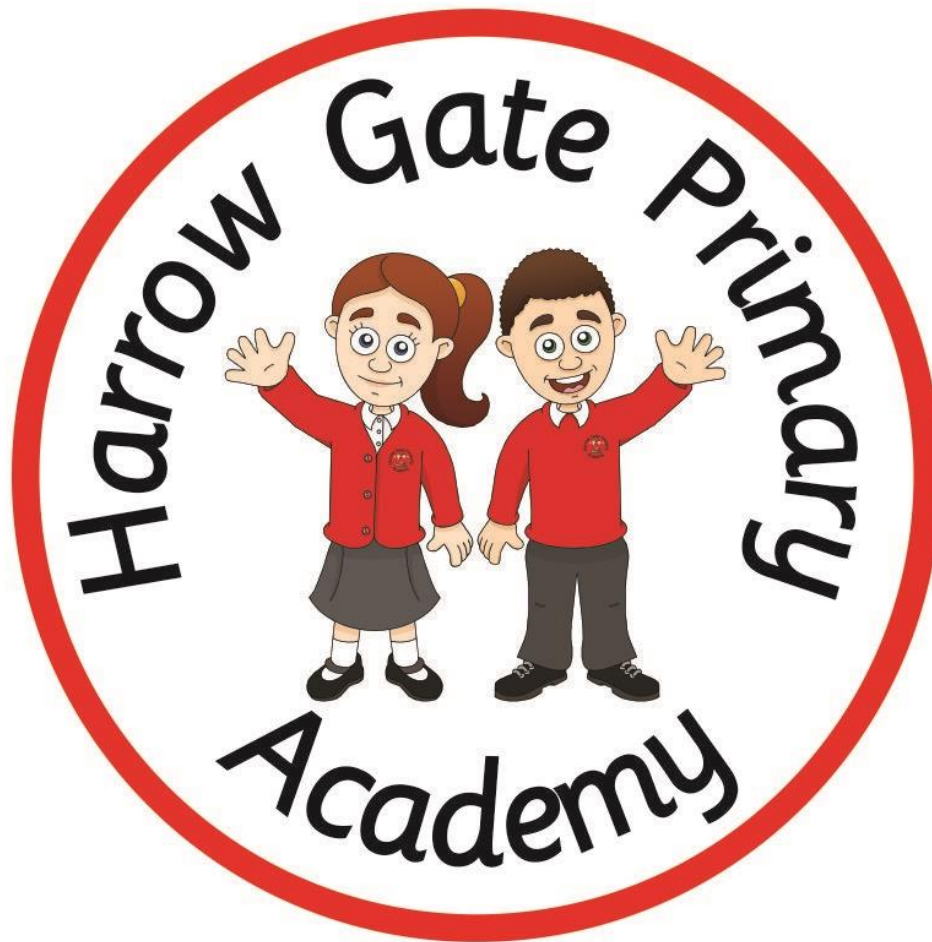


Owner	Mrs. Galt
Date Updated	January 2017
Audience	Whole School



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 Harrow Gate Primary Academy'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 Head teacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Co-ordinator (Site Manager) 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 Head teacher 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 from another First Aider.
- ✓ Children can also be sent to the First Aid Room for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- ✓ All serious incidents are to be recorded on the Trust's accident form individual to each child/member of staff.

- ✓ Constant supervision will be provided for poorly or injured children and if they are deemed fit to return to class then the first aider will hand over to the Class Teacher and give advice on the incident and any observations needed.
- ✓ 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 and aprons
- ✓ Minor injury slip or a head bump sheet should be sent home with the child with a copy kept at school alongside the accident sheet.
- ✓ Report every incident on the accident sheet.

The Site First Aiders 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 First Aid Room.
- Parents are to be informed of all head injuries using the standard slip from the Accident Sheet. 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 Site Manager
- 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>)

All senior members of staff are responsible for ensuring all reports are dealt with and reported

The Head is responsible for ensuring this happens, therefore these accident reports must be shown to the Head 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 and witness if there was one.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, only prescribed medicines (preferably only the daily dose) can be brought to the school office by a parent. Prescription medicines must be clearly labelled with the child's name, date when the medicine was prescribed and a form detailing the dosage, and times when the medicine should be taken must be completed by the parent/carer and signed and dated. This must also be included into the child's care plan.

Medicines are only to be administered by a first aider, all medication should be given in front of a witness, and both the witness and first aider will then sign the child's individual medication sheet that will then be filed in the medication folder within the main office.

Importance. If a child has a serious condition requiring regular medication, the pupil will have a medical support plan which clearly details medication required, dosage and storage.

Asthmatic and Anaphylactic Students

Asthma pumps and EpiPens are kept in the medical room. All pumps, volumisers, allergy medications and EpiPens should be put in individual zip bags with the child's name and class clearly labelled.

A list of all children who have medication kept at the school, including Asthma pumps and EpiPens, should be kept by the school office and stored in all relevant areas where children may require these e.g. in classrooms, where possible. Care plans should be updated before the end of each term. The school will ensure that the relevant staff have the necessary training to administer EpiPens. The First Aiders will also ensure that all staff that may be in contact with children that require such treatment, are aware of which children this may affect and what they need to do should an emergency arise.

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.

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)
- ✓ Sterile eye pads
- ✓ 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
- ✓ Ice packs
- ✓ Water bottle
- ✓ Assorted plasters
- ✓ Melolin dressing (if a child is allergic to plasters).

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

Accommodation

There is a room for medical treatment, and care of pupils during school hours, which is close to a wash basin and lavatory.

Dos

- ✓ Keep all non—playground trip hazards locked indoors e.g. buckets (Site Officer responsibility)
- ✓ Maintain constant supervision of children at all times,
- ✓ Send First Aid Incidents to designated First Aider,
- ✓ Check playground for any risks as a result of bad weather e.g. rain, ice, fog/mist,
- ✓ Report any hazards that cannot be removed by you to the Site Officer or School Business Manager.
- ✓ Promote positive play.
- ✓ Ensure children throw rubbish in bins.

Don'ts

- Allow any unsafe or risky behaviour by children in the playground e.g. reckless play
- Allow children to play on equipment that may be unsafe to use e.g. if wet and slippery
- Allow children to play in areas they shouldn't
- Allow non-school staff into playground unless authorised to be there.
- Ignore bullying, name calling etc

Things to Remember

All incidents that require any attention **MUST** be recorded in the relevant first aid folder by the person who either witnessed or tended to the person hurt. 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 this. These can be found in the main school office.

Parents should always be informed of any serious injury / head injury.