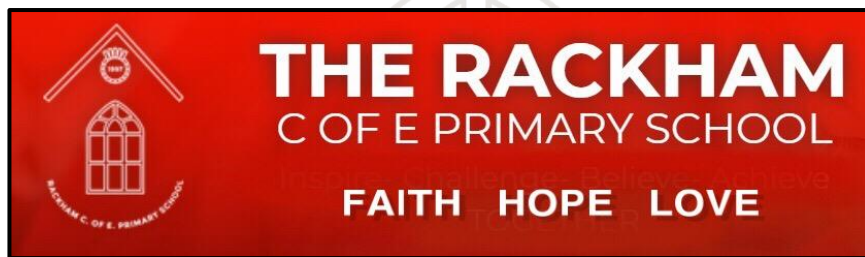


Rackham (CE) Primary School



First Aid Policy

Policy Number: SCH 007

Date: June 2022

Purpose

To ensure that the welfare and wellbeing of pupils is secure.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

To identify the first aid needs of the school in line the Health and Safety at Work etc Act 1974.

To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

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.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

Relationship to other policies

This policy should be read in conjunction with our health and safety policy and the local authority policy relating to educational visits.

Roles and Responsibilities

The Health and Safety Committee is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. The person in charge of all first aid is our First Aid Lead, and takes the role of appointed person and a first aider.

This policy will be made available to anyone who wishes to view it by placing it on website.

The Appointed Person will:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aiders are volunteers, however they must attend refresher training every 3 years. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders the Health and Safety Committee will consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Arrangements for monitoring and evaluation

The governing body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

Re-assessment of first-aid provision

As part of the school's annual monitoring the health and safety committee will:

- review the schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- monitor the number of trained first aiders, and provide refresher first aid training when required.
- monitor the emergency first aid training.
- Ensure the appointed person checks the contents of the first aid boxes termly.

Providing Information

The health and safety committee will ensure that all staff are informed about the schools' first aid arrangements.

The appointed person will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board in the staff room.
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff induction pack.

PROVISION

How many first aid personnel are required?

The health and safety committee will consider the findings of a first aid needs risk assessment in deciding on the number of first aid personnel required. They will also consider the needs of specific times, places and activities in deciding on their provision.

In particular consideration to the following will take place:

- Off-site PE
- School trips
- Science/art/DT lessons
- Adequate provision in case of absence, including trips
- Out of hour's provision, eg. Afterschool clubs.

Arrangements should be made to ensure that the required level of cover of both First Aiders is available at all times when people are on school premises.

Qualifications and Training

The health and safety committee is responsible for making sure whoever trains its staff is competent.

First Aid materials, equipment and facilities

The health and safety committee must ensure that an appropriate number of first aid kits for the site are available, this can be decided by the level of risk identified in risk assessment and the first aid needs risk assessment.

All first aid kits must be marked with a white cross on a green background.

First aid kits must accompany teachers for all off-site trips

Spare stock should be kept in school.

The responsibility for checking and restocking first aid kits falls to the First Aid Lead. The First Aid Lead will formally check the first aid supplies at least once every half term. All first aiders must notify the lead first aider if they believe supplies to be running low.

Accommodation

During the school day any medical treatment and care for unwell children should take place in the first aid room, situated to the side of the playground. If it is deemed necessary for a child to return home, children may be brought to wait by the office for parents to collect.

Hygiene / Infection control

Staff must follow basic hygiene procedures. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

Reporting accidents

The First Aiders must keep a record of any injury but in particular any reportable injury, disease or dangerous occurrence. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and
- Brief description of the nature of the event or disease.

Records of reportable injuries, diseases and dangerous occurrences can be combined with other accident records.

The following accidents must be reported to the health & safety team at the local authority:

- 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
- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity e.g.
 - Any school activity, both on or off the premises
 - The way the school activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accident to the Health and Safety team at the local authority who will then report, as necessary, to the HSE under RIDDOR.

The Business Manager will complete incident report form, with the assistance of the first aider on-line available at www.reportincident.co.uk/cambridgeshire

Record keeping

Statutory accident records: The first aider must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

The health and safety committee must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

All accidents must be entered on to our online accident record keeping system, medical tracker, through which parents will be notified of all incidents.

Monitoring

Accident records can be used to help the health and safety committee and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Business Manager will complete a termly review and analysis of the accident records, through a report on medical tracker, which will then be discussed at the termly health and safety meeting.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher

Date: 21st June 2022

Signed:



Chair of Governing body

Date: 21st June 2022

Signed:

