



## **FIRST AID POLICY**

<b>LAST REVIEW NEXT</b>	<b>October 2019</b>	<b>REVIEW PERIOD</b>	
<b>NEXT REVIEW DATE</b>	<b>October 2020</b>	<b>OWNER</b>	
<b>TYPE OF POLICY</b>		<b>APPROVAL LEVEL</b>	

*This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.*

It is the responsibility of Sutton House Academy to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

## **Aims**

- To identify the first aid needs of the Academy 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 the Academy premises, off the premises whilst on Academy visits and on the journeys to and from the Academy for those pupils travelling in school arranged transport.

## **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the Academy.
- To establish an across Academy procedure for managing accidents which require first aid treatment.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the Academy 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.

## **Duties and Responsibilities**

The **Academy Board** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

**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 Academy arrangements for first aid are communicated to all staff and parents.

In particular:

- Names of employees with first aid qualifications.
- Location of first aid boxes/stations
- Pupil specific medical information
- Safe management of controlled medicines as directed by pupil's parents/carers.
- Reporting procedures

New staff are to be informed of procedures as part of their induction programme.  
**All staff** are expected to do all they can to secure the welfare of the pupils.

Appointed persons for First Aid are:

<b>Name</b>	<b>Renewal</b>
Lesley Monod	Sep 2020
Alexis Bull	Sep 2022
Jack O'Connor	Sep 2022
Jessica Smethust	Sep 2022
Janine Willett	Nov 2022

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years. He/she will:

- Be contacted to give immediate assistance to:
  - Any person who has been injured during the course of the Academy day.
  - Any pupil complaining of illness.
- Record all incidents of illness or injury in accordance with policy as laid out herein.
- Ensure constant supervision is provided for poorly or injured children and staff.
- Ensure that where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers are contacted as soon as possible so that the pupil can be collected and taken home.
- 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 carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

## Reporting

- The Headteacher 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 in the Accident Book kept in the main office.
- Any injuries sustained by staff at work whether by accident or incidents of violence or aggression by must be reported in the accident book and senior member of staff informed.

## **Pupil accidents involving bumps to head.**

The Academy Board recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a letter (Appendix 1) will be sent home to the child's parents or guardians together with the copy page from the First Aid book after a phone call has been made to inform the parent or guardian.

## **RIDDOR**

The Academy Board is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident, which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

Any significant injury that falls outside RIDDOR will be reported to the LA Health and Safety Committee.

For non-employees and pupils an accident will only be reported under RIDDOR:

- It is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in Academy which requires immediate emergency treatment at
- Hospital
- Where a pupil has an accident it will be reported to the LA.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the LA.

## Record of First Aid

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. 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 the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

## Transport to hospital or home

The Headteacher or other senior leader will determine what a reasonable & sensible action to take is.

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the person in charge will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the person in charge may decide to transport the pupil to hospital
- Where the person in charge makes arrangements for transporting a child then the following point will be observed:
- Only staff cars insured to cover such transportation will be used in line with 'The Safe Transport of pupils Policy'

## Administration of drugs and medicines

Medicines should not normally be brought into the Academy, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the Academy office by a parent. It must be clearly labelled with the child's name, clear directions detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

**The Academy cannot take responsibility for giving medicines which are dangerous and where timing is of vital 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.**

## First Aid boxes

First Aid Boxes are located in:  
Sutton House Office and Main Office

Bumbags, complete with first aid equipment, are located in the main office. All emergency details for Academy visits will be provided and must be placed in this bag for outings.

### First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized ( approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- Disposable gloves

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

**Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_

## APPENDIX 1. Bumped Head Letter

### HEAD INJURY

Dear Parent / Guardian

Your child ..... received a bump on the head today whilst at Sutton House Academy at ..... (Time)

Description of accident:

.....  
.....  
.....  
.....  
.....

A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Sudden unconsciousness/unresponsiveness
- Slurred speech

**CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.**