



# **Christian Malford CofE Primary School**

## **First aid policy**

**Approved by:** Local Board

**Adopted:** 9<sup>th</sup> July 2015

**Due for review:** July 2016

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

It is Christian Malford CofE 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.

The requirements for the statutory provision of first aid have been taken into account while drafting this policy.

This policy should be read in conjunction with the Health and Safety Policy and the Supporting Pupils with Medical Conditions Policy.

### **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 inform staff and parents (via the website) of the School's 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 Trust** is legally 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 **Health and Safety Co-ordinator** must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for the 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. S/he should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme; the

staff notice board has any important first aid details displayed in the staff room 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.

The **Appointed Person/people** need not be a First Aider but should have undertaken emergency first aid training. These will normally be the office staff.

They will:

- Take charge when someone is injured or becomes ill;
- Look after the first aid equipment e.g. restocking the first aid boxes in the allocated places; and
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The **First Aider** must have completed a training course approved by HSE, and will be updated every three years. S/he will be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the school office, accompanied where possible, Unless the injury requires the casualty to remain stationary eg possible fracture/loss of consciousness), for the Appointed Person/First Aider to inspect and, where appropriate, treat. In addition:

- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the midday supervisory assistants who will inform eh staff as soon as possible and the first aider will be contacted.
- All incidents are to be recorded either in the accident Book or Minor Incident Book, as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of the a pupil, parents or carers should be contacted as soon as possible so that the pupil can be collected or 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 protections 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 Accidents Book.

- Parents are to be informed of a head injury by the class teacher or a phone call.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations, 1995 (RIDDOR), accidents that result in a paramedic visit/transfer to hospital or fatality, must be reported to HSE:

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

The Headteacher is responsible for ensuring this happens.

### **Record Keeping**

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- Any 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.

The Local Board is informed of all accidents reported to HSE.

### **Administration of drugs and medicines**

Prescribed medicines (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken must be completed by the parent/carer and signed and dated.

**The school 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 the office and in each classroom.

**First Aid Boxes should contain**

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Plasters
- Individually wrapped triangular bandages
- Medium sized (approx 12cm x 12cm) and Large sized (approx 18cm x18cm) individually wrapped sterile adhesive wound dressings
- Disposable gloves

**Class First Aid boxes should contain**

- Gloves
- Plasters/pads
- Essential medicine eg epipens/inhalers for children in the class who have medical conditions

**Accommodation**

All medical treatment and care of pupils in school hours takes place in the office or the staff room which are both close to a wash basin and lavatory.

**Policy review**

This policy will be reviewed annually by the Local Board.

This policy was agreed by the Local Board of Christian Malford CofE Primary School on 9 July 2015 and is due for review in July 2016.

Signed:..... Chair of Local Board