RHODES AVENUE PRIMARY SCHOOL

First Aid Policy

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Next review due by:	

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1. 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

2. 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 require 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 require 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

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are responsible for:

- Taking charge when someone is injured or becomes ill

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- 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 an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

LBH 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 body.

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

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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 (see appendix 1) for all incidents they attend.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. 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 office will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury This will be recorded on the school reporting system – Medical Tracker
- It is the responsibility of the first aider to contact the emergency services if the injury is serious, life threatening, or if the person is unable to walk due to injury. The first aider must then inform and update the office.
- Minor injuries where the injured person is able to walk will be taken to the office first aid team member where they will be treated or sent home/collected.
- **For Anaphylaxis emergencies, please refer to the Allergy and Anaphylaxis policy**

4.2 Head Injuries

- All Head injuries no matter how serious will be recorded and an email notification will be sent to the child's parents or responsible adult.
- If the child is safe to remain at school, the child's teacher will be made aware that the child has had a bump to the head and to monitor the child.
- Major injuries to the head must be emailed and parents called and or 999 the school will follow up with parents to ensure measures can be put in place prior to the child's return.

4.3 Concussion

- If a child has had a recent head injury resulting in a confirmed concussion the school will follow medical guidelines to ensure the child is safely integrated back in to school.
- Interim Care plans/ Risk assessments can be written with the child, parent and staff all having involvement.
- Sport and P.e lessons will need considerable consideration when ensuring the child is safe enough to participate. All parties will be involved in this process.
- Full support will be given to children and parents.

4.4 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils including care plans and medication
- Parents' contact details

Risk assessments will be completed by the Teacher organising and paperwork will be issued to the EVC 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 first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet with general first aid advice
- Guidance card
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits but personal kits with child medication such as Auto injectors, inhallers, will be taken in separate kits with details of the care plan in place.

There is an emergency auto injector kit in place to use in emergencies located outside the Facilities Manager's office. This kit contains 4 auto injectors.

First aid kits are stored in:

- Reception (at the desk)
- The school hall
- The school kitchen
- Sports Hall
- Corridors
- Outdoor Area (Spinney)
- School vehicles
- Woodpecker Nursery
- Kitchen
- EYFS
- Staff Room

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident form will be completed by the First aider on duty on the same day or as soon as possible after an incident resulting in an injury. Rhodes Avenue Primary School first aiders have access to the Medical Tracker system which is where all accident/incidents are reported and logged online. **(Appendix 1)**
- As much detail as possible should be supplied when reporting an accident.
- Records held on medical tracker 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 will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher/Facilities 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.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

The First aider will inform parents of any major/serious accidents or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This can be done automatically via email through Medical Tracker, phone call home or face to face or a combination of the two.

6.4 Reporting to child protection agencies

The Head Teacher will notify The LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to or when it is a requirement of the role.

Anaphylaxis training is given to all staff on an annual basis and will be given to new staff who may have children in their class with allergies.

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.

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.

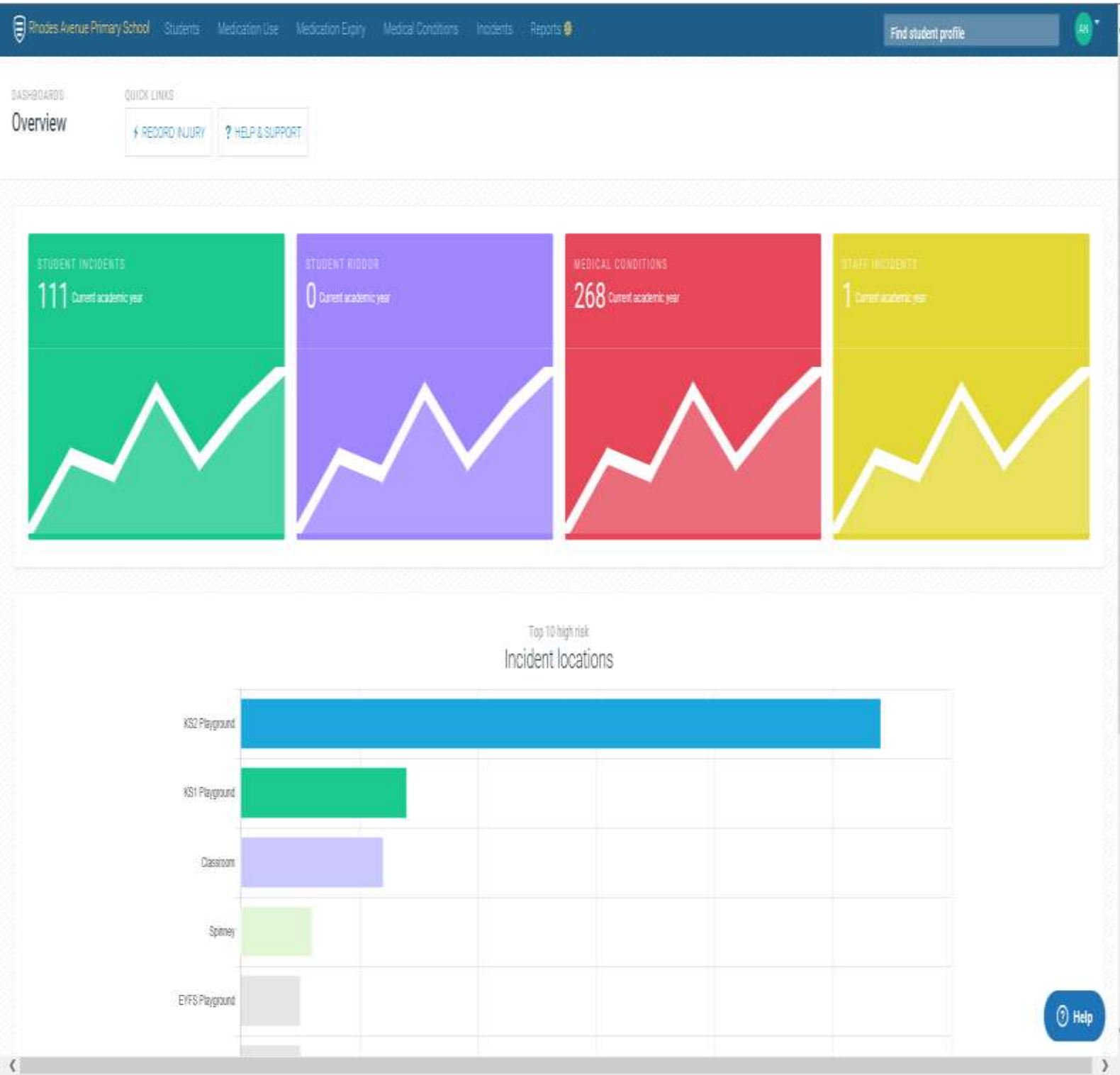
8. Monitoring arrangements

This policy will be reviewed by the Facilities Manager/ Deputy Head, Annually. Or before this time if any changes arise.

At every review, the policy will be approved by the head teacher and governing board committee

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Allergy and Anaphylaxis policy

Appendix 1: Accident reporting (Medical Tracker)