



**Individually Strong, Collectively Stronger**

## First Aid Policy



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### FIRST AID POLICY

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DFE (1998) Guidance on First Aid for Schools. (Guidance attached to policy).

The policy is reviewed bi-annually.

#### AIMS

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

#### OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons (see Annex A) and First Aiders (See Annex A) to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangement.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school. (see Annex B)

#### PERSONNEL

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors 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.



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- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see Annex A)

### **DUTIES OF AN APPOINTED PERSON (GUIDANCE ON FIRST AID DFE 1998)**

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment eg restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

\*Although Appointed Persons do not have to be first aiders, it is the policy of Allen Edwards that Appointed Persons have completed Paediatric First Aid Training and Emergency First Aid Training.

### **MAIN DUTIES OF A FIRST AIDER (GUIDANCE ON FIRST AID DFE 1998)**

- To 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 addition to the above, First Aiders are required to follow the procedures outlined in this policy.

### **FIRST AID EQUIPMENT AND FACILITIES**

- The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DFE Guidance on First Aid for Schools). (For location of First Aid Boxes see Annex A)
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.



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- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy and signposted within school.

### INFORMATION ON FIRST AID ARRANGEMENTS

- The Head teacher will inform all employees at the school of the following:
  - The arrangements for recording and reporting accidents.
  - The arrangements for First Aid.
  - Those employees with qualifications in first Aid.
  - The location of First Aid kits.
- In addition, the head teacher will ensure that signs are displayed throughout the school providing the following information:
  - names of employees with first aid qualifications.
  - location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

### Pupil accidents involving their head

The School recognises 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, all bumps to the head will be reported to parents with a follow-up letter (see procedures below 'Record Keeping and Reporting Accidents').

### Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded in the treatment book kept in the main school office.
- Parents are notified by letter if any First Aid has been administered (see Annex C). A copy of the letter sent home is kept in the School Office.
- Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, a Lambeth Council Accident Form is completed (ARP3)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

### STATUTORY REQUIREMENTS FOR ACCIDENT REPORTING

- The Governing body will implement the LA's procedures for reporting:
  - all accidents to employees
  - all incidents of violence and aggression.



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- The Governing body 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 seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven 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.
- For non-employees and pupils an accident will only be reported under RIDDOR:
  - where 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 school which requires immediate emergency treatment at hospital.
- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

See additional guidance attached to this policy

### **Reporting Accidents and Incidents at Work April 2012**

<http://www.hse.gov.uk/pubns/indg453.pdf>

## **TRANSPORT TO HOSPITAL OR HOME**

The head teacher will determine what is a reasonable and sensible action to take in each case. 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 Head teacher will contact the parents for them to take over responsibility for the child. • If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## **CHILDREN WITH MEDICAL NEEDS**

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.



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- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

### ADMINISTERING MEDICINES IN SCHOOL

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.**

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- All prescribed medicines that are due to be administered must be kept in the school office.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.

### ASTHMA TREATMENT AND INHALERS

- Asthma sufferers are permitted to bring their own treatments (inhalers etc.) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc.) are kept in the school office in a labelled box with the child's name and class.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.



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### EPIPENS AND ANAPHYLAXIS SHOCK TRAINING

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

Review October 2017

Next Review: October 2019

Signed by Headteacher: L. Robertson