



RED LANE PRIMARY SCHOOL

FIRST AID POLICY

September 2020
Review Date: September 2021

Red Lane Primary School

Status

The Governors and Head of School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

First Aid Organisation

The school's arrangements for carrying out the policy include the following key principles:

- governing body duty to approve, implement and review this policy
- individual responsibility on all employees
- duty to report, record and, where appropriate, investigate all accidents
- recording of all occasions where first aid is administered to employees, pupils and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school.

Risk Assessments

Risk assessments should be completed in all areas that offer risk to the safety of pupils, including classrooms, dining hall and the playground. Classroom risk assessments should be completed by individual teachers in consultation and shared with pupils as well as relevant staff. These should be stored on the Reference-drive, class information files and a paper copy handed to the Health and Safety co-ordinator.

Lead First Aider

In general, responsibilities of the Lead First Aider will include:

- taking charge when someone becomes injured or ill (although this responsibility falls to all trained first-aid staff)
- looking after the first aid equipment, including restocking when required
- checking all first aid materials are within their 'use by' date
- ensure that an ambulance or other further professional medical help is summoned when appropriate

The Lead First Aider is: Nicola Thompson

Practical First Aid Arrangements

First aid boxes in the school are located as follows:

Basic first aid provisions are supplied in each classroom and should be clearly labelled as to their location.

Additional first aid boxes are provided:

First-aid provision room, Staff Rooms and are held with the lunchtime organisers.

In addition, there are travel kits for trips and sports events. The contents of these boxes vary according to location and are checked on a regular basis by the Principle First Aider who retains a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. The nearest box to the playground is in the PE store room. (*Lead First Aider- Nicola Thompson*)

If the teacher requires assistance, they should send the accompanied pupil to the office for attention of a first aider or send a pupil to request that she comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the Lead First Aider.

Reporting to Parents

If a pupil receives more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents from the school office.

Bumps to the head suffered by any pupil must always be reported to parents who should be given the choice whether or not to collect them from school. If the member of staff is unsure as to whether to contact parents or not, they should speak to a member of the SLT.

Further guidance on procedures is available as a flow diagram as an appendix.

Pupils who begin to feel unwell during the school day should be sent to the office if unable to participate in class activities. Any pupil feeling unwell should not be sent alone and should always be accompanied. A member of the Senior Leadership Team or the Lead First Aider will decide whether a phone call home needs to be made and will ensure that they are accompanied during their wait.

Transport to Hospital or Home

A member of the Senior Leadership Team will determine the sensible and reasonable action to take depending on the circumstances of each case. - Where the injury is an emergency an ambulance will be called by the School Office, following which the parents will be called.

Where hospital treatment is required but not in an emergency, the School Office will contact the parents in order for them to take over responsibility for the pupil.

Duties of Staff

The School is required to maintain a record of injuries and accidents to employees and pupils. **These records are to be retained in the school archive for 25 years**

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator or through the Lead First Aider. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be compiled and made available to the Health and Safety Co-ordinator. This will be completed by a designated member of office staff with responsibility for Health and Safety.

Accident/incident report forms that record the required information of The Health and Safety Executive (HSE) should be used. Action required by all staff of Years 1 to 6 pupils is as follows:

- the person reporting the accident/incident completes the relevant parts of the form and submits it to the School Office.
- Written notification should be made as soon as possible after the event and no later than the next working day
- near incidents/accidents are reported in the same way if required.
- the school office maintains a central log of all accident report forms
- the Lead First Aider and Health and Safety Coordinator considers the report and decides on any further action required before filing the form for retention in the folder of Accident Records in a lockable cabinet
- serious accidents/incidents should be reported verbally as quickly as possible.

Within Foundation Stage and the 2 year old provision, all minor accidents are recorded into an accident log should be recorded and parents informed when they collect their children or a phone call made where the injury is more serious.

Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the Principle First Aider and the site manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

Responsibilities

EYFS staff receive paediatric first aid training and one at least of these is always present in school with pupils and also accompanies their outings. Within each key stage unit a number of staff are trained in First Aid (complete list as Appendix 1).

The Senior Leadership Team will appoint the Lead First Aider, as part of their professional responsibilities. In general, the Lead First Aider will include:

- taking charge when someone becomes injured or ill (although this responsibility falls to all trained first-aid staff
- looking after the first aid equipment, including restocking when required
- checking all first aid materials are within their 'use by' date
- ensure that an ambulance or other further professional medical help is summoned when appropriate

Information on First Aid Arrangements

The Health and Safety Coordinator will inform all employees at the School of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications
- the location of first aid boxes

In addition, the Lead First Aider will ensure that signs are displayed throughout the School providing the following information:

- those employees with first aid qualifications
- the location of first aid boxes

References:

- Health and Safety (First Aid) Regulations 1981.
- Department of Health Guidance on Infection Control in Schools and Nurseries
- The Education (School Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 1992
- Data Protection Act 1998

Links to other School Policies:

- Administration of Medication policy
- Health and Safety policy

Reviewing First Aid Arrangements

The first-aid policy should be reviewed on an annual basis.

Updated- September 2014

Updated- Jan 2015

Updated- September 2015

Updated - September 2016

Updated – September 2017

Updated – September 2018

Updated – September 2019

To be reviewed- September 2021

Actions to be completed by the first aider who administers the first aid

