



## First Aid Policy & Procedure

### 1. Policy Statement

1.1 The Governors and Head teacher of Wyton on the Hill Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

1.2 The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

1.3 The provision of First Aid within the school will be in accordance with DFE and Local Authority guidance on First Aid in school.

1.4 This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits.

1.5 Staff and Governors have been consulted in the development of this policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Headteacher)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of Governors)

### 2. Statement of First Aid organisation.

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

2.1 The Governing Body has a duty to approve, evaluate and review the policy.

2.2 All employees have a duty of care where First Aid is concerned.

2.3 All accidents reported will be recorded and, where appropriate, investigated and reported to the relevant authority.

2.4 All occasions when First Aid is administered to employees, pupils and visitors will be recorded.

2.5 The school will provide suitable space, equipment and materials to carry out First Aid treatment.

2.6 The school will make arrangements to provide training to employees and will maintain a record of that training to be reviewed annually.

2.7 The school will establish a procedure for managing accidents in school which require First Aid treatment.

2.8 The school will provide information to employees on the arrangements for First Aid.

2.9 The school will undertake an annual review of the First Aid requirements of the school.

### 3. Aims

- To ensure that the welfare and well being of pupils is secure.
- To provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.
- To identify the First Aid needs of the School in line the Health and Safety at Work etc Act 1974.

- To ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

#### **4. Arrangements for First Aid: Materials, Equipment and Facilities**

4.1 The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (section 58). A copy of this document is located in the First Aid trolley outside the Year 2 classroom and in the Medical Room.

4.2 The location of First Aid delivery points in school are:

- outside the infant toilets
- the Medical Room in the front foyer
- Year 2 classroom area

4.3 The location of First Aid kits in school are

- Outside the Year 2 classroom – main First Aid trolley (including recording and accident books)
- Medical Room (portable kit) (This kit to be used for trips)
- In addition each classroom holds a small portable kit on the teacher's desk or other immediately visible location
- First Aid kit refills are stored in the large wooden cupboard in the KS1 corridor.

4.4 The contents of the First Aid Kits and refill cupboard will be checked on a monthly basis by Mrs Caroline Treston.

4.5 Appointed persons for First Aid are:

Mrs Sue Best

Mrs Paula Carrott

Appointed First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

Appointed First Aiders will:

- 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 selecting appointed First Aiders, the Head Teacher has considered the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties: a First Aider must be able to leave to go immediately to an emergency.

4.6 Whole staff training on Basic First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend. The next whole school staff First Aid Training should be undertaken in September 2013.

4.7 The school's current First Aid recording / Incident and Illness log is located in the main First Aid trolley outside the Year 2 class room. Archived records are located in the archive cupboard in the Server Room in the school hall.

#### **5. Off site activities and Out of School Hours Clubs.**

5.1 At least one First Aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

5.2 A person who has been trained in First Aid will accompany all off site visits and will be in school while Out of School Hours Clubs are being held.

## **6. Accident Reporting and Record-keeping**

6.1 Staff responsible for administering First Aid must keep a record of any incidents, accidents or illnesses requiring First Aid.

This must include:

- the date and method of reporting
- the date, time and place of the event
- personal details of those involved and
- a brief description of the nature of the incidents, accidents or illnesses requiring First Aid

The school's current First Aid recording / Incident and Illness log is located in the main First Aid trolley outside the Year 2 class room. Archived records are located in the archive cupboard in the Server Room in the school hall.

6.2 The Governing body is aware of its statutory duty 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.

6.3 For non-employees and pupils: the school will report accidents resulting in the person being killed or being taken from the site of the accident to hospital if the accident arises out of or in connection with work.i.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

6.4 The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team by a First Aider within 5 calendar days as follows by completing form IRF (96) on-line Reporting Accidents/Incidents form available at [www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)  
Completed IRF (96) forms are printed off and a copy filed in the Secretary's cupboard.

6.5 The contents of the black Incident and Illness book will be checked on a monthly basis by Mrs Caroline Treston and trends / issues discussed with the Head Teacher.

6.6 Parents of all pupils who have been issued with blue proformas from the black Incident and Illness book will be notified by telephone or in person at the end of the school day by Office Staff.

## **7. Monitoring and Review**

7.1 This policy will be reviewed and its effectiveness monitored annually through completion of the school's Annual Monitoring Checklist (Appendix B) and the Local Authority's First Aid Risk Assessment in May.

7.2 Any significant information gained from these monitoring and review activities will be reported to the Resources and Personnel Committee and along with recommended changes to this policy.



## Appendix A: First Aid Procedures

When an accident occurs:

- assess the situation
- move child / adult to safe place if appropriate
- clear space from onlookers

For minor injuries / accidents, those trained in basic First Aid should administer basic First Aid as follows:

- Use protective gloves (a fresh pair for each child)
- Wash wounds using a sterile pad and apply dressing if necessary / appropriate
- Elevate and rest suspected sprains
- Apply ice pack to bumps and / or swellings, avoiding direct contact with the skin
- Do not apply any medicated creams, etc.
- Complete the black Incident and Illness book kept in the First Aid trolley outside Year 2 and give the pupil the blue proforma to take home.
- Ensure that any behavioural issues are followed up appropriately either by yourself or the class teacher

Parents of all pupils who have been issued with blue proformas from the black Incident and Illness book will be notified by telephone or in person at the end of the school day by Office Staff.

If the incident is more than minor, those trained in basic First Aid should administer basic First Aid as follows:

- Seek support from a trained First Aider, who should:
  - Use protective gloves (a fresh pair for each child)
  - Administer First Aid as above
  - Notify the Head teacher / Deputy Head
  - Contact parents so that they can make a decision about whether or not to seek further medical advice
  - Complete the black Incident and Illness book kept in the First Aid trolley outside Year 2 and give the pupil the blue proforma to take home
  - Ensure that any behavioural issues are followed up appropriately
  - Parents of pupils who have been issued with blue proformas from the black Incident and Illness book will be notified by telephone or in person at the end of the school day by Office Staff.

Should a child need to be taken to hospital and parents cannot be contacted, only the Headteacher or other teaching member of staff should do this and must be accompanied by a second adult.

All waste from injuries and accidents must be cleared away as follows:

- Sprinkle all spillages with absorbent granules.
- Sweep up with First aid brush & pan. Place in plastic bag, seal and place in bin.
- Clean floor / surface with first aid mop using sterilising solution

#### Pupil accidents involving the head

The Governing body 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.

All cases of injury to the head should be treated by as follows:

- Ask a First Aider to assess the situation
- First Aider to contact parents so that they can make a decision about whether or not to seek further medical advice
- Complete the black Incident and Illness book kept in the First Aid trolley outside Year 2 and give the pupil the blue proforma to take home
- Ensure that any behavioural issues are followed up appropriately
- Notify the Head teacher / Deputy Head, who will undertake a risk assessment investigation as appropriate
- Parents of all pupils who have been issued with blue proformas from the black Incident and Illness book will be notified by telephone or in person at the end of the school day by Office Staff.

Should a child need to be taken to hospital and parents cannot be contacted, only the Headteacher or other teaching member of staff should do this and must be accompanied by a second adult.

#### Administering medicines in school:

Only prescribed medicines may be given & only after written permission & instructions are received from the parents. Details must be filled in the medication book kept in the Secretary's cupboard and medicines kept locked in the Medical Room.

Asthmatics - children must have immediate access to inhalers as they require them & should not have to wait. If the attack is severe an adult should fetch the inhaler for the child. In severe cases, the child will carry medication at all times.

#### Children with specific medical needs

Should we admit a child with specific medical needs, all staff will be informed and offered appropriate training and support.

**Appendix B: Annual Monitoring Checklist**

Completed by _____ Assisted by _____ Reported to the Governing Body on: _____		
<b>Key Indicator</b>	<b>Comments / Evidence base</b>	<b>Action Points</b>
<b>Number of pupils treated for first aid by year group</b>		
<b>Staff training</b>		
<b>Complaints received</b>		
<b>Changes to staff, building/site, activities, off-site facilities etc since last review</b>		
<b>Number of trained First Aiders &amp; training needs</b>		
<b>Emergency first aid training received by other staff</b>		
<b>System for upkeep of First Aid materials, equipment, facilities</b>		
<b>Number of accidents reported to LA</b>		
<b>Number of 'near misses' recoded</b>		