



# FIRST AID POLICY

## Purpose:

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised annually.

## Aims

- 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.

## 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 of the School's First Aid arrangements
- To keep accident records and to report the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

## Who was consulted?

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

## Relationship to other policies

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.

## Roles and Responsibilities

The **headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. She should ensure

that the policy and information on the School's arrangements for first aid are made available to parents.

**All staff** are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

**Pupils** are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

**The Appointed Person** need not be a First Aider, but should have undertaken emergency first aid training. He/She will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

**The First Aider** 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.

She 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 first aiders Heads should consider 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.

### **Arrangements for monitoring and evaluation**

The governing body will receive an annual report from the Headteacher on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

### **Re-assessment of first-aid provision**

As part of the School's annual monitoring

- The Facility Manager reviews the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.

- The First Aid Lead and Facility Manager liaise together to monitor the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The First Aid Lead and Facility Manager also monitors the emergency first aid training received by other staff and organises appropriate training
- The First Aid lead checks the contents of the first aid boxes termly.

### **Providing Information**

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements.

The First Aider will:

- Provide information packs for new staff as part of their induction programme
- Maintain a first aid notice board.
- Give all staff information on the location of equipment, facilities and first aid personnel.

### **PROVISION**

#### **How many first aid personnel are required?**

The Heads will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Schools are low risk environments, but the Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hours provision, eg. Clubs events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

#### **Qualifications and Training**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County Council

Appointed persons will undertake one-day emergency first aid training.

Specialist training in first aid for children should be arranged in a three year cycle.

#### **First Aid materials, equipment and facilities**

The Head teacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available.

All first aid kits must be marked with a white cross on a green background

- First aid kits must accompany teachers off-site for example on trips.

Spare stock should be kept in school.

Responsibility for checking and restocking of the first aid kits:

- First Aid lead

## **Accommodation**

The Head must provide a suitable place for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contain a washbasin.

## **Hygiene/Infection control**

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

## **Reporting accidents**

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. 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 event or disease. This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and 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

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 within 5 calendar days.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at [www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)

## Record keeping

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The 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 first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

## Monitoring

Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Head should establish a regular review and analysis of accident records.

## Infectious diseases

DISEASE	INFECTIOUS PERIOD	MINIMUM PERIOD OF ABSENCE
Chicken Pox	5 days before and 5 days after appearance of spots	At least 5 days after spots first appear, or until spots become dry Be aware of infection to pregnant women.
Conjunctivitis	While eyes is inflamed	Until medical treatment
Diarrhoea and sickness	Children should be kept at home until 48 hours after they are symptom free	
Impetigo	Until lesions are healed	48 hours after treatments unless lesions can be covered

Measles	Just before illness starts until 4 days after appearance of rash	Until well Be aware of infection to pregnant women.
Mumps	1 week before and 1 week after onset of facial swelling	Until swelling has subsided
Rubella (German Measles)	1 week before and at least 4 days after onset of rash	7 days after onset of rash
Threadworms	Until treated	Until medical treatment
Whooping Cough	From onset until about 3 weeks later 5 days if treated with appropriate antibiotics	3 weeks from onset If treated with antibiotic, until clinically well
Slapped cheek	None	Inform school Be aware of infection to pregnant women.
Hand, foot and mouth	None	Inform school Be aware of infection to pregnant women.

## Medicines

On the whole, if a child needs a prescribed medicine, they will probably need to be at home. However, sometimes children on a long course of treatments are able to return to school. If possible, please see if you can time doses so that the medicine is given before and after school. Please note medicine will only be administered in school at 12pm. If your child needs to have the medicine at any other time of the day, you will need to come into school to administer it yourself. Please take the medication to the School Office, clearly labelled with your child's name and class and the dosage required. You will also be asked to complete a permission form to enable a member of staff to administer the medicine. These forms are also available on the School website. Medicines will only be administered if they are sent to school in the original container.

Unless your child travels to school by bus, all medicines should be brought to and collected from the office by an adult. If your child travels to school by bus, please put the medicine, a completed permission form (school website) or a note giving us permission to administer the medicine in an envelope and seal it securely with sellotape. Please tell your child to bring it straight to the Office on arrival at school.

## Accidents

Injuries of a more serious nature will receive immediate First Aid. Parents will be contacted and may be advised to transport their child to their GP or the

Accident and Emergency Department. If necessary, and parents are unavailable, a member of staff will accompany the child in an ambulance to A&E.

In the event of an accident or injury requiring urgent medical attention, the Emergency Services will be contacted in the first instance then parents. Please ensure you inform the school of the work telephone numbers for both parents if applicable. If we are unable to contact you, the class teacher will act 'in loco parentis'.

School will **not** be responsible for transporting pupils to A & E in staff vehicles.

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