

Newlands Primary School First Aid Policy



Headteacher: Mr C Markham

Date Adopted: September 2014

Last Reviewed: March 2018

To be reviewed: March 2019

SIGNED BY CHAIR/HEADTEACHER.....

DATE:.....

First Aid Policy

Policy Statement:

The Governors and Head teacher of Newlands Primary School accept their responsibility to ensure compliance with the relevant legislation under current Health and Safety (First Aid) regulations and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Signed _____
(Headteacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

Aims & Objectives

Statement of First Aid organisation

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

1. Place a duty on the Governing body to approve, implement and review this policy.
2. Place individual duties on **all** employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Ensure that there are suitable and sufficient facilities and equipment available to administer first aid.
6. Ensure that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment. Make arrangements to provide training to employees and maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require First Aid treatment.

8. Carrying out a First Aid Needs assessment to determine the first aid provision requirements for our premises
 - I. It is our policy to ensure that the First Aid Needs assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - II. The children's services first aid needs assessment form (CSAF-002) will be used to produce the first aid needs assessment for our site.
9. Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

The responsible manager for First Aid is Karen Cackett.

Whole staff training on First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend when necessary.

Appointed persons and Emergency first aid qualified staff will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections) by the appointed staff member. (See Appendix A)

First Aid Provision

Materials, equipment and facilities:

The school will provide materials, equipment and facilities as set out in DFEE 'Guidance on First Aid for schools'.

First Aid Kits, in school, are located:

- In each classroom
- Designated first Aid Area (beside the school hall)

The Care Suite is a designated first aid room for major incidents while the first aid station is a designated first aid area for minor incidents.

First Aid boxes will be restocked annually in September by Mrs Karen Cackett. It is the responsibility of those using the First Aid boxes to ensure they inform Mrs Cackett if they need to be restocked in the interim period.

Medication for named individuals should be kept in the school office in a locked cupboard, in named wallets with the child's individual care plan.

Inhaler and Epipens are kept by the individual children in their class room first aid bag.

Offsite activities

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.

A person who has been trained in first aid will accompany all off site visits.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, seek the advice of a senior first aider and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
 - Whenever the first aider is unsure of the severity of the injuries
 - Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
 - requires attendance at hospital
- receives a head injury (bump on head)

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the head teacher will determine a reasonable and sensible course of action, to take in each case where transportation is needed. The qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the 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.

Accident Reporting-(See appendix B)

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

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 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.

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. Where a pupil has an accident it will be reported to the LA. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving their head- (See Appendix B)

The Governing body recognise 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. At Newlands a head injury is defined as any blow/wound that occurs above the chin level.

- Where emergency treatment is not required, a 'Head bump' text and email/letter will be sent home to the child's parents or guardians.

For further guidance when reporting head injuries please see Appendix B.

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. (see Appendix B)
- The arrangements for First Aid.
- Those employees with qualifications in first Aid. (See Appendix A)
- The location of First Aid kits. (See Appendix C)

Appendix A- Appointed Persons

Senior First Aiders:

- Karen Cackett
- Donna Elliott

Appointed First Aiders (list subject to change):

❖ Lisa Adkins	❖ Jack Hearn
❖ Hazel Annis	❖ Cara Kent
❖ Sabrina Berry	❖ Moira Lambert
❖ David Berwick	❖ Juliet Mallet
❖ Grant Blay	❖ Jade Morris
❖ Kirsty Lavander	❖ Anne Roberts
❖ Jackie Chalklin	❖ Mel Gallagher- Roche
❖ Sally Clark	❖ Denyse Simmons
❖ Anna Elliot	❖ Clare Todd
❖ Jemma Franks	❖ Yvonne Weeks
❖ Elizabeth Gjocaj	❖ Holly Williams
❖ Emma Pearce	❖ Karen Willson
❖ Diana Grant	❖ Joyce Wilson
❖ Sarah Doughton	❖ Nicole Clinton
❖ Joanne Haworth	❖ Elaine French
❖ Charlotte Osborne	❖ Nicola Tomms
❖ Lorraine Raisbeck	❖ Jodie West

Staff with Paediatric First Aid Training:

❖ Karen Cackett
❖ Donna Elliott
❖ Hazel Annis
❖ Sabrina Berry
❖ Moira Lambert
❖ Anne Roberts

Appendix B

Recording and Reporting Accidents.

When an accident occurs it is vital that the correct procedure for reporting and recording is followed to ensure the safety of Children and Staff.

Pupil Accidents and Injuries:

- If a child comes to you after an accident or incident, you must ensure they receive the correct medical attention. It is your responsibility to take the child to first aid and hand over to the first aider on duty or to administer first aid yourself. If it is not safe or appropriate to move the child, send for help and stay with the child.
- All accidents must be logged on Medical Tracker.
- Incidents must be logged on Medical Tracker from a computer or Chromebook. Please ensure that the correct name is entered as the pupil information will be copied from SIMS. Parents must be notified following the accident reporting chart.
- In the event of any head injury or reported head injury (whether there is a mark or not- no matter how minor) the parent must be informed by text or phone call from the office.

For a serious head injury, they must be notified **immediately**.

Even a mild blow to the head could cause concussion and parents need to have the opportunity to decide whether or not to come and see or collect their child, and also be made aware should they become ill later on.

Children must not be left unaccompanied directly after a head bump until seen by a first aider.

- If you are posted at a first aid station during mid-morning/Lunch breaks you must not leave your post, unless, in case of emergency and another first aider can cover you.
- If you are going to be away, please ensure that your morning duty is covered.
- All Staff are first aid trained, if new staff have not received training they should seek a member of staff who is trained to administer first aid.

Staff Accidents and Injuries:

- You must complete a staff medical report form and the incident must be recorded on medical tracker by the school office staff or a qualified first aider. Please include the details of any witnesses that were present at the time.

Appendix B cont.

First Aid Recording Procedures:

- 📌 Pupil visits first aid station, is assessed and given appropriate first aid.
- 📌 Use laptop to log the incident on Medical Tracker.
- 📌 Once the Incident is logged parents **must** be notified from the First aid station following the flow chart below (first aiders discretion is required).
- 📌 Letters can be sent to the printer in the school office and the office staff will put these in the registers to go out.

There are two labelled first aid laptops to be used at the first aid stations. You shall receive log in details which are to be kept strictly confidential.

These must be returned at the end of break/lunch to the photocopy room and put on charge.

Accident Reporting Chart

Minor Injuries

If after first aid the pupil is fine and can remain in school.

(I.e minor cuts or abrasions)

- Send Email/Text to inform parent/carer.

Minor Head bumps

If after first aid the pupil is fine and can remain in school.

(I.e. No raised bump, no symptoms of concussion, no marks)

- Send Email/Letter **AND** Text to inform parent/carer.

Moderate Injuries

If after first aid the pupil is fine and can remain in school. Parents must be informed by telephone. Parents may make the decision to collect their child.

(I.e Significant mark or cut.)

- Send Email/Letter to parent/carer.
- Request a phonecall home from the office to inform parent.

Significant Injuries & Head Injuries

If after first aid the pupil requires further medical or parental attention.

(i.e Head injury with a raised bump and/or mild signs of concussion. Joint injury/pain, **possible** sprain/slight fracture, a deep cut or abrasion)

- Request a phonecall home from the office to collect pupil as soon as possible.
- Email/Letter for parent/carer incident information.

Emergency

Major Injury that requires emergency treatment.

(I.e A serious injury, serious head injury, any period of unconsciousness, possible fractures, senior first aider unsure of severity or first aider unsure of what treatment to give.)

- contact the school office or appointed person to call 999 without delay
- after the emergency has been dealt with and the pupil is safe then log the incident on the medical tracker system in detail and send an internal notification email to relevant staff.

This is not an exhaustive list. Please remember to seek advice from another trained colleague if you are unsure.

Appendix C - Location of First Aid Stations & Kits

