



LOVE   
one  
another  
AS I HAVE  
loved  
 you  
John 13:34

# Elton Church of England Primary School

## First Aid Policy



## Elton Church of England Primary School First Aid Policy

### **Purpose:**

To ensure that the welfare and well-being of pupils

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, administration of medicine and 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. He/She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

**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.

**There is not one Appointed Person**, all staff have received the relevant first aid training and therefore should;

- Have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.
- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

- 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 the Headteacher 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 number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received will be reviewed by the health and safety committee.

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

As part of the School's annual monitoring:

- The Headteacher reviews the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Headteacher monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The Headteacher also monitors the emergency first aid training received by other staff and organises appropriate training
- A designated member of staff checks the contents of the first aid boxes termly.

### **Providing Information**

The Headteacher will ensure that all staff are informed about the schools' first aid arrangements and will:

- Maintain a first aid notice board in the School office.
- Give all staff information on the location of equipment and facilities.

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

The Headteacher will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The 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
- Specialist training in first aid for children is arranged in a three year cycle.
- Two members of staff will attend paediatric first aid training, both will be EYFS staff.

### **First Aid Materials, Equipment and Facilities**

The Headteacher 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

Spare stock should be kept in school. The designated member of staff should order replacement items through the school office. Responsibility for checking and restocking of the first aid kits:

- In school, a designated member of staff, weekly. This will be a midday supervisor or a Teaching Assistant.
- For off-site activities, the member of staff who is leading the activity

### **Accommodation**

The Headteacher must provide a suitable room 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 committee:

- 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
- Accidents which involve a visit to hospital.
- 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 Headteacher is responsible for ensuring these accidents are reported to the health and safety committee 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) within 24 hours of the accident occurring.

### **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 Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

### **Consent Form**

All parents will be issued a request for consent form to be completed when starting the school. Annual reminders to update the information will be issued. This form includes consent re: administering medicine and first aid/hospital treatment; Loco Parentis.

### **Notifying Parents**

Parents and staff will be notified if there is an outbreak of head lice, chicken pox, slapped cheek, hand foot and mouth, scarlet fever and measles. Parents of children with weakened immune systems will be notified immediately if a number of children have an illness/bug.

### **Monitoring**

Accident records can be used to help the Headteacher 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 health and safety committee should establish a regular review and analysis of accident records.

NB, if printed, only valid on date shown