

## **FIRST AID POLICY**

### **First Aid arrangements**

First Aid Boxes are kept in the first aid room and Willows entrance area. Contents of the boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable. Our appointed person for First Aid is Judith Bell who has responsibility for replenishment and ordering. If First Aid Treatment is required by a pupil, he/she must be escorted by a pupil or member of staff, depending on the seriousness of the injury. The majority of staff are First Aid trained but staff may seek advice and/or guidance from the Paediatric First Aider (Judith Bell).

### **Administration of medicines**

Only prescribed medicines are administered in school, including auto injections, inhalers or insulin. Consent and the relevant training must be provided. Any of the above medicines would be stored in the First Aid cabinet in the First Aid room. We will not store and administer non-prescriptive medicines in school. If children require medication during school time for different reasons, then it is the responsibility of the parent to administer this. Children who have inhalers are required to have these accessible to themselves when in school and are not allowed to share them with other children including siblings. Parents are required to provide a suitable backup for use in our school in case the child misplaces their own. It is their responsibility to ensure this is in school. All inhalers **MUST BE NAMED**. Staff training on First Aid (6 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend. In addition, there is currently have one paediatric trained First Aider in school – Judith Bell. Parental consent for administering First Aid is provided through a consent letter which is distributed in September (the start of the school year). This is completed annually and records of these are kept in the main office in a file called 'Permission Slips'. Any relevant medical conditions information is on display in the staffroom and office and is also distributed to staff. This includes children with inhalers, insulin or other medical conditions.

### **Off site 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. Any pupil medication must be carried separately to the First Aid kit. Where possible, a person who has been trained in first aid will accompany all off site visits.

### **Accident Reporting**

All accidents to pupils, staff and visitors must be recorded as soon as possible on the appropriate documentation for accident reporting. Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the Willows entrance/First Aid room. They will need to include: name of child, time and date, type of

injury, first aid administered, person administering first aid and signed. All employee injuries and significant injuries to pupils will be recorded on report form PO3 a copy being kept on file in the main office and a copy sent to the Health and Safety Team. The Head Teacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). 'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities. 'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. 'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc. 'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team shall be contacted for further details if there is any suspicion of a reportable disease. Injuries to self-employed persons working on school premises must be reported in the same way as for school staff. Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations.

### **Parent reporting**

Parents will be contacted by phone if their child injures their head and will be provided with a slip which offers advice about what symptoms to look out for. 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. All slips are kept in the First Aid room and Willows entrance area first aid box.

### **Transport to hospital or home**

- If in any doubt to the severity of an injury staff will call the emergency services for advice and support.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher or senior teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then other contacts on the child's records will be contacted and a member of staff will monitor the child's condition. An ambulance will be called if there is any change in condition and a member of staff will accompany the child to hospital.

## **Personnel**

Appointed persons:

- Mrs Bell- Principal First Aider

Emergency First Aiders

- Rob Lewis
- Jen Harvey
- Sue Merry
- Sue Upstone
- Jo Gorton
- Jaclyn Hayman
- Jo Wrate
- Jackie Davis
- Emma Stas

## **Governor Reporting**

The Headteacher reports to governors termly on first aid incidents.

Reviewed July 2017

Date of Next Review – July 2019