



First Aid Policy

Date of review: Summer 2018	Date of next review: Summer 2019
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Policy Statement

The Governors and Headteacher of Furzeham 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.

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.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Statement of First Aid organisation

The school's arrangements for carrying out the policy includes nine key principles or duties.

1. Places a duty on the Governing Body to approve, implement and review the policy
2. Places individual duties on all employees
3. Reports, records and where appropriate investigates all accidents
4. Records all occasions when first aid is administered to employees, pupils and visitors
5. Provides equipment and materials to carry out First Aid treatment
6. Makes arrangements to provide training to employees, maintain a record of that training and review annually
7. Establishes a procedure for managing accidents in school which require First Aid treatment
8. Provides information to employees on the arrangements for First Aid
9. Undertakes a risk assessment of the First Aid requirements of the school

Arrangements for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'. Stock will be kept in the drawers in the pastoral/medical room.

The locations of First Aid Kits in school are as follows:

- **Foundation Stage kitchen** for Nursery and Reception
- **Classroom 1** for Class 1 and 2, Class 3, Class 4 and Class 5
- **Classroom 6 resource area** for Classes 6 and 7 and Class 8
- **ICT Hub and Mezzanine Room**
- Additional boxes (for class visits etc.) are kept in the medical room cupboard
- At lunchtime First Aid will be administered outside the dining room and in the area between the kitchen and Class 5 and a fully stocked lunchtime first aid kit will be available
- Lunchtime staff will all have their own waist bags with wipes, plasters, gloves for very minor injuries and there will be one for TAs for playtime
- Staff House kitchen including burn treatment
- Reception Office
- External providers (sports activities etc.) are responsible for having their own first aid kit
- The main kitchen has their own equipment

New requirement: BS8599-1 is the British standard for 1st Aid materials – this new first aid kit is located in the Main School Office.

Location for the two emergency inhalers on school site are:

- **MTA first aid box**
- **Breakfast and After-school club room (Classroom 1)**

Pupils that are prescribed inhalers will use an emergency inhaler (list of all pupils are kept in the main school office as authorisation from their parent/carer is a requirement).

Additional First Aid Equipment

(see later notes re epi-pens, inhalers and medical equipment for special conditions)

- Cold compress gel packs are stored in the office fridge and in the kitchen in the nursery
- Sick packs are in the cupboard in the disabled toilet
- Sick bowls are kept with the medical kits see above
- Aprons and gloves, yellow hazardous waste disposal bags are in the cupboard in the disabled toilet
- Specialist equipment- thermal blanket, etc. are either in the cupboard in medical room or in the disabled toilet
- Record books (new) are in the cupboard in the disabled toilet
- The main first aid file is kept in the main office
- Record books (old) are in the filing cabinet in the Pastoral/Medical room and are archived for six years in the school loft

People responsible for re-stocking first aid and kits

- First Aider is responsible for overall stock ordering of First Aid materials and record books etc. and will liaise with Finance & Office Manager re budget and ordering. She is responsible for re-stocking the boxes and the TA bag for playtime on a weekly basis. Materials are stored in the pastoral/medical room and if boxes should become depleted in the meantime the class TA should replenish.
- Senior Midday Supervisor is responsible for ensuring that the lunchtime First Aid bags are fully stocked and that the person responsible for main First Aid at lunchtime has stocked their box.
- Education Visits Co-ordinator is responsible for ensuring that appropriate risk assessments are carried out for any trips or visits and that the appropriate medical equipment is signposted to the First Aider accompanying.

People responsible for First Aid in school

- Everyone has a duty of care and responsibility to ensure that everyone is safe and that First Aid is administered in-line with school and Local Authority policy.
- The Headteacher and the Designated Governor for Safeguarding are responsible for ensuring that the school complies with Health and Safety regulations, has a sufficient complement of qualified First Aiders in school and that the First Aid needs of the school community are met
- Designated Safeguarding Lead and Headteacher are responsible for updating of the policy and ensuring that it is in-line with good safeguarding practice including communicating general information about First Aid to parents and for reporting to the Designated Governor for Safeguarding.
- The First Aider has an overview of First Aid provision and is responsible for monitoring the record books along with a person who has Health and Safety Qualifications and also for ensuring that the school community is aware of the needs of any children for any aspect of their education.
- The following members of staff have current 'First Aid in the Workplace' and Paediatric First Aid training qualifications: Mrs Hopper, Mrs Lund, Mrs Wallis, Miss Armstrong, Miss Bevan and Mr Ward.
- School club supervisors have current Paediatric First Aid qualifications
- The Senior Midday supervisor is accountable for ensuring that the lunchtime staff are trained in basic First Aid treatment.
- All admin staff are responsible for collating medical information and ensuring that it is passed on to the relevant people and for reporting serious accidents (those requiring additional medical treatment) to the Local Authority in-line with policy and for arranging First Aid training as advised by the Headteacher.
- All staff are trained in the use of epi-pens and inhalers and anyone should be able to administer these in an emergency.
- Kitchen staff are responsible for ensuring that they comply to regulations in-line with ISS Mediclean policy.
- In the event of a specialist medical condition or treatment it is the responsibility of the Senior First Aider in consultation with the SENDCO to ensure that the relevant training and provision is in place.

Break-times/Lunch times/PE and Off-site activities

Individual pupil's medication such as inhalers, epi-pens etc., must be recorded on the pre-visit risk assessment and be taken on any off-site visits and outside when any games activities or activities on the Green are taking place. It is the responsibility of the class teacher to ensure that they are aware of the medical needs of any pupils in their care and that they are carried out in-line with policy. It is the responsibility of the Senior First Aider to ensure that the materials are available and will make a monthly check to see if the relevant materials are available outside in-line with policy. This will be recorded in the first aid file.

All Mealtime Assistants and one Teaching Assistant will have a basic medical kit on their person if outside at break-times. This will include- wipes, plasters and gloves and will administer to very minor grazes. This will be carried on their person.

A member of staff who has been trained in First Aid will accompany all off-site visits. This will be recorded on the pre-visit risk assessment and checked by the Education Visits Co-ordinator.

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.
- Any relevant information about a child that needs to be immediately accessible. The school nurse will liaise with the SENCO to ensure that Care plans are drawn-up, signed and communicated to relevant persons.

All members of staff will be made aware of the school's first aid policy.

Procedure if a child falls ill during the school day

Parents will be contacted to come and collect their child. If the school office is unable to contact the parent they will ring the next nominated person on the contact details.

If a child is sick, it is the responsible of the person immediately attending the child to ensure that arrangements are made for the area to be made safe/clean. This will mean signposting the area using Hazard signs and informing anyone likely to come into the area, contacting the office to alert the caretaker, using a sick pack to minimise the effects.

Accident Reporting

A first aid incident form will be completed for any accident or injury requiring more than a wipe/plaster and will be sent home that evening with the child concerned. If it is decided that the parent needs to be told on collection or immediately, it is the responsibility of the class teacher to make sure this is carried through. Advice may be asked of a first aider. See notes re bumped heads. The first aid recording books and main file will be monitored half-termly by the Senior First Aider and a member of staff with Health and Safety qualifications. 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 Headteacher 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.

Any staff accidents will be reported online (Torbay Council Accident & Incident Reporting) by the Finance & Office Manager or an Administrator.

Pupil accidents involving their 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.

- Parents or guardians are telephoned immediately following the accident when their child receives a bump to their head which is considered to require first aid.
- Where emergency treatment is not required, an accident form will be sent home to the child's parents or guardians. A copy of this will be retained in the school's first aid records.

Transport to hospital or home

- The Headteacher in consultation with the Senior First Aider will determine what is reasonable and sensible action to take in each case.
- Where the injury is an emergency, an ambulance will be called, following which the parent will be called. Details of what to say when contacting the emergency services are displayed in the school office and medical room.
- Where hospital treatment is required but it is not an emergency, a member of the admin team, following agreement from a Senior Leadership person will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital.
- Where the Headteacher 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 child will be transported in-line with Health and Safety regulations*
 - *a second member of staff will be present to provide supervision for the injured pupil*
 - *personal details/information of the child and about the incident will be taken with the staff member*

General arrangements for ill/sick children and staff

- Care will be taken to ensure that children or staff that are not fit for school follows DFE health and safety guidance (see Spotty Book and any related staff policies). Any relevant information which may have a bearing on the school community will be communicated to the Headteacher and persons concerned (such as German measles and pregnant women etc.) by the admin team.
- The admin staff will pass on any relevant information regarding this to parents and carers as the point of first contact and will seek advice from the Senior First Aider if unsure.
- Attendance policy and procedure will be followed.

Arrangements for children returning to school following a significant injury/accident or medical procedure

- A risk assessment must be carried out. It is the responsibility of the admin staff to ensure that this has taken place on return of the child and before going to class providing it has been reported by the parent to the office. It is the responsibility of the class teacher to make sure that the relevant information has been collated and any special arrangements carried through. A form has been devised see appendix A to facilitate this process. The forms will be kept in the First Aid file in the main office on completion. If for some reason the parent doesn't make the office aware, the class teacher must inform the office who will contact the parent to make sure the form is filled in.
- The Pastoral Lead teacher may be called upon to complete the form with parents if the class teacher is unavailable.

- Any relevant emotional or practical support can be provided by the Pastoral support staff on request.

Administering of medicines in school - See separate policy

This will contain arrangements for children with specific conditions who require temporary or regular medication.

In the event of a sickness bug or outbreak:

- The school community will be made aware by email via the Headteacher.
- The caretaker will carry out rigorous additional cleaning of handles/doors, stair rails etc.
- Children will be reminded to wash hands.
- General care.
- LA or NHS policy will be followed if a specific illness such as norovirus is evident. Data of pupils who are ill from this are communicated by the admin team in-line with policy.
- In the event of a school closure it is the decision of the Governing Body.