

Smallthorne Primary School



First Aid Policy

Reviewed: Autumn 14

Review: Autumn 17

Introduction

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

Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times whilst people use the school premises, and also away from 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 Schools
- 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 to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Personnel

The governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The Head is responsible for putting the policy into practice and for developing detailed procedures.

First Aiders will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
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- The First Aider must have completed and keep updated a training course

which is approved by the HSE. This is a voluntary post.

He/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 Head 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 physical demanding emergency procedures
- Normal duties - the first aider must be able to go immediately to an emergency.

Procedures

Risk assessment - reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety lead. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head.

Re-assessment of first-aid provision - as part of the Schools' annual monitoring and evaluation cycle

- The Head to review the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- The office monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The office also monitors the emergency first-aid training received by other staff and organises appropriate training
- The lead first aider checks the contents of the first-aid boxes each term.

Providing information - the Head will ensure that staff are informed about the Schools' first-aid arrangements

The Health and Safety lead will provide information packs for new staff as part of their induction programme

Provision

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

The school should appoint at least one appointed person per key stage.

In addition:-

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

- 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.
- Check first-aid materials, equipment and facilities

The Head must ensure that the appropriate number of first-aid containers, according to the risk assessment of the site, are available.

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- Each school bus must carry a first-aid container
- First aid containers must accompany PE teachers off-site
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Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- in school, the lead first aiders
- on buses, the qualified drivers
- for off-site PE, an accompanying staff member

Accommodation

The Head will provide a suitable area for medical treatment and care of children during school hours. Close to a lavatory and contain a washbasin.

Hygiene/Infection control

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or any other body fluids.
- Care should be taken when disposing of dressings or equipment.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The Head must keep a record of any occurrence of a reportable injury, or disease.

This must include:- the date and method of reporting; 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 HSE that involve employees or self-employed people working on the premises:

- 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

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents, that involves pupils and visitors. Any accidents that result 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.

If the incident relates to:-

- any school activity, both on or off the premises
- the way the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences immediately.

The Head is responsible for ensuring this happens, but may delegate the duty for the Health and Safety Officer.

The Head/Health and Safety Officer, must complete the RIDDOR Form that is with this policy and email/fax it to the Office at Ringwood [Ext.203], Fax 01425 481501. The Office will report the incident to the HSE and the insurers.

Record Keeping

Statutory accident records - The Head must ensure that accident records are readily accessible, written or electronic, and are kept for a minimum of seven years.

(see DSS The Accident Book BI 510)

School's central record - This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

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
- The name and signature of the 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 Health and Safety Officers/School Nurses identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head should establish a regular review and analysis of accident records. This policy is to be reviewed annually.