

Folksworth Church of England (VC) Primary School

First Aid Policy



Inspiring a love of learning through
the bonds of **family, faith and friendship.**

Date: March 2023

Review date: March 2025

'We believe that all people are unique and of equal worth. As part of God's family everyone is nurtured, valued and respected. We provide a safe community where we give everyone the fullest opportunity to be the very best they can be.'
(school vision statement)

Purpose:

To ensure that the welfare and well being of pupils is secure.

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 every two years or before if there is a significant change.

Aims

- To identify the first aid needs of the School in line with 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 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 and the local authority policy relating to 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 by following school rules.

The First Aider First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses as required.

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, 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 Resources committee of the Governing Body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

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 monitors the emergency first aid training received by other staff and organises appropriate training
- A First Aider checks the contents of the first aid boxes monthly and places an order to replenish equipment as required.

Providing Information

The Headteacher will ensure that all staff are informed about the schools' first aid arrangements during the induction process.

PROVISION

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 Headteacher 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.

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.

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 any teacher off-site

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.

Folksworth Church of England Primary School designated area is:

the main school office or disabled toilet.

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. A designated bin for this is located in the disabled toilet.

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 team:

- 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

Involving pupils and visitors:

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

Incident reporting

All staff have a duty to report all incidents where harm has, or clearly could have, occurred. This should be within 5 days of the incident occurring. This should be reported to the LGSS Report Incident System which can be found at the following link

www.reportincident.co.uk

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 Headteacher 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.

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 Headteacher should establish a regular review and analysis of accident records.