First Aid Policy

Agreed by Governors	Date:	Next Review Date:
Learning & Attainment Committee / FGB	Spring 2020	Spring 2023
Learning & Attainment Committee / FGB	Spring 2023	Spring 2026

Principles

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at the school with medical conditions. This is covered in our **Supporting Pupils with Medical Conditions Policy.**

Aims

The aims of our first aid policy are to:

- Support the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Practice

The governing body holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place.

The Head Teacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Head Teacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

First Aiders

First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in *Emergency First Aid at Work including paediatric first aid*. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the school lead first aider and the Head Teacher. First Aiders also receive separate training sessions on the use of Emergency Auto Injectors, asthma and epilepsy. If a new condition becomes known to the school, relevant training or guidance will be sought.

First aiders are required to assess and provide immediate first aid to staff, pupils and visitors to the school when it is needed and to ensure that emergency services are called when necessary. First aiders are **not** paramedics.

First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (Lead First Aider)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary (Head Teacher is advised by them and delegates this to the lead first aider on a day to day basis. HT is kept aware of the decisions and consulted if a child has been flagged either for attendance; safeguarding or other vulnerability).
- Completing the first aid log
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

An up to date list of current first aiders is located in the school office and in various locations around the school building. They are also required to know about specific children's medical conditions so that appropriate first aid treatment and follow-up can be carried out and the communication of these conditions is via the Lead First Aider on a termly basis.

There will be at least one first aider on the school site when children are present.

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's health and safety policy, and basic first aid.

Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid or special care either on admission or when this becomes known.
- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school health and safety policy. It is held in the office and the staff room, also on the website & referred to in visitor /supply pack.

Names of school first aiders are displayed in the school office and around the school building.

First Aid procedures are outlined in Appendix A.

The school will maintain first aid equipment in good order and accessible places that are known to staff.

The school will follow relevant guidance and legislation in respect of record-keeping and reporting; maintaining a First Aid Log and completing accident/incident forms.

Incident investigations

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Serious Incidents

Serious incidents and near misses will also be recorded on accident forms and reviewed by senior leaders. The Headteacher or SLT will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future.

Where a serious incident occurs, requirements for reporting to the Health & Safety Executive will be followed. Current procedures are outlined in Appendix A

Monitoring and Evaluation

The Learning & Attainment Committee will review this policy as it relates to pupil welfare.

The Finance & Premises Committee receives and reviews a summary of the first aid log including a summary of the accident forms completed on a termly basis to ensure that it is an effective method of record keeping and to identify any patterns. They can refer back to L&A if they have concerns.

Appendix A

First Aid Procedures

The school has **6** first aiders and they are named on First Aider notices around the school.

In-school procedures

In the event of an accident resulting in injury:

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives

The first aider will also decide whether the injured person should be moved or placed in a recovery position

In the case of minor injuries, the member of staff or first aider will provide basic first aid (ie clean and dress minor cuts and grazes, provide a cold compress or ice pack to treat bumps and bruises) and complete the first aid log

A letter, advising what symptoms to watch out for, will be given to the child to take home if they receive a bump or other injury to the head. If significant, the first aider will advise that parent will be telephoned

In the case of splinters, the office will contact parent and give them the option to come into school or send someone else to remove the splinter. If they cannot do this and are happy to wait until the end of the school day we will cover it with a plaster but the parent must look at it at 3.15 and seek additional medical assistance if they deem necessary.

If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

If emergency services are called, office staff will contact parents immediately. Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

The first aider/relevant member of staff will complete the first aid log and an accident report form (if appropriate) on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone and the relevant numbers
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details either via the office or hard copies when needed

Risk assessments will be always be completed by the member of staff in charge prior to any educational visit that necessitates taking pupils off the school premises. Risk Assessments will consider whether there needs to be a first aider on a particular trip.

First Aid Equipment

A typical first aid kit in our school will include the following:

• A leaflet with general first aid advice	• Regular and large bandages
• Eye pad bandages	• Triangular bandages
• Adhesive tape	• Safety pins
• Disposable gloves	Sterile Cleansing Wipes
• Plasters of assorted sizes	• Scissors
• Ice Pack	• Burns dressings
• Sterile eye wash	Face Shield
Foil Blanket	

No medication is kept in any first aid kit.

First aid kits are stored in:

- The School Office
- The Studio
- The School Kitchen
- The Music Building The Staffroom
- Willow (DT room upstairs)

First Aid Boxes/Kits are replenished from the office supplies and checked by the lead first aider on a termly basis. It is the responsibility of all members of staff to inform the lead first aider as an when first aid boxes/ kits require replenishment. The lead first aider should oversee this provision and ensure that all items are within expiry dates.

Record-Keeping and Reporting

First Aid Log and Accident/incident forms

All incidents and visits for first aid both major and minor will be entered onto the first aid log kept in the medical area in the school office

An accident report (online Workrite system) will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury that requires further medical assistance other than basic first aid A copy of this accident form will be sent to the London Borough of Sutton Health and Safety Team and also stored securely within the school first aid records in accordance with the Data Protection Act 1998

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school health and safety policy and notified to the School Business Manager.

The school office/first aider will ensure that parents are kept up to date as appropriate regarding the health of their child in school, injuries that they have sustained (other than minor bumps, cuts and grazes) and first aid they have received. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

Reporting to HSE

It is the responsibility of the Head Teacher to report to the HSE when necessary and the LA's Health and Safety team must be consulted beforehand. The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [http://www.hse.gov.uk/riddor/report.htm].

Incidents that need to be reported include but are not limited to:

<u>Involving pupils, parents, or school visitors</u>

- accidents which result in the death of a person that arose out of or in connection with the school's activities

- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

Appendix B

Emergency Auto Injector Procedures (May be Epipen or other brand name)

Environment

- The school is an allergy aware environment.
- All staff including class teachers and catering staff are made aware of allergy information and this is updated regularly.
- Allergy information is available on the school menu.

Training

- First Aid staff receive Emergency Auto Injector Emergency Auto Injector Emergency Auto Injector training annually.
- Teachers are aware of emergency procedures and it is contained in supply folders.

Procedures

- Emergency Auto Injectors are kept in the office with Health Care Plans
- In the event of an emergency a First Aider will be sent for and will attend with the Emergency Auto Injector.
- The Health Care Plan will be followed, timings will be recorded and an ambulance called.
- Emergency Auto Injectors are taken on school trips and visits.
- Parents are advised that Emergency Auto Injectors are not taken to sports fixtures where they are responsible for supervising their child.
- The First Aid Lead reminds parents of pending expiry dates but it is the parents' responsibility to replace the Emergency Auto Injector in a timely manner **before expiry.**
- The school holds an emergency adrenaline auto injector (Emergency Auto Injector or similar) for pupils to use in emergencies. This can only be used if the child's own device is unavailable and parental consent has been received.