

# St. John Bosco RC Primary School



## First Aid Policy

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# FIRST AID POLICY

## AIMS

- To identify the first aid needs of all children and adults in school.
- To ensure that first aid provision is available at all times while people are on school premises and also on school visits.

## OBJECTIVES

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and relevant resources and facilities.
- To keep accident records as required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995.

## POLICY STATEMENT

The Governors and Head teacher of St. John Bosco RC 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 Local Authority's guidance on First Aid in school.

## STATEMENT OF FIRST AID

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## MEDICINES IN SCHOOL

There is no legal obligation for school to administer any medication; this is purely voluntary and strictly limited to those prescribed by a doctor. (See Medication in School Policy)

## FIRST AID PROCEDURES

- When dealing with any body fluids plastic gloves **must** always be worn at all times.
- A first aid kit must be taken on all school outings along with a list of children's ailments or special requirements and a telephone to contact school in emergencies.
- All accidents must be reported to the designated first aider and recorded in the pupil accident book and/or 1R1 form for more serious accidents.
- Where an accident involving a head injury occurs, parents must be informed as soon as possible. If parents cannot be contacted the next named contact will be informed. (See Head Injury Section)
- If parents cannot be contacted and it is considered that the child needs hospital treatment, the Headteacher or Deputy Headteacher will take the child, acting "in loco parentis" with another member of staff.
- If an ambulance is required note the time the call was made, also the time the ambulance arrived. Full details of children's medical details to be given, if known.

A record of any first aid treatment must be kept, this should include;

- Date, time and place of incident
- Name and class of the injured or ill person
- Details of injury or illness
- What first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

## ARRANGEMENTS FOR FIRST AID

### *Materials, equipment and facilities*

The school will provide materials, equipment and facilities as set out in DCSF 'Guidance on First Aid for schools'.

### *The location of First Aid Kits in school are;*

- Foundation Stage Disabled Toilet
- KS2 Disabled Toilet

The contents of the kits will be checked on a regular basis by Miss Debbie Mills, Mrs Leigh Brettle and Miss Stacey Kelly who are our qualified First Aiders. Miss Mills and Miss Kelly are also qualified in Paediatric First Aid.

### **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.
- A person who has been trained in first aid will accompany all off site visits.

### **Information on First Aid arrangements.**

*The Head teacher 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 head teacher 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.*
- All members of staff will be made aware of the school's first aid policy.

### **Accident Reporting**

*The Governing body will implement the LA's procedures for reporting:*

- all accidents to employees.
- all incidents of violence and aggression.

All accidents in school must be reported to the first aider who then fills out the appropriate form. The pupil accident forms are kept in the School Office and conform with the Data Protection Act.

For more serious accidents or injuries that require parents to be contacted, the first aider will complete an Incident Report Form (IR1). These are located and kept in the main office and passed on to senior management for the incident to be investigated further. Accident records will be kept for a minimum of seven years.

**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 Head teacher 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.
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**Pupil accidents involving their head.**

- 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.
- In all instances of head injury, parents are contacted as a matter of course and given the option to come to school to either collect their child or assess the injury.
- Where emergency treatment is not required, a 'Head Injury' letter will be sent home to the child's parents or guardians.
- Head Injury forms are kept and distributed by the First Aiders.

**Transport to hospital or home.**

- The Headteacher will determine what is a 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.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.

- If the parents can not 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 second member of staff will be present to provide supervision for the injured pupil.*

**Personnel**

**Emergency First Aiders:**

- Miss Debbie Mills (Nursery Nurse)
- Mrs Leigh Brettle (Teaching Assistant)
- Miss Stacey Kelly (Nursery Nurse)

**Signed:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_