Colville Primary School

FIRST AID POLICY

June 2024

FIRST AID POLICY

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 annually.

Aims

- Ensure 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

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981,
- The Management of Health and Safety at Work Regulations 1992,
- The Management of Health and Safety at Work Regulations 1999,
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, Social Security (Claims and Payments) Regulations 1979
- The School Premises (England) Regulations 2012

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and 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 Reporting of Injuries, 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 and understanding the importance of risk assessment.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. He/She will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The First Aider

First Aiders must have attended a recognised First Aid Course and attend refresher courses every three (3) years. 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 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.

Re-assessment of first-aid provision

As part of the School's annual monitoring

- The Heads review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.

- The head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The head also monitors the emergency first aid training received by other staff and organises appropriate training.
- The first aider checks the contents of the first aid boxes termly.

Providing Information

The Headteacher will ensure that all staff are informed about the schools' first aid arrangements.
The Appointed Person will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board in the staff room.
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

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 Heads 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.
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

- Each school bus must carry a first aid kit.
- First aid kits must accompany PE teachers off-site.

Spare stock should be maintained in the school.

Responsibility for checking and restocking of the first aid kits:

- In school, the Appointed Person.
- On buses, the School Business Manager.
- For off-site PE, the Appointed Person.

Accommodation
The Head 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.

Hygiene/Infection control
Staff must follow basic hygiene procedures.
Single use disposable non-latex gloves must be worn when treatment involves blood or other body fluids.
Care should be taken when disposing of dressings or equipment.
Covid 19 procedures included in Appendix 1

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.

The Health and Safety Executive (HSE) must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team within five (5) calendar days.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at **www.cambridgeshire.gov.uk/irf96**

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**. Medical Tracker will be used to record any first aid that is provided in school.

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
- Name and signature of 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 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 Head should establish a regular review and analysis of accident records.