

Old Leake Primary & Nursery School



First Aid Policy

INTRODUCTION

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 reviewed annually.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992.
- 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 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.

STAFF AND OTHER PERSONNEL

The Headteacher

The Headteacher is Susan Rayner. If the head is absent then Richard Scarrow will deputise. The Head is responsible for the health and safety of the employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors.

The head 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.
- 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.

The Head must ensure that the policy and information on the School's arrangements for first aid are made available to parents. Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The appointed person

Clare Vidal is the appointed person. Clare is a fully trained paediatric first aider. If Clare is absent then Emily Barker or Caroline Meeds will deputise for her (both fully trained paediatric first aiders).

The Appointed Person will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment eg restocking the first aid boxes.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- If the appointed person is not a first aider then they will alert a first aider to give immediate help.

Most other staff have been trained in emergency first aid.

PROCEDURES

Risk assessment

Susan Rayner (Head) and Clare Vidal (Senior Administrator) review the school's risk assessments annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Health and Safety Officer (Jeff Weekley) and appropriate staff.

Re-assessment of first-aid provision

As part of the Schools' annual monitoring and evaluation cycle the Head:

- Reviews the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, and any changes in legislation etc.
- Monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- Monitors the emergency first-aid training received by other staff and organises appropriate training.

An appointed person checks the contents of the first-aid boxes termly, as part of the school's health and safety check in which they report to Lincolnshire County Council.

PROVIDING INFORMATION

The Head will ensure that staff are informed about the Schools' first-aid arrangements.

The Health and Safety Officer gives all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

PROVISION

The Head considers the findings of the risk assessment in deciding on the number of first-aid personnel required. Schools are low risk environments, but the Head 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.

First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff. At present the school has four certified paediatric first aiders, there are 216 pupils in the school and 29 adults. 20 adults are also trained in First Aid.

Qualifications and Training

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

Appointed persons have undertaken two-day paediatric first-aid training.

Specialist training in first-aid for children should be arranged in a three year cycle.

First-aid materials, equipment and facilities

First aid materials are available in the hall and all classrooms. First-aid containers are taken on all school trips and events off-site. These are regularly checked by teachers as part of their risk assessment before they leave the school.

Hygiene/Infection control

All staff follow basic hygiene procedures. These are:

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

Records of any reportable injury, disease or dangerous occurrence are kept. These include: 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.

The following accidents must be reported to the HSE involving 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.

Reporting accidents for 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 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 without delay.

The Head is responsible for ensuring this happens, but may delegate the duty to the Deputy Head. The initial telephone call must be followed up in writing on Form 2508 within ten days.

Record keeping

Statutory accident records: The head must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years. (see DSS The Accident Book BI 510).

School's central record:

The Head ensures that a record is kept of any first aid treatment given by first aiders. This includes:

- 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 the first aider or person dealing with the incident.

The Head ensures that every effort is made to contact parents of significant incidents.

Monitoring

Accident records can be used to help the Head and Health and Safety Officer.

School Nurses can help to identify trends and areas for improvement. They also can help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head regularly reviews and analyses accident records.

Signed..... Date.....