

Gorse Hall Primary and Nursery School



First Aid Policy

The governing body has overall responsibility of ensuring that the First Aid Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation

First Aid Policy Statement:

The Governors and Headteacher of Gorse Hall Primary and Nursery School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils 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 Authority's guidance on First Aid in school.

Gorse Hall Primary and Nursery School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Special Medical Needs and Medicine Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

Statement of First Aid organisation

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.

Arrangements for First Aid

Materials, equipment and facilities.

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

The locations of First Aid Kits in school are;

- Filing Cabinet outside ladies toilets, Reception area
- Nursery
- Burns Kit – there is a burns kit in the first aid cabinet near the office
- Each class has their own kit

The contents of the kits will be checked on a regular basis by

Mrs Sanderson (First Aid Supervisor- First Aid at Work Trained and Paediatric First Aid Trained)

The Class Teacher and **LSAs Paediatric First Aid Trained** are responsible for checking the contents of their class Defib – the Defib is situated in the School Main Office

Off site activities

At least one first aid kit (the large kit) will be taken on all off site activities, along with individual child's medication such as inhalers, epi-pens etc.

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

Information on First Aid arrangements

All LSAs are Paediatric First Aid Trained and are responsible for First Aid within their Year Group

Mrs Sanderson (First Aid Supervisor- First Aid at Work Trained and Paediatric First Aid Trained)

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.

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

Accident Reporting

All accidents to employees
All incidents of violence and aggression.

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.

All minor injuries and accidents should be recorded in the school accident books which are held with the first aid kits in the reception area and nursery. An accident/incident letter should be sent home with the child, noting the time, nature of accident or incident and what first aid has been applied.

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.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians, younger children will receive a sticker as a further prompt to notify parents. The child's teacher will also notify parent/guardian verbally on collection or with a telephone call.

Transport to hospital or home

- The head teacher 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 Head teacher will contact the parents for them to take over responsibility for the child. If the parents can not be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher 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.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.





