

First Aid Policy



**Mepal & Witcham Primary School
a part of Ely Diocese Multi Academy Trust**

Approved by the Governing Body:	
Signed:	
Date:	

Date to be reviewed:

Link Governor:

Purpose:

To ensure that the welfare and wellbeing 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.

Aims & Objectives of the School

- To identify the first aid needs of the School in line the Health and Safety at Work etc Act 1974.
- 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.
- 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 Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Relationship to other policies

This policy should be read in conjunction with the Medical Conditions Policy, Health & Safety Policy and the Management of Educational Visits Policy.

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 recognizing 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. In the event of an emergency 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 approved by the Health and Safety Executive (HSE) and attend refresher courses every 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 Heads 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.

Arrangements for monitoring and evaluation

The governing body will receive an annual report from the Appointed Person on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

Re-assessment of first-aid provision

As part of the School's annual monitoring

- The Head reviews 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
- A first aider nominated by the head teacher checks the contents of the first aid boxes termly.

Providing Information

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements. A list of designated first aiders is located on the Smart Log desk top available for staff.

PROVISION

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by DEMAT.

All staff will undertake one-day emergency first aid training.

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

Staff working in EYFS will undertake specific paediatric first aid training.

The Headteacher is responsible for ensuring that a register of first aid training for staff is maintained and accurate.

First Aid materials, equipment and facilities

The Headteacher must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background

- Each school trip bus must carry a first aid container
- First aid containers must be taken for all off-site activities

Spare stock is kept in school.

Responsibility for checking and restocking of the first aid containers is the responsibility of the Designated Lead First Aider.

Accommodation

The staff room and ICT Suite are used for medical treatment and care of children during school hours. It is in close proximity to a lavatory and wash basin.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

All dressings and equipment must be disposed of correctly in the designated waste bin.

Reporting accidents

All trained First Aiders must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, 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 will be made on the School's first aid log book. Any injury requiring hospital treatment will be formally reported by the head teacher using the online portal.

The following accidents must be reported to the HSE:

For staff:

- 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

For definitions, see HSE guidance on RIDDOR 1995 and information on Reporting School Accidents in the DCSF Guidance on First Aid in Schools.

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 or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring this happens.

The First Aider who took responsibility for treating the pupil/member of staff/visitor must complete the LGSS Report as soon as possible Incident in conjunction with the head teacher <https://www.reportincident.co.uk/> The incident also needs to be reported to DEMAT on 010353 656760

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**.

The Headteacher must ensure that a record is kept of any first aid treatment given by a first aider. 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.

All parents are informed of incidents that require any first aid treatment.

Monitoring

Accident records are used to help the Headteacher and the Governing Body identify trends and areas for improvement. They are also used to identify training or other needs and may be useful for insurance or investigation purposes.

A review and analysis of accident records takes place on a termly basis.