



# First Aid Policy

Approved by:	The IEB		
Responsible department:	Leadership team		
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## Aims

The aims of our first aid policy are to:

- 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 and first aid.
- Provide a framework for responding to a first aid incident and recording and reporting the outcomes.

## Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974.
- The Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1999.
- DfE (2015) 'Supporting pupils at school with medical conditions'.
- DfE (2000) 'Guidance on First Aid for Schools'.
- DfE (2018) 'Automated external defibrillators (AEDs)'.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.

## First Aiders

The main duties of First Aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when deemed necessary. A list of our First Aiders are displayed prominently around the school.

First Aiders	Training
Anna Jastrzebska	Emergency First Aid at Work
Esther Broadbent	Emergency Paediatric First Aid
Alison Everett	Emergency Paediatric First Aid
Jane Gammell	Emergency Paediatric First Aid
Louiza Manning	Emergency Paediatric First Aid
Lucy Leonard	Emergency Paediatric First Aid
Sarah Houghton	Emergency Paediatric First Aid
Cheryll Cooper	Emergency Paediatric First Aid
Linda Howard	Emergency Paediatric First Aid

First Aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager who maintains and updates the school's Training Record.

The Administration Team in the school office (in consultation with First Aiders) will be responsible for ensuring all first aid kits are properly stocked and maintained.

## All School Staff will:

- Ensure they understand and follow the school's first aid procedures as set out in this policy.
- Ensure they know which staff are designated first aiders in school.
- Complete accident reports for all incidents they attend to where a first aider is not called.
- Inform the Headteacher or their manager of any specific health conditions or first aid needs.
- Communicate to the class teacher as soon as possible any pupil accidents if the incident happened when the class teacher was not present i.e. lunchtime/playtime.

**The Headteacher will:**

- Ensure that an appropriate number of trained first aid staff are present in the school at all times, in particular a holder of a current paediatric first aid certificate.
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure appropriate risk assessments are completed and appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- Report specified incidents to the HSE when necessary.

**First Aid Procedures****Minor Accidents**

Minor accidents such as slightly grazed knees, light nosebleeds, minor knee bumps can be dealt with independently by any staff. In these instances, First Aiders are not necessarily needed as these accidents can generally be attended to with usual cleaning and/ or a medical wipe. Minor accidents at lunchtime can be dealt with by the Lunchtime Supervisor on duty.

The majority of minor accidents should still be recorded in the accident book. As a guide if the skin has been broken, or a notable 'bump/knock/fall' has taken place then this should be recorded. Recording in the accident book, produces a 'bump' note to be taken home by the child.

**All Bumps to the Head**

All bumps to head will result in First Aider involvement and a phone call to parent to inform them 1) how the bump happened 2) how the child is following the accident. The injury is likely to vary greatly but for more serious head bumps/injuries the Headteacher or Deputy Headteacher should always be informed, and the child sent home with advice to be checked.

**Accidents (NOT Minor)**

More serious accidents that result in clear and obvious injury e.g. deep cuts, possible breaks and sprains, scalds, burns and all facial injuries, should be dealt with by a First Aider. The First Aider will assess the problem and administer first aid as appropriate. The Headteacher should always be informed.

The First Aider will decide if further assistance is needed from the emergency services. And will also decide whether the injured person should be moved or placed in a recovery position. If emergency services are called, the parents are contacted immediately.

**Class Teachers Reporting/ Communicating to Parents**

If the class teacher has not dealt directly with the incident, the adult who gave assistance (Care or First Aid) must inform the class teacher provide them with the completed 'bump' note. Class teachers take responsibility for communicating information to parents and ensuring the bump notes are sent home/ received. The class teacher will use their professional judgement to decide if the injury warrants a parent phone call in addition to the bump note prior to the end of the school day.

**Off-site Procedures**

When taking pupils off the school premises, risk assessments will be completed by the class teacher prior to any educational visit. Staff will ensure they also always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

## **First Aid Equipment**

The school's main First Aid equipment is stored centrally in the school office; however, all classrooms have a small minor accident, graze pack in their classrooms. No medication is kept in first aid kits. Contents of the main first aid store:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

## **Accident Record Book**

The accident book is completed by the member of staff responding to the accident/ injury. It does not have to be a First Aider. In the vast majority of cases this will be on the same day as the incident.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

## **Reporting to the HSE**

A member of the office staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and, in consultation with the Headteacher, will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Where an accident leads to someone being taken to hospital
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Death

Corporate Safety Unit at Kirklees Council make all necessary reports to the HSE as defined in the RIDDOR 2013 legislation

**Training**

All school staff are able to undertake first aid training if they would like to. All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this expires.