

First Aid Policy

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Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
Version 1	New Policy	Jane Slee-Karim	
Version 2	Update	A Denovan	No changes
Version 3	Review	L Clark	No changes. Formatting
Version 4	Review	L Clark	Updated to reflect changes in accident reporting - Trust system

1. Introduction

To set out clearly the principles and procedures for first aid at Rosedale Primary School.

Reference:

- Health and Safety (First Aid) Regulations 1981
- Public Health England: Guidance on Infection control in academies and other childcare settings (2014)
- The Education (academy Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 199
- Data Protection Act 1998

Status

The Governors and Principal 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 academy.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

2. First Aid Organisation

The schools arrangements for carrying out the policy include the following key principles:

- Governors' duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of significant occasions where First Aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out First Aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in academy which require First Aid treatment
- Provision of information to employees on the arrangements for First Aid
- Undertaking a risk assessment of the First Aid requirements of the school

3. Medical Rooms

In compliance with Education (school premises) regulations 1996, the governors will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Range of first aid equipment and proper storage
- Chairs
- Soap

- Clean protective garments for First Aiders
- Suitable refuse container (foot operated) lined with inappropriate bag
- Appropriate record keeping systems and facilities
- Telephone (main office).

4. Practical First Aid Arrangements

First Aid boxes in the academy are located as follows:

1. Kitchen
2. EYFS (First Aid Room – Infant main entrance)
3. KS1 (First Aid Room – Infant main entrance)
4. KS2 (First Aid Area – Junior main entrance)

In addition, there are travel kits for visits. The contents of these boxes vary according to location and are checked on a regular basis by the Office Staff, who retains a log of the contents of each box/kit. Lunchtime supervisors will also be equipped with a basic first aid pack

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send the pupil accompanied to the Junior school office for attention of a qualified first aider; or send a pupil to request that a qualified first aider comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the Office staff.

5. Reporting to Parents/Carers

If a pupil receives more than a minor cut or graze the accident should be reported to the parent/carer. Staff should, therefore, log the accident using the QR reporting system. All accidents must be reported to the pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents/carers from the school office via phone call.

If the call is not answered a voicemail will be left and followed up with an Arbor message.

Bumps to the head suffered by all pupils must always be reported to parents/carers who should be given the choice whether or not to collect them from school.

6. Head Bumps

Bumps to the head suffered by all pupils must be reported to parents who should be given the choice whether or not to collect them from school.

If a child should bump their head whilst at school, we will take the following action:

- Where the bump is considered minor and gives no cause for concern, a standard message will be sent to the main parental contact, from the school office via Arbor, informing them that their child has sustained a bump to the head. There is no requirement for parents to attend the school at this time unless they want to assess the injury themselves.

- Should we have any concerns regarding the injury, a member of staff will telephone the parents to inform them of the injury and advise them of what steps, if any, need to be taken i.e. collect from school for observation at home
- In the case of a severe bump causing serious concern, the school will immediately call the ambulance service and inform the parents by telephone.

All children sustaining a head bump informing parents of the date, time and nature of the bump, stating how it was received and what treatment that was given. We inform parents when a child bumps their head so that parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours.

Pupils who begin to feel unwell during the school day should be sent to the first aid room if unable to participate in class activities. A qualified first aider will assess them and decide whether or not parents need to be informed or be asked to collect them from school.

7. Transport to Hospital or Home

The Principal, or Vice Principal in her absence, will determine the sensible and reasonable action to take depending on the circumstances of each case. Where the injury is an emergency an ambulance will be called, following which the parents/carers will be called.

Where hospital treatment is required but not in an emergency, the school office will contact the parents/carers in order for them to take over responsibility for the pupil.

8. Duties of Staff

The school is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the school office for a minimum of three years. The school should not retain copies for longer than necessary in order to comply with the requirements of GDPR.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator, the School Business Manager. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Governing Body by the Business Manager.

Action required by staff is as follows:

- All staff reporting an accident/incident will access and log the accident reporting system using the QR code. Midday Supervisors will continue to record accidents on slips and these will be passed to nominated staff in each building who will then log these on the accident reporting system.
- Near incidents/accidents are reported in the same way
- The Business Manager and Office Manager are able to access all accidents requested. Any reportable accidents will be logged under RIDDOR where necessary. The accident reporting system is also monitored by the Trust's Estate Team.
- Serious accidents/incidents should be reported verbally as quickly as possible.

9. Hygiene Procedures for Disposal of Bodily Fluids (Clinical Waste Management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it."

The safe disposal of clinical waste is a shared responsibility of staff attending first aid treatments and the academy Premises Manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the academy by an authorised contractor.

10. Information on First Aid Arrangements (See appendix 1)

The Health and Safety Co-ordinator (Business Manager) will inform all employees at the school of the following:

- The arrangements for reporting and recording accidents
- The arrangements for First Aid
- Those employees with First Aid qualifications
- The location of First Aid boxes

In addition, the Health and Safety Co-ordinator will ensure that signs are displayed throughout the school providing the following information:

- Those employees with First Aid qualifications
- The location of First Aid boxes

11. Reporting

The Governing Body are aware of their statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the HSE as it applies to employees:

1) The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

2) Specified injuries to workers

- 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 burn(including scalding) which:
 - covers more than 10% of the body causes significant damage to the eyes, respiratory system or other vital organs
- 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
 - requires resuscitation or admittance to hospital for more than 24 hours

3) Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self- employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

4) Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. As we are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

5) Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. Detailed information on RIDDOR reporting requirements can be found here: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

The Business Manager is responsible for notifying the Health & Safety Executive in applicable cases. All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). For out-of-hours incidents involving work-related death, serious incident causing multiple casualties or major disruption, ring the duty officer on 0151 922 9235. Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known. It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

12. First Aid Training

Staff all receive basic First Aid training every three years. Additional First Aiders receive advanced training every three years. To comply with legislation, all Early Years Foundation staff have Paediatric First Aid training.

13. Arrangements for pupils with particular medical conditions

Parents are required to give details in writing and discuss with the School Office/ SLT any long-term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the school; has the necessary medication and that the appropriate information is recorded and held on record

Staff are given lists of pupils with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of children with allergies attached to their photographs. These are kept out of view to comply with GDPR regulations

Pupils suffering with asthma are required to have an in-date inhaler/reliever in academy.

Pupils suffering with allergies who have been prescribed epi-pens are required to have an in- date epi- pen plus Piriton (if used) in the academy.

14. Communicable Diseases

The school office should be informed immediately by parents/carers if a child has a communicable disease such as Chicken Pox or Measles.

The school will inform any parents of children who may have been in contact with this child. The school works closely with Public Health when making decisions about outbreak management plans.

15. Return to the academy after illness

If a child is ill/unwell they should remain away from the school until able to fully participate in the school day. In particular if they have had diarrhoea or vomiting within the last 48 hour period or if a child has a higher than normal temperature, this must be registering within the normal range for a 48 hour period before returning to school

Reviewing the First Aid Policy

The Principal will review the First Aid Policy on an annual basis and make recommendations, where appropriate, to the Governors for changes to the academy's policy.

Appendix 1 - Recording First Aid Incidents

All incidents where first aid has been administered, no matter how minor, will be recorded in the schools first aid record book.

The first aid book produces a carbon copy of the incident, which will be sent home with the child at the end of the school day.

The School Day Before school:

If an incident happens on the school grounds before school while under the care of school staff, the pupil will be brought to the school office for first aid. A member of the admin team will record the accident..

It is the responsibility of the break supervisor to record any first aid incidents.

At lunch time:

It is the responsibility of all Midday Supervisors to record any first aid incidents and pass these on to the delegated staff member who will log these on the accident reporting system.

During lessons and other times in the school day:

It is the responsibility of the class teacher to ensure first aid is administered to pupils in an appropriate manner, taking into account the safety of other pupils. This may mean that they ask a member of support staff to administer first aid or in the case where a teacher is alone in class, ask a pupil to get a member of staff from a partner class. It is the responsibility of class teachers to ensure that this is logged on the accident reporting system.

Administering of inhalers:

In addition to first aid, if a pupil has the need of an inhaler during the school day, this will be recorded on the administration of medicine form.