

ELY ST JOHN'S SCHOOL FIRST AID POLICY

Date of Issue: February 2015
 Reviewed: March 2016, March 2017, March 2018
 Review Date: Spring 2019

Purpose:

To ensure that the welfare and well being 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. The policy is revised annually.

Aims

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

Objectives

- 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 (RIDDOR).

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's policy on health and safety, the medical conditions support policy and the local authority policy relating to educational visits (EVOLVE).

Roles and Responsibilities

The **headteacher** is responsible for implementing the policy, identifying **responsible staff members** 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 recognising 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. 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 paediatric First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post although can be included in individual job descriptions with the agreement of the employee.

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 termly reports via the H&S Governor 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 Health & Safety Committee reviews the school's first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Bursar monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions in consultation with the CPD Leader.
- The Bursar monitors the emergency first aid training received by other staff and organises appropriate training in consultation with the CPD Leader.
- The contents of the first aid boxes are checked regularly by First Aiders

Providing Information

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements.

The Responsible Staff Member will:

- Provide information packs for new staff as part of their induction programme
- Maintain a first aid notice board in the medical room
- Give all staff information on the location of equipment, facilities and first aid personnel.

PROVISION

How many first aid personnel are required?

The Head will consider 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 he/she will consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hours provision, eg. Clubs events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

In view of the above considerations, all Midday Supervisors receive one-day Appointed Person first aid training and this may form part of their job descriptions. All Teaching Assistants are also offered First Aid training.

An up-to-date list of First Aiders is attached as Appendix 1.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County Council (currently Everett Training Services).

Appointed persons will undertake one-day emergency first aid training.

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

First Aid materials, equipment and facilities

The Head teacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available.

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

- Each school bus must carry a first aid kit
- First aid kits must accompany PE teachers off-site

Spare stock should be kept in school.

Responsibility for checking and restocking of the first aid resources lies with the Responsible Staff Member.

Accommodation

The Head must provide a suitable room for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection control

Staff must follow basic hygiene procedures.

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

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, 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. This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- 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

Involving 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 Head is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

The Appointed Person or First Aider must complete form IRF (96) which is available in the school office.

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**.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. 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.

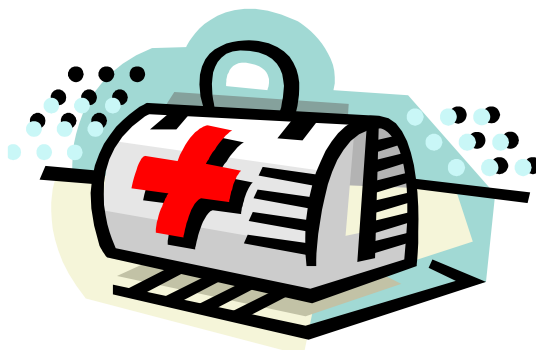
The Head must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

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

The Health & Safety Committee review accident records on a termly basis.

ELY ST JOHN'S SCHOOL

**FIRST AID CERTIFICATE HOLDERS**

Full First Aid Certificates

Expiry Date:

Tina Chamberlain
 Jacqueline Shooter
 Julie Symonds

Jan 2021
Feb 2019
March 2021

Emergency First Aid at Work

Susan Cornwell	<i>May 2018</i>	Teresa Draper	<i>May 2018</i>
Carol Cousins	<i>June 2020</i>	Rahat Choudhury	<i>Feb 2019</i>
Tracy Lloyd	<i>May 2018</i>	Sharon Gipp	<i>May 2018</i>
Charlotte Godfrey	<i>June 2020</i>	Beth Hartland	<i>February 2019</i>
Karen Johnson	<i>October 2018</i>	Karin Quinn	<i>June 2020</i>
Shellie Bailey	<i>June 2020</i>	Karen Belton	<i>February 2019</i>
Karen Miller	<i>February 2019</i>		
Mary Rose	<i>June 2020</i>		
Jenny Stanford	<i>June 2020</i>		
Tamsyn Hardy	<i>February 2019</i>		
Allison Brown	<i>May 2018</i>		
Marianne Halls	<i>June 2020</i>		
Teresa Baker	<i>May 2018</i>		
Debbie Webb	<i>June 2020</i>		
Christine Harley	<i>February 2019</i>		
Julie Rushmer	<i>February 2019</i>		
Debbie Cousins	<i>February 2019</i>		

Ely St John's: First Aid Policy 2018

