



FIRST AID POLICY

This policy outlines Pentland Field School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

Aims

To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

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 is reviewed yearly.

To provide sufficient and appropriate resources and facilities.

To keep staff and parents informed of the School's First Aid arrangements.

To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

To give clear structures and guidelines to all staff regarding first aid and medicines.

To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

The Eden Board of Trustees via the Local Advisory Board are responsible for the health and safety of their employees and anyone else on the school premises across the Academy. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Trustees should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head of School is responsible for putting the policy into practice and for developing detailed procedures.

The Head of School should ensure that the policy for first aid is available to all staff and parents.

In the event of a medical emergency and the school being unable to contact the parents/carers the Head of School will act in 'Locum Parentis'

Duties of an Appointed Person (Guidance on First Aid DfEE 1998)

Takes charge when someone is injured or becomes ill

Looks after the first-aid equipment eg restocking the first aid container, ordering equipment.

Ensures that an ambulance or other professional medical help is summoned when appropriate.

In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

Main Duties of a First Aider (Guidance on First Aid DfEE 1998)

To 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 addition to the above, First Aiders are required to follow the procedures outlined in this policy.

First Aid Equipment and Facilities

The Appointed Persons, directed by the Head of School, will ensure that the appropriate number of first-aid containers are available and restocked when necessary. (Record of this will be kept within the First Aid Kits)

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfEE Guidance on First Aid for Schools).

First aid boxes and equipment are taken on all school educational and sporting visits.

Basic hygiene procedures must be followed by staff administering first aid treatment.

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

A list of the location of First Aid boxes is kept with this policy and signposted within school.

Information on First Aid arrangements

The Head of School 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 of School 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.

Pupil accidents involving their head

The School recognises 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, all bumps to the head will be reported to parents with a follow-up letter (see procedures below 'Record Keeping and Reporting Accidents').

Record Keeping and Reporting Accidents

All minor injuries and First Aid Treatments given are recorded in the treatment book kept in the main school office.

Parents are notified by letter if any First Aid has been administered. A copy of the letter sent home is kept in the School Office.

Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.

For all injuries, an Accident Reporting Form must be filled in and given to the Head of School

In the event of a medical emergency and the School is unable to contact parents/carers then the Head of School acts in 'Locum Parentis'.

Statutory requirements for Accident Reporting

The Head of School will ensure the proper reporting of:
all accidents to employees
all incidents of violence and aggression.

The Board of Trustees 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. This duty is discharged by the Head of School:

An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven 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.

Transport to hospital or home

The Head of School 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 of School will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted then the Head of School

may decide to transport the pupil to hospital. Where the Head of School 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.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children.

Most children with medical needs can attend school and take part in normal activities, sometimes with support.

Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.

An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

Administering medicines in school

Please refer to the Administration of Medicines in School Policy

Administering First Aid Off Site

Any off site visit must have a risk assessment that includes all relevant information regarding a pupil's condition and the appropriate medication to deal with it.

All emergency contact numbers for every pupil must be taken on any off site visit

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.

A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.

The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.

All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.

A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

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