

Swallownest Primary School

First Aid Policy



First Aid Policy

The Governors and Headteacher of Swallownest Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

The provision of first aid within school will be in accordance with the Local Authority's guidance on first aid in school.

Statement of First Aid Organisation

The school's arrangements for carrying out the policy include the following principles:

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require first aid treatment.
- Undertake a risk assessment of the first aid requirements of the school.
- Provide information to employees on the arrangements for first aid.

Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for Schools'. All classrooms are equipped with basic first aid kits (teachers/support staff take this kit out with them during school visits and outings). A comprehensive first aid kit is held in the Resource Room in the KS1 end of the school.

During morning break and lunchtime, the Resource Room is the designated room for first aid and minor incidents. Whole school staff training (4 hour course) will be undertaken every three years, the last time being June 2016. Our Foundation Unit staff are all trained in paediatric first aid which is refreshed every three years.

Off Site Activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

Information on First Aid Arrangements

The Headteacher 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 the medical room/first aid kits/emergency equipment (eg epipens)

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees.
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR (Reporting of Illnesses, Diseases and Dangerous Occurrences Regulations, 1995) in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive 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 Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving their head

The Governing body recognise 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, an accident slip will be completed and given to the child to take home.
- Parents/carers must be contacted for all bumps/marks/grazes to the head informing them of the incident.

Transport to hospital or home

- 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 Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Headteacher may decide to transport the pupil to hospital.

Where the Headteacher 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 person.