

# **FIRST AID POLICY**

## **Policy Statement**

The Governors and Head teacher of Redcastle Family 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 authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

The school's arrangements for carrying out the policy include nine key 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
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the first aid requirements of the school

## **Arrangements for First Aid**

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are;

- Kitchen
- First Aid room
- Sports Hall

The contents of the kits will be checked on a regular basis by an appointed person for first aid.

Appointed persons for First Aid are:

Mrs Diane Anderton  
Mrs Frances Newton  
Mrs Maria Jobbins.

Staff training on First Aid (4 hour course) will be undertaken every three years and a refresher course annually.

## **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 Head teacher 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

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

The head teacher will ensure that all staff that are trained in first aid understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury requires more experienced intervention.

When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken.

## **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 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 Head teacher 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 a 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, the class teacher will be informed and the child will be monitored in the classroom.
- If necessary parents will be contacted with the details of the injury.

## **Transport to hospital or home**

- The head teacher 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, the parent will be contacted for them to take over responsibility for the child
- If the parents cannot be contacted then the head teacher may decide to transport the pupil to hospital

Where the head teacher makes arrangements for transporting a child then the following points will be observed:

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- 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
  - A second member of staff will be present to provide supervision for the injured pupil
- Such circumstances must always be recorded.

### **Personnel**

#### **Appointed persons:**

- Diane Anderton – Paediatric trained
- Frances Newton
- Maria Jobbins

#### **Emergency First Aiders:**

- Sophia Morris – Paediatric trained
- Maryam Akhaei
- Stewart Knock
- Kate Mansfield
- Trudy Scott
- Lorraine Talbot – Paediatric trained
- Ann Brown

Reviewed and Signed for by Chair Of Governors 16<sup>th</sup> November 2016