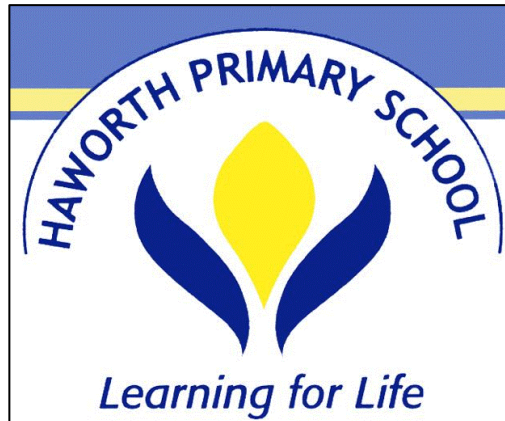


Haworth Primary School



First Aid, Illness & Medical Emergencies Policy 2016

Headteacher: _____

Date: _____

Chair of Governors: _____ Date: _____

Updated: April 2016 _____ Review Date: April 2018 _____

Written by Caron Stone _____



First Aid, Illness & Medical Emergencies Policy

Aims:

Through the implementation of our Policy we will ensure that:

- The Governors and Headteacher of Haworth 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 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 school complies with the regulations for there to be a qualified Paediatric First Aider with children in the EYFS and in the Haworth Out of School Club (HOSC).

Agreed Principles and Procedures:

The school's arrangements for carrying out the policy include seven key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Places 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.

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- Those employees with qualifications in first aid.
- The location of first aid kits.
- All members of staff will be made aware of the school's First Aid Policy.

Procedures for Accident Reporting

- The Governing body will implement the LEA'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 LEA.
- All accidents to non-employees (e.g. visitors), which result in injury, will be reported to the authority.

Materials, Equipment and Facilities

The contents of the First Aid Kits will be checked on a regular basis and they are located in:-

- Playground in the morning
- Nursery and Reception classes
- Office reception

Arrangements for Illness (Not requiring First Aid)

- If a child has a mild illness, he/she should be kept in a quieter part of the classroom so they can be observed and monitored.
- If a class teacher considers any child to be suffering from a mild illness and too ill to be in school, then the support assistant from that class will contact the parent/carer to discuss the child's illness.
- If the child is to be sent home, they will be brought to the office reception area to await collection.
- Upon collection, the child will be signed out by one of the Administration team.
- If the illness is severe, such as asthma or acute pain, then the child will be seen by a qualified First Aider.

Arrangements for Accidents or Illness Requiring First Aid

- The school has numerous qualified named first aiders (First Aid at Work and Paediatric First Aid qualifications) who cover all aspects of the school day. (This includes before & after school activities and the Haworth Out of School Club). See Appendix 1 for details of the First Aiders in school.

Accident Procedures:

- The injured person will be seen by a named First Aider.
- All accidents will be fully recorded in the Accident Book, by the person who initially dealt with the incident.
- Parents will be informed by the Headteacher or a member of staff of significant accidents and the treatment given by a First Aider.
- At before and after school activities, the Site Manager or Senior Administrator will deal with any minor injuries and ensure the Accident Book is completed
- During playtimes, if a First Aider is on duty, they will deal with any injuries and record them accordingly. A First Aid bucket is taken into the playground at break times. If a First Aider is not outside on duty, a named First Aider will deal with the accident/injury.
- At lunchtimes, the Lunchtime Supervisor First Aider will deal with any injuries.
- The Governing body recognises that accidents involving head injuries can be problematic, because the injury may not be evident and the effects only become noticeable after a period of time.
- After assessment by a First Aider the child will either be:-

INJURY	ACTION
1. Minor head injury – showing <u>no</u> distress and barely visible injuries	Given a bumped head sticker to alert staff and parents to monitor the child Record made in Accident Book
2. Minor head injury – child showing some distress and some visible marking	Given a bumped head sticker to alert staff and parents and child takes home a letter. Record made in Accident Book.
3. Minor head injury – child clearly distressed and symptoms clearly visible.	Call made to parents by a member of staff, given a bumped head sticker to alert staff and parents, given a letter and recorded in Accident Book

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.
- In the Foundation Stage, (complying with the EYFS regulations) children will be accompanied by a trained Paediatric First Aider on all-off site activities.

Transport to hospital or home

- The Headteacher and/or a named First Aider from the office 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 and every effort will be made to contact the parent by telephone.
- 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 parent cannot be contacted, the Headteacher will make arrangements for transporting the child. Office staff will continue to try and make contact with the parent.
- Where the Head teacher makes arrangements for transporting a child, then the following points will be observed:
 - 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.

Personnel

- The Senior Administrator has delegated responsibility for keeping a record of those staff who have first aid qualifications and communicating this to staff and displaying this in school. It is also her responsibility to ensure that those members of staff with First Aid qualifications renew their qualifications when due.
- At Haworth Primary School, staff are trained in either in First Aid at Work and/or Paediatric First Aid. Please see Appendix 1 for the current list of staff holding these qualifications.

Dissemination of the policy:

- The policy will be available on the school website.
- All new school staff, will be informed of the policy as part of the Induction process.

Policy Review :

- Ratified by Governors April 2016
- For review in April 2018

Links to other policies:

- Medication Policy



Haworth First Aid, Illness and Medical Emergency Policy Appendix 1

Trained first aiders for First Aid Cover as at April 2016

Area / Role	NAME	COURSE	WHEN TAKEN	VALID UNTIL
General	Ruth Ayres	Emergency 1 day Paediatric	16 th March 2016	16 th March 2019
	Tracy Roe	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
	Sue Roberts	2 Day Paediatric	November 2013	November 2016
	Kathy Nutter	3 day 1 st Aid at Work	20 th March 2015	20 th March 2018
	Claire Garnett	2 Day Paediatric	22 nd January 2016	22 nd January 2019
	Kostas Nikolaidis	Emergency 1st Aid at Work	5 th November 2014	5 th November 2017
	Caron Stone	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
Nursery	Joanne Paxford	2 day Paediatric	22 nd January 2016	22 nd January 2019
	Laura Stoker	2 Day Paediatric	12 th February 2016	12 th February 2019
Reception	Fiona Wild	2 Day Paediatric	September 2013	September 2016
	Louise Cowell	Paediatric First Aid	5 September 2014	5 September 2017
	Louise Cowell	Emergency 1 st Aid at Work	5 September 2014	5 September 2017
	Sarah Woodhouse	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
KS1	Hazel Richmond	2 Day Paediatric	November 2013	November 2016
	Helen Feather	2 Day Paediatric	October 2014	October 2017
	Elizabeth Labbett	2 day Paediatric	12 th February 2016	12 th February 2019
	Melissa Callaghan	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
KS2	Helen Edginton	12 Hr Paediatric	21 st January 2016	21 st January 2019
	Mary Stell	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
Station	Helen Keating	4 Day 1 st Aid at Work	October 2014	October 2017
	Chris Holdsworth	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
Lunchtime Supervisors	Denise Wilcock	2 Day Paediatric	19 March 2013	17 March 2019
	Sharan Brownless	3 day 1st Aid at Work	September 2014	September 2017
	Mary Stell	Emergency 1 day Paediatric	25 th February 2016	25 th February 2019
HOSC	Denise Wilcock	2 Day Paediatric	17 March 2016	17 March 2019
	Claire Garnett	2 Day Paediatric	July 2011	July 2014