



First Aid Policy

Version	Date	Description	Chair of Committee	Ratified (Y/N)
1	3/5/16	Draft presented to H&S Committee	Paul Bex	Y
1	4/05/2017	Draft presented to H&S Committee	David Champion	Y

GRANTA SCHOOL

FIRST AID POLICY

Purpose:

To ensure that the welfare and well being of pupils and staff 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 etc 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).

Relationship to other policies

This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits.

Roles and Responsibilities

The **head teacher** is responsible for implementing the policy, identifying a responsible staff member 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. The head teacher 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.

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 First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

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 an annual report from chairman of the health and safety committee 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 Heads review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.

The head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions

The head also monitors the emergency first aid training received by other staff and organises appropriate training

The first aider checks the contents of the first aid boxes termly.

Providing Information

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

The First Aider will:

Maintain their first aid book

Give all staff information on the location of equipment, facilities and first aid personnel.

This will appear in the staff handbook.

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. The schools are low risk environments, but the Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

Off-site PE

School trips

Science labs

DT/Art Rooms

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.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County Council (currently the county swimming service) or other 1st aid providers. 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 trips out.

Spare stock should be kept in school.

All First Aiders are responsible for checking and restocking of the first aid kits:

.

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.

Minor 1st aid treatment should be reported in the carbon copied slip book that is stored in the office.

Incidents that involve ambulances should have an IRF 96 filled in as soon after the event as viable.

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.

Record keeping

Statutory accident records: The First Aider 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 Head should establish a regular review and analysis of accident records.