

Woodthorpe J.I. School

First Aid Policy

1. Policy

It is the policy of Woodthorpe J.I. School to provide first aid cover at levels determined by risk assessment and aimed at staff, students and visitors.

The main legislation which is relevant to this subject is the **Health & Safety at Work Act 1974** and the **Health & Safety (First Aid) Regulations 1981**.

Policy to be reviewed annually.

2. Procedures / Guidance

2.1 Risk Assessment

Woodthorpe J.I. School is responsible for carrying out risk assessments to determine the level of first aid cover that is required. The risk assessments should consider factors such as the head count to be protected and the risks associated with the activities being carried out. Although the Health and Safety (First Aid) Regulations 1981 only applies to employees, risk assessments will also consider students and visitors to the school. Contractors on site are required to make their own provision.

It is the responsibility of the Head Teacher and Governing Body to assess whether or not the requirements of the Regulations are being met in terms of both the number of qualified First Aiders available and the number and distribution of first aid boxes and other equipment. Due account must be taken of the constraints imposed by late-working and availability of staff.

2.2 First Aider Competence

All staff who volunteer to be First Aiders must be trained according to a syllabus provided by the Birmingham Safety Officers and other providers, and approved by the Local Authority and the Health and Safety Executive, to gain the Health and Safety certificate in First Aid. Such training will be arranged by the Head-teacher.

After completion of the training and passing of the associated examination, certificates will be issued by the relevant accrediting body. Certificates are valid for three years, after which refresher training and further examination is required.

The School's First Aiders will be listed on the Health & Safety notice board in the staff room.

Under no circumstances should children be allowed to administer first aid.

2.3 First Aider Responsibilities

The School's qualified First Aiders have the following responsibilities:

- Respond to all calls for first aid assistance.
- Ensure their own safety at all times.
- Ensure that the condition of the casualty does not deteriorate, as far as is practicable, and to render such assistance for which they are trained.
- Provide assistance at all times in accordance with their training and ensure they are aware of the limits of their competency.
- Take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty.
- Refer the patient on to hospital or GP (if appropriate) if it is the view of the first aider that further medical treatment is required. If a child needs hospital urgently an ambulance will be called. Where it is the opinion of the first aider that the patient needs medical attention but not urgently, so does not require an ambulance, parents will be contacted to convey the child to the hospital or doctor's surgery. **Under no circumstances should a private car be used.**
- Ensure that the Head Teacher is informed of any injuries to students so that parents can be informed if deemed necessary. A parent, or the legal guardian, of the child must be contacted if the child is referred to hospital or GP.
- Complete an Accident and Near Miss Form or Incident Report Form in all cases of serious injury and inform the Head Teacher and/or member of SLT immediately. This must be completed as soon as possible and saved on school's intranet. The HSE will be immediately informed in cases of significant/major accidents or occurrences.
- South Birmingham Health Care will be informed of any instances where a child has a medical emergency at school or has been taken to hospital in an ambulance using the Yellow medical emergency form available from the Head Teacher's office.
- Day to day treatment of minor injuries is recorded in the Accident Report Books kept by the First Aiders. These include slips to notify parents. Lunchtime incidents are recorded in a separate log kept by the Senior Lunchtime Supervisor.
- Keep designated first aid box(es) in a fully stocked condition and all items within their expiry date.
- In the event of a child sustaining a bump to the head, a 'Head Injury' letter is filled in and sent home with the child. Parents are also informed if their child has had a head injury.

NB In the event of injury, there must be no demarcation disputes about who should administer first aid. It should be the nearest qualified first aider using the nearest first aid kit.

2.4 First Aid Equipment

First aid boxes are located in the Study Room, staffroom and in the Reception building. 'Traveling first aid boxes' are stored in classrooms and the school office and will be made available for any off-site activity. Their physical location in the building is clearly identified by a sign complying with the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1997. Staff are regularly informed of

the identity of the First Aiders and the location of first aid boxes. A Defibrillator is located in the staffroom.

Boxes are regularly checked once half termly by First Aiders and the First Aid Supplies book signed.

Under no circumstances must any medication (pills, mixtures, creams, sprays, etc.) be contained within First Aid Kits or dispensed by a First Aider.

It is inappropriate for staff to take items from the first aid boxes unless essential. When items are removed please inform a First Aider or the office staff.

The Education (School Premises) Regulations 1996 requires that all schools have a suitable room that can be used for medical or dental treatment when required. The Library meets the required regulations and will be made available for first aid accommodation when needed.

4. Further Reading

- Health and Safety at Work, etc. Act 1974: Chapter 37 (ISBN: 0-10-543774-3).
- HSC Document L74: First Aid at Work (ISBN: 0-7176-1050-0).
- DfEE 2000 (updated 2014) Guidance on First Aid for Schools
- Birmingham City Council Education Service: Health and Safety
- Other related policies: Emergency Action in Case of Accident/ Illness

Signed:

Approved: 16 November 2018

Review: November 2021