



# HYDE PARK JUNIOR SCHOOL



*Headteacher: Miss Tina Jackson*

## **First Aid Policy**

First Aid is emergency care given to an injured person, in order to minimise injury and future disability, before professional medical care is available. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Risks**

A risk assessment of First Aid needs is necessary to ensure adequate provision is available. This should include:

- The identification of pupils with specific conditions – these children are identified with a photograph and a short description of their condition on the noticeboard in the First Aid area.
- The identification of specific hazards in school (and on school trips) via risk assessments
- Recorded procedure of when to call for further help
- The documentation of necessary treatment given (recorded in accident book, red letter notifying parents of injuries received)

### **Responsibilities**

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head Teacher is responsible for putting the policy in place, including informing staff and parents.

It is the responsibility of the Head Teacher to ensure that good First Aid practice is carried out within the school, during off site activities and at events and activities run by the school. The PTFA follow school policy when they are organising and running events.

All staff, and those parents with responsibility for children in school, should know who the qualified first aid personnel are, where the first aid facilities are located, and the location of other first aid boxes and information.

### **First Aid Provision**

First aid provision will be available at all times, including play times, lunchtimes, off site trips, during PE and other times when the school facilities are used e.g. parents' evenings.

All teaching assistants and MTAs have attended First Aid training approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.



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A list of qualified staff is displayed in school.

First Aid equipment is located in the main school office. A small basic First Aid kit is located in the Yr3 corridor cupboard and in the staff toilets in the Yr5/6 corridor. Each STA and Admin TA have a medium First Aid Kit located in the staff room. The 7 MTA's each have a small First Aid in their MTA rucksacks with an additional 4 small First Aid kits for duty MTA's 3. The STA's and Admin TA's will each take their First Aid kits for use on trips and off site visits.

The contents of the First Aid kits are checked termly and maintained by the named person. These are also included in the annual Health and Safety Inspection.

Although the HSE states that the administration of medicines is not a requirement at school, we will do so as outlined below: -

There is an arrangement for prescribed medication to be administered/ applied in the school office if parents have completed and signed the 'Parental Agreement' for Hyde Park Junior School to administer medicine form. Medication will not be given at any other time unless it is of an inhaler type and needed for the wellbeing of a child or within a care plan for a child with adult support.

## **Reporting and Recording Incidents**

Hyde Park Junior School recognises that we have a duty to report incidents that involve the:

- Health and Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

(RIDDOR Incidents to be reported:

Accidents resulting in major injury or death

Accidents which prevent normal duties for more than 3 days

Loss of consciousness due to asphyxia or absorption of harmful substances

Fractures/dislocations

Amputations

Loss of sight – temporary or permanent

Chemicals or hot metal burns to eyes

Penetrating eye injuries

Electric shock

Injury leading to hypothermia

Unconsciousness needing resuscitation/hospital admission for over 24 hours)



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## **Procedures**

At Hyde Park Junior School, we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors will be reported to the teacher/Head Teacher as soon as possible after the accident has taken place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or as soon as possible. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An Accident Book is kept in the First aid area. The First Aider will complete the accident book and issue the child with a yellow letter for a head injury followed up with a telephone call to the parent/carer and a white letter for any other minor injury to give to their parents at the end of the day. If the injury is slightly more serious then the parents will be contacted by phone and offered the option of taking the child home for the rest of the day, seeing a doctor or visiting casualty. In certain circumstances, the child may be taken by staff directly to casualty (using child seats) and staff will arrange to meet the child's parents at hospital. If the incident is very serious, an ambulance will be phoned immediately (following the emergency aid procedure) and parents contacted.

The Head Teacher will ensure that accidents, which are reportable to the HSE, are reported using the appropriate form. (see appendix)

## **The Appointed Person**

This person has the responsibility of taking charge during an incident and summoning help if required. At Hyde Park Junior School, each trained member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid kits is the responsibility of

## **Mrs Dodd**

All qualified first aiders are named and listed on the school's Single Central Record.



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