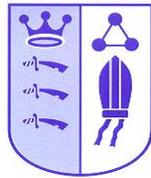


**Holy Trinity  
Church of England  
Primary School  
Northwood**



**First Aid  
Policy**

Reviewed March 2019

Headteacher \_\_\_\_\_

Chair of the Governing Body \_\_\_\_\_

Date \_\_\_\_\_

## Introduction

First aid can save lives and prevent minor injuries becoming major ones.

It is important for a school to have a policy in place based on the assessment of local need.

**It is important to note first aid provision must be available at all times while people are on school premises and also off premises whilst on school visits.**

## WHAT ARE A FIRST AIDER'S MAIN DUTIES?

First aiders must complete a paediatric training course provided by the HSE.

Current paediatric first aiders at Holy Trinity School are –

Miss Doughty (TA Reception Class)

Mrs Leavens (TA)

Mrs Hancock (Nursery Nurse)

Mrs Honour (S.M.S.A / Breakfast Club supervisor)

Mrs Hunt (Welfare)

Mrs Patel (HLTA)

Mr Smith (until July 2019)

Mrs Shah (S.M.S.A)

Also:

Mrs Blackwood (Extended Schools Coordinator)

Mrs. Martin (After School Club supervisor)

Members of staff with a current First Aid at Work qualification are-

Mrs Hancock

Mrs Hunt

Mrs Patel

At school the main duties of a first aider are –

- ❖ Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- ❖ When necessary ensure an ambulance or other professional medical help is called.

## **WHAT IS AN APPOINTED PERSON**

An appointed person is someone who

- ❖ Takes charge when someone is injured or becomes ill
- ❖ Looks after first aid equipment, eg. responsible for the ordering and re-stocking the first aid boxes and class medical bags.
- ❖ Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons do not necessarily need to be first aid trained however it is good practice they have some at least basic training. The school currently has nine H.S.E. trained first-aiders.

## **FIRST AID – WHAT DO SCHOOLS NEED TO DO?**

The health and safety first aid regulations 1981 and the DFE's Guidance on First Aid for Schools (February 2014) set out what employers have to do.

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The regulations do not oblige employers to provide first aid for anyone other than their staff but employers do have health and safety responsibilities towards non-employees, it is recommended that schools should include others (pupils and visitors) in their risk assessment and provide for them.

### **Assessment of need**

Regulations require employers to make a suitable and sufficient assessment of the risk to health and safety of their employees and others who may be affected. This will identify what measures need to be taken to prevent or control these risks.

### **Reassessment of first aid provision.**

The governing body/and or head teacher should regularly review the school's first aid needs – at least annually and particularly after any changes to ensure provision is adequate.

## **Providing information**

The Head of School must inform all staff of the first aid arrangements – location of equipment, facilities, first aid personnel and the procedure for monitoring and reviewing the school's first aid needs.

Management of Asthma & Anaphylaxis training is up-dated for all staff annually in September. Further training will be up dated when necessary for new staff or new children entering the school with special medical needs.

Notices are displayed around the school.

## **RISK ASSESSMENT OF FIRST AID NEEDS – WHAT A SCHOOL SHOULD CONSIDER.**

What size is the school? Is it on split levels or split sites? We are a one form entry Primary School on one site with a split level which can be avoided by going around the outside of the building.

The location of the school – is it remote, or access difficult, or more than one entrance? The school is on a main road and has one main entrance at the front of the building.

Are there any hazards on the school site e.g. Buildings / Playground (temporary hazards such as building works need to have short term measures put in place).

Specific needs depending on any special health requirements for staff or pupils might have. Each classroom has a medical bag with all relevant medicines and equipment needed for the children in that class.

Accident statistics - a record of accidents is kept.

How many first-aid personnel are required each day? A register is kept to that affect. The school has 8 designated first aiders. Schools are generally classed as low risk. Holy Trinity has lunchtime supervisors that are first aid trained. There is adequate provision for leave/absence/first aiders being off site. There is adequate provision for out of hours activities, the staff running extended schools activities are first aid trained.

## **QUALIFICATIONS AND TRAINING**

The first aiders at Holy Trinity hold certificates approved by the HSE.

First aid certificates are valid for 3 years and a register of first aiders with the relevant dates is held by the Welfare Assistant. A list of first aiders is located by all first aid boxes and displayed in the medical room.

## **FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES.**

The school has at least one first aid container for each site. They are green with a white cross. Where possible they are situated next to a hand washing facility.

It is recommended the contents of the first aid container should be at least:

A leaflet giving advice on first aid

Sterile adhesive dressings

Antiseptic wipes

Saline wash

2 sterile eye pads

Triangular bandages

Safety pins

Wound dressings

Disposable gloves

Bags for soiled waste

1 x Resuscitation face shield

The welfare assistant is responsible for frequently checking and re-stocking the first aid boxes. There should be extra stock in school. Items should be disposed of after the expiry date.

There is also a travelling first aid bag stocked with above and one on the mini-bus.

## **FIRST AID ACCOMODATION.**

There is a suitable room that can be used for the medical care of pupils and staff. It has a washbasin and is reasonably near to a WC. It has a telephone, lockable Fridge for medications only, bed and chairs.

## **HYGEINE/INFECTION CONTROL.**

All staff have access to hand washing facilities and disposable gloves.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

The school keeps a record book of any reportable injury, disease or dangerous occurrence.

Accidents at school that result in death or major injury, or prevent the injured person returning to work after 7 days should be reported to the HSE (RIDDOR 2013).

The same process must be followed for pupils or other people not at work but in the school.

An accident must be reported if the accident relates to.

- ❖ Any school activity on or off the premises
- ❖ The way a school activity has been organised/managed
- ❖ Equipment, substances, machinery
- ❖ The design or condition of the premises.
- ❖ Schools should keep a record of any first aid given.
- ❖ The date, time and place of the incident.
- ❖ The name/s of those injured
- ❖ The details of the injury and what first aid was given.
- ❖ What happens to the person afterwards.
- ❖ **Minor injuries** Parents/guardian are informed for Head / Limb injuries and nose-bleeds via a note stating the date, time and area of the injury will be issued and handed over to the parents/carers by the class teacher at the end of the school day or a phone call will be made.
- ❖ **Severe injuries** If a child / staff member has been sent to or taken to hospital for any reason, parents/ guardian or next of kin **MUST** be informed immediately. Children and adults will always be accompanied.
- ❖ The Head of School (Mrs Rodenas and Mrs Roscoe) or one of the Assistant Heads will contact the Parents/guardian or next of kin to follow up later on that same day or during the following working day.

## NAME AND SIGNATURE

This can help schools identify accident trends, used as a reference for assessing future first aid needs and useful for insurance/investigative purposes.

In an emergency there is a procedure for contacting the parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents by sending a letter home or telephoning the parents.