



# First Aid Policy

**Date of this review: May 2015**

**Date of next review: May 2018**

## **Introduction**

The governors and headteacher of Wendover CE Junior 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 and when off-site.

The governors are committed to Bucks County Council's procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

This policy has been written with regard to Bucks County Council's Guidance on First Aid in Schools and Administration of Medicines to Pupils Code of Practice. First aid and medicines will be administered in line with this guidance and the school's own risk assessments.

## **Aims**

In order to ensure adequate first aid provision, it is the school's policy that:

- There are sufficient numbers of trained personnel, together with appropriate equipment, to ensure that someone competent in first aid is available to attend any incidents within school hours at all times.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

## **First aid locations**

First aid should be administered in the medical room wherever possible. In the case of a major accident where the patient cannot be moved, an adult (or two children) should be sent to the medical room/main office to request assistance.

If first aid is carried out in a different location, the first aider must ensure full details are reported to the office to enable the central records to be updated.

## **First aiders**

The school will ensure that adequate numbers of appointed persons have been trained to the required level on a regular basis.

Appointed persons are responsible for:

- Taking charge, if appropriate, when someone is injured or becomes ill
- Ensuring that the central first aid database is kept up-to-date and monitored on a regular basis for recurring injuries/incidents
- Ensuring that adequate supplies of first aid equipment are kept in stock
- Ensuring that an ambulance or other professional help is summoned when appropriate
- Liaising with the school nurse
- Liaising with parents and teachers over children's individual requirements
- Maintaining an up-to-date medical list and circulating to staff
- Liaising with parents, teachers and the school nurse regarding individual health plans where necessary

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The school will ensure that sufficient numbers of qualified first aiders are trained to Schools First Aid level on a regular basis. Exact numbers will be decided in line with the risk assessment carried out by the Business Manager as part of the annual health and safety policy review. Trained staff will include a mix of teaching and non-teaching staff.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning assistance when required
- Recording details of first aid treatment given
- Ensuring head bump letters are completed and sent home with pupils

Training for specific medical conditions, eg asthma, use of epi-pens, is arranged with the school nurse on an annual basis. All members of staff are invited to attend.

The school has a heart defibrillator on site for use by any member of staff in an emergency. No specific training is required.

A list of all staff members who have received first aid training, with dates of certification, is maintained and recorded in the school's health and safety policy.

### **Administering first aid**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves and hand washing facilities. Care should be taken when dealing with blood or other bodily fluids and when disposing of dressings or equipment. All medical waste should be double bagged and disposed of in the medical room.

In the case of a head bump, a yellow letter must be completed and given to the child to take home. The class teacher should be informed if the bump occurs at a break time. An appointed person will assess the injury and decide if the parent should be informed.

If a member of staff is injured or falls ill, a pupil will be sent to the office to request assistance.

### **Medical list**

A confidential list is provided to teachers on an annual basis, and updated as required. The list is kept in a safe place in each classroom. This will include all children with medical needs, such as asthma and allergies, and will be made available to supply teachers.

### **Recording and reporting**

All accidents/incidents must be recorded and should include:

- Name and class of injured pupil
- Date, time and place of incident
- Details of injury/illness and what first aid was given
- What happened to the person immediately afterwards (eg sent home, back to class)

The accident book is analysed at regular intervals to check for recurring injuries/incidents and a termly report is given to the headteacher and governing body.

Using the criteria outlined in Bucks County Council's health and safety guidance, accidents/incidents will be submitted to Bucks County Council via the ANT system where appropriate. If necessary, these will also be reported to the HSE within 10 working days following RIDDOR guidelines.

First aid records will be kept for a minimum of 4 years.

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### **Off-site visits and trips**

When arranging school trips, the year leader will ensure a minimum of two trained first aiders accompany the trip. Where two coaches are required, there must be at least one first aider on each coach.

A first aid travel bag will be taken on each coach together with a sick bucket. If any supplies are used on the trip, the appointed person must be informed so the bag can be replenished.

The lead teaching assistant will ensure all necessary medication accompanies the children, eg asthma inhalers, epi-pens.

### **Administration of medicine**

All inhalers and epi-pens will be kept in a secure place in each classroom to ensure children can access their medication throughout the school day. Children in Year 6 are encouraged to carry their own inhalers at all times.

Inhalers and epi-pens should be taken outside during class PE sessions.

Parents must complete the appropriate administration of medicine form when requesting the school to store and/or administer medication. All medicine must be in its original packaging showing the child's name and dosage. Completed forms are stored in the medical room.

All medicine administered is recorded in a log showing:

- Name and class of pupil requiring medicine
- Date and time of administering
- Dose given
- Signature of staff member who administered the medicine