

Roberttown CE (vc) J&I School

First Aid Policy

We have a legal and moral duty to care for the children and adults who learn and work or visit our school. One aspect of this care is good quality First Aid provision. Responsibility for Health & Safety, which includes First Aid, rests with the Governing Body. The Headteacher is responsible for putting the policy into practice.

All staff and volunteers have a statutory obligation to follow and uphold the requirements of this policy.

At Roberttown School we follow the LA guidance for Health and Safety and this policy should be read in conjunction with the Health and Safety Manual of Guidance Notes:

Blood Borne Diseases

Accident and Incident Reporting

First Aid

Medicines

Provision of First Aiders

The school must ensure that there will be at least one trained First Aider on the staff.

There is a requirement to have at least one paediatric trained First Aider on the premises at all times and one must accompany any trip with Reception children. Currently all of our First Aiders are also trained paediatric First Aiders.

There is a First Aid rota in the school office, the staffroom and on the staffroom door. There is a First Aider on duty throughout each day, including at Breakfast Club. If these staff are absent another qualified First Aider replaces them.

First Aid signs are located in the school entrance hall showing where First Aid provision is located.

A First Aider is on duty at all events organised by the school e.g. disco, summer fair etc. though insurance cover is provided by the PFA at these events.

Staff and volunteers are made aware at Induction of the provision for First Aid in the school and how to report accidents.

In the absence of the First Aider, or if the First Aider requires help, an appointed person(s) will take charge. These people are members of the Senior Leadership Team.

Training

All First Aiders must have passed a recognised First Aid at Work Course and are required to attend refresher training every 3 years.

Paediatric First Aiders must have passed a recognised Paediatric First Aid course and are required to attend refresher training every 3 years.

In addition the First Aiders meet each term to discuss best practice and in-school arrangements. Other issues are dealt with as they arise and any other First Aiders are then made aware.

The school bursar is responsible for arranging training for First Aiders.

Reporting and Recording of Accidents

- minor pupil accidents are recorded in the First Aid Log which is kept in the First Aid cupboard. This provides a record of treatment and a copy for the pupil to take home. This must be completed each time a minor pupil accident is treated and records the name and class, type of injury, treatment, date and time of accident and is signed by the person responsible for dealing with the incident.
- all staff accidents both major and minor should be recorded on the electronic incident form which is located on the server.
- any injuries and accidents involving visitors to school or building contractors should be recorded on the electronic incident form.
- an electronic incident form should be completed immediately after the accident by the person who dealt with the incident. The incident form is on the server. The completed form is kept on the server and the Headteacher is informed. The Headteacher will authorise it, send it to the LA and keep a copy of the form.
- all 'major' accidents (fractures, breaks, electric shocks etc.) should be phoned through as soon as possible by the Headteacher or the teacher in charge and then followed up by a completed incident form:
- Teaching & Support Staff accidents- Payroll – see Phone File for telephone number
- Pupils and any other accidents- Corporate Safety– see Phone File for telephone number
- the LA is responsible for RIDDOR reporting based on the electronic incident forms that are sent through.
- cleaning, catering and grounds staff have their own procedures for recording accidents and their own First Aiders.

General Requirements

- there will be a permanent First Aid Box located in the Staff toilet
- the First Aid Box will be stocked with the minimum contents legally required (see Appendix 1)
- the First Aid boxes will be checked termly by Mrs Foster, and restocked as necessary
- a checklist of contents will be updated as appropriate
- all adults working within the school will be expected to wear appropriate PPE (Personal Protective Equipment) i.e. plastic gloves, when dealing with a bloodied waste. A supply will be permanently maintained and easily accessible in the First Aid cupboard. Plastic aprons are also available if needed.
- all bloodied waste must be disposed of in the bloodied waste bin. Children must not access this bin.
- in the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more First Aiders must be present.
- NB! If a child/adult is badly hurt (eg. broken limb, unconscious) DO NOT MOVE THEM. A message should be sent for a First Aider to come to the patient to assess and deal with the incident.

Dealing with Accidents- children

- accidents/injuries are assessed by the class teacher/ETA. If there is any doubt, or in the event of any head injury, the child must be seen by the First Aider.
- in the case of a serious accident/injury or a child being sent home then the Headteacher should be informed immediately.
- if a child receives a bump to the head which is serious enough to be recorded on an electronic incident form the parent should be contacted and asked to collect the child from school. Parents **must** be given the relevant information about head injuries and advised to have the injury checked at the hospital.
- when an accident is considered serious enough for a child to be taken to hospital, the parent is immediately telephoned and informed. The parent/carer is asked to come and take the

child to hospital. In the case of a more serious injury an Ambulance is called and a member of staff will accompany the child to hospital and wait till the parent arrives. Staff should **never** take children to hospital in their own car. It is safer to call and wait for an ambulance than to risk a car journey when conditions could rapidly deteriorate

- NB! When a child is sent home or to hospital following an incident an electronic incident form must be completed straight away.
- If a child is taken to hospital and consent is required for medical treatment school staff **may not give it**.
- When accompanying a child to hospital staff must ensure that they have a copy of the child's emergency contact details with them so that they can inform hospital staff about allergies, medical information, religious considerations (eg. whether blood transfusions are acceptable) etc.
- NB! It is **essential** that the person contacting the parent is calm, so as not to cause the parent any undue worry. This should generally be someone NOT involved dealing with the hurt child.

Dealing with Accidents- adults

- All staff accidents, both **major & minor**, must be recorded on the electronic incident form.
- In the event of an accident to staff it may be necessary to contact relatives. All school staff must complete Staff Information forms *and ensure they are kept up to date*. Staff Information forms are kept in the school office.

Residential Visits

- As part of the paperwork for a residential visit parents *are required to sign and give permission for staff to give consent for medical treatment*. This does not apply to trips that happen within the school day- only residential trips where the children are away overnight. See Visits policy for further details.

School Trips

- A First Aider or appointed person must accompany any school visit/trips.
- A Mobile First Aid Kit must be taken on any Educational visit. (See Appendix 1)
- If an accident/injury occurs on a school visit the accident form should be completed at the visit site. Most museums/theatres etc. have their own accident forms. A copy of the completed accident form should be brought back to school and given to the Headteacher. A copy will also be sent to the LA.

Monitoring

- Mrs Mott is responsible for monitoring First Aid incidents each half term.
- The Headteacher reports on the outcomes and effectiveness of the school First Aid provision each term in the Health and Safety report to Governors.

This policy will be reviewed as part of our rolling programme of policy review.

Contents of School First Aid Box and Mobile First Aid Kits

Contents of first aid boxes and mobile kits

Item	First aid boxes	Travelling first aid kits. Note: schools which own a minibus should keep a larger kit in the minibus (see Guidance Note No 27, managing a minibus)
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm)	6	
Large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm)	2	1
Individually wrapped moist cleaning wipes	-	small pack
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc; Note: there have been allergy issues concerning the use of latex gloves associated with the protein content and also the powder used in some types. It is recommended, therefore, as a precaution until this matter is clarified that vinyl (powder free) disposable gloves should be used instead of latex.	Pack	2 pairs
Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers (at least 300 ml) should be provided. First aid boxes and kit containers should protect the contents from damp and dust and should be clearly marked with a white cross on a green background. It is recommended that the first aider should check contents of first aid boxes termly and re-stock the boxes as appropriate.		

