



## **First Aid Policy**

### **Introduction**

The Health and Safety (First Aid) Regulations 1981 set out first-aid provision in the work place, and require employers to provide adequate and appropriate equipment, facilities and qualified first-aid personnel. This policy outlines Wimboldsley Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

### **Aims**

- To identify the first aid needs of the school in line with the management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises while on school visits.
- To appoint and ensure the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training to ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR)

### **Definitions**

#### **Role of the Governors**

- As part of their wider responsibility for Health and Safety, governors will ensure that the school has a policy in relation to first aid provision, which will support Wimboldsley Primary School in developing operational policies and procedures.
- The policy and procedures will be reviewed annually or more frequently if best practice guidelines change and /or experience requires a change.
- The Behaviour and Safety committee will be responsible for ensuring the reviews are carried out as required.
- Governors must ensure adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons.
- Governors must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing staff on annual/sick leave or off-site.
- Governors will ensure that staff receive proper support and training where necessary.

#### **Role of the Head Teacher**

- The Head Teacher is responsible for putting the policy into practice and for developing detailed first aid provision procedures. Day to day decisions will fall to the Head Teacher or in their absence the Lead Teacher.

- The Head Teacher will make sure that all staff and parents are aware of this policy and procedures for dealing with incidents where first aid provision is required. The Head Teacher should also make sure that the appropriate systems for information sharing are followed.
- The Head Teacher should verify that there is appropriate insurance cover for staff who provide first aid support within the school setting.
- The Head Teacher will consider the findings of the risk assessment in deciding on the number of first-aid personnel required, in particular the needs of specific times, places and activities (for example)
  - Off-site PE
  - School Trips
  - DT/Art activities
  - Adequate provision in case of absence, including trips
  - Out of hours provision e.g. clubs, events
- Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on the school premises, allowing also for absences due to leave, training, sickness, etc.
- The Head Teacher will ensure that staff receive appropriate training to ensure the policy can be implemented within Wimboldsley Primary School.
- The Head Teacher will ensure that there are sufficient members of staff employed and appropriately trained to meet the first aid provision needs of the school and that there are sufficient resources (especially numbers and locations of First Aid containers) available to meet first aid provision needs.

### **Responsibility of staff**

- Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- Staff are required to make themselves familiar with and adhere to the school policy on first aid provision. Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.
- Staff will act as the Appointed Person at the scene where first aid is being provided by a First Aider
- Staff undertaking First Aid responsibilities are doing so on a voluntary basis.
- Staff nominated as First Aiders should identify where they require training and raise this at an appropriate level for action. Staff already trained should request re-training/qualification in a timely manner
- Staff should ensure that when necessary accurate written records are made in the school Accident Records book
- Staff should always seek advice and guidance from a qualified first aider if they have any concerns about the provision of first aid within the school setting.
- Educational visits – staff will consider what reasonable adjustments they may need to make to enable the young person with medical needs to participate fully

and safely on visits. A copy of an individual's health care plan is always available during visits to ensure provision of prescribed care in the event of an emergency.

### **First Aiders**

First aiders must complete a training course approved by the Health and Safety Executive (HSE)

At school, the main duties of the first aider are to:

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

### **PROCEDURES**

#### **Risk Assessment**

Reviews are required to be carried out at least annually, and when circumstances alter, under the direction of the Behaviour and Safety Committee. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head Teacher.

#### **Re-Assessment of first aid provision**

As part of the School's annual monitoring and evaluation cycle

- the Head Teacher review the School's first aid needs following changes to staff, building/site, activities, off-field facilities, etc.
- the Head Teacher monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the school administration officer checks the contents of the first aid boxes at least termly.

#### **Providing Information**

The Head Teacher will:

- Provide information packs for new staff as part of their induction programme
- Maintain a first-aid notice board
- Give all staff information on the location of equipment, facilities and first-aid personnel

#### **First-aid materials, equipment and facilities**

The Head Teacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available. See LA guidelines on recommended and mandatory contents.

- all first aid containers must be marked with a white cross on a green background
- each trip leader must carry a first-aid container/bag
- first-aid bags must accompany PE teachers off-site (e.g. Middlewich High School events)
- first-aid containers should be kept near to hand washing facilities
- spare stock should be kept in school

#### **Accommodation**

The Staff room / School Office is available for medical treatment and care of children during school hours.

#### **Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be

worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

## **REPORTING ACCIDENTS**

### **Record Keeping**

The school will keep a written record in the Accident Records Book of any first aid treatment given by First Aiders or appointed persons. Additional Accident Record booklets should be taken on educational visits away from the school setting.

The accident records include:

- the date, time and place of the incident
- the name and year group of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards, whether they were fit to remain at school and whether parents were contacted immediately afterwards.
- name and signature of the first aider or person dealing with the incident.

A duplicated copy of the above accident record will be sent home to parents/carers if it is judged by the staff member completing the accident record that this is appropriate in the circumstances.

If the accident requires the pupil to visit the hospital, under advice from the school first aider, then the information will be recorded on the Local Authority (PRIME) account.

### **Statutory Requirements (RIDDOR)**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the health and Safety Executive (HSE)

The Head Teacher will keep a record of any RIDDOR reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than seven days.

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;

- Any other injury leading to hyperthermia, heat –induced illness or unconsciousness, or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance of biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

For fuller definitions, see HSC/E website guidance on RIDDOR1995, and or information on Reporting.

The Head Teacher is responsible for ensuring the RIDDOR report is submitted to the Health and Safety Executive (HSE) via their on-line reporting process and template.

**Agreed by Head of School K Morris and Governing Body**

**September 2018**

**Policy to be reviewed annually.**