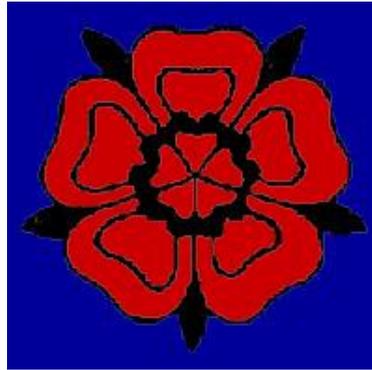


Rosa Street Primary School



First Aid Policy

Date Policy Updated – November 2018
Review Date – November 2020
Head Teacher – Mrs. H Ashton

A member of Cleves Cross Learning Trust



Rosa Street Primary School

First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE and "Supporting pupils at school with medical conditions - September 2014"

It is Rosa Street Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To keep accident records and to report to the Health and Safety Executive (HSE), as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The **Cleves Cross Learning Trust** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. The Head Teacher should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff members are to be informed of procedures as part of their induction programme and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

All First-Aiders must have completed a training course approved by the HSE, and will be updated every three years. The following first aid rules should apply:

- Any first aider can be contacted to give immediate help to casualties if required throughout the school day.
- If a pupil is complaining of an illness or has a minor injury, they will be checked by the first aider within the classroom or medical room (staffroom). If the issue at hand becomes more serious, the first aider can call for additional help from another First Aider.

- Children can also be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- All incidents requiring any first aid are to be recorded on the school's accident form which will be individual to each child/member of staff.
- Constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- All first aiders should wear protective garments at all-times i.e. gloves and aprons.
- A 'minor injury', or a 'head bump', slip should be sent home with the child if needed. A phone call to a parent is made to discuss any facial or head injuries so that they can decide if they would like to come and look at it.
- Report every incident in the accident book.
- A phone call to parents where appropriate to inform them of the incident.

The First Aiders; must:

- Take charge when someone is injured or becomes ill.
- Ensure the correct first aid equipment is in all first aid boxes and ensure the equipment is re-stocked and in date,
- Ensure that an ambulance or other professional medical help is summoned when appropriate,
- Follow necessary precautions for their own protection and the protection of the patient and staff that administer first aid.

All documents will be kept for 7 years on the school site.

N.B. If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school, a member of staff will be directed by the Head Teacher to accompany the child to hospital and parents will be directed to go straight there.

Reporting:

- The Head Teacher, or most senior teacher on site, will be informed of any serious injury occurring in a day,
- All incidents, injuries, head injuries and treatments are to be reported, ideally by the person who either witnessed or tended to the person hurt, in the Accident File kept in the office.
- Parents are to be informed of **all** head injuries using the standard head injury form available in the main school office. Parents/ carers should be informed over the phone of any serious head/facial injury.
- Serious accidents i.e. those that require a child to go home and/or an ambulance called, must have a full accident form completed to accompany the child. These can be found in the main school office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), serious cases must be reported to the HSE. (Further guidance can be found at <http://www.hse.gov.uk/riddor/examples-reportable-incidents.htm>)

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

All senior members of staff are responsible for ensuring all reports are dealt with and reported.

The Head Teacher is responsible for ensuring this happens, therefore these accident reports must be shown to the Head Teacher on the day they are written.

Record Keeping

Any staff member filling out the accident form must ensure the following information is included:

- Full Name of child
- the date, time and place of the incident
- the year group of the injured or ill person
- full details of their injury/illness and how it occurred
- what first aid treatment was given
- Name and signature of the first aider or person dealing with the incident and witness if there was one.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, prescribed medicines can be brought to the school office by a parent. Medicines must be clearly labelled with the child's name, date when the medicine was prescribed and a form detailing the dosage, and times when the medicine should be taken must be completed by the parent/carer and signed and dated.

Medicines must be in date with full instructions written in English included with them, so these can be referred to before medication is given. Medicines are only to be administered by a first aider, (in the medical room/staffroom) who will then sign the child's medication sheet that will then be filed in the medication folder within their classroom. If prescription pain killers (paracetamol) are brought into school, the time and amount of the previous dosage must be known and recorded. The pain killers must only be used if it's within six months of the date of issue from the pharmacy.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication, the pupil will have a medical support plan which clearly details medication required, dosage and storage.

Asthmatic and Anaphylactic Students

Asthma inhalers and volumisers are kept in the classroom and EpiPens are kept in the medical room (staffroom). All pumps, volumisers, allergy medications and EpiPens should be put in individual zip bags with the child's name and clearly labelled. A list of all children who have medication kept at the school, including Asthma inhalers and EpiPens, should be kept by the school office and stored in all relevant areas where children may require these e.g. in classrooms, where possible. Care plans should be updated annually or when required. The school will ensure that the relevant staff have the necessary training to administer EpiPens.

Head Injuries/Serious Accidents

All incidents involving injuries to the head or where there may be a suspected broken bone must be dealt with immediately. Where there is any suspicion of serious injury, the parents/carers of that child should be phoned and an ambulance called, if felt necessary. Head Injury forms must be completed in all cases.

First Aid boxes

First Aid Boxes are located in:

- Medical Room (staffroom)
- Early Years Foundation Stage
- Kitchen
- Outside the school office

First-aid bags are located in the cupboard outside the office for off-site visits. The nominated person is responsible for ensuring their contents are kept replenished. All emergency details for school visits will be taken on outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Medium sized (approximately 12cm x 12cm) and large sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- Disposable gloves
- Wound dressing
- Assorted plasters
- Micropore tape (if a child is allergic to plasters).
- Alcohol free wipes

No medicine/tablets are to be kept in the first aid boxes

Accommodation (staffroom)

There is a room for medical treatment, and care of pupils during school hours, which is close to a wash basin and toilet.

First Aiders:

Reception	Mrs Anderson	Paediatric
Year 1	Miss Maley	Paediatric
Year 2	Miss Griffin	Paediatric
Year 3	Mrs Waugh	
Year 4/5	Mrs Lowery	
Year 4/5	Ms Davison	First Aid At Work
Office	Mrs Dowson	First Aid At Work

Play Leader Mrs Trees

In cases where an ambulance is required office staff will be informed to make the call.

Policy approved by Head Teacher..... Date:

Policy approved by Governing Body..... Date:

The date for the next policy review is