



DOCUMENT CONTROL

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Version	Date	Comments	Author
19.1	April 2018		Ros Farrell, Steve Davis

Parklands Educate Together Primary and Pre-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.

Introduction

It is Parklands’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. The policy will be reviewed annually.

Aims

1. To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
2. 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 inform staff and parents (via the prospectus) 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.

Duties and Responsibilities

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

The Headteacher must ensure that a risk assessment of the Academy is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Headteacher should ensure that the insurance

arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the academy's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room 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.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training.

They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- The First Aider must have completed a training course approved by the HSE, and will be updated every three years.
- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
- Where possible 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.

- 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 accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions
- Take appropriate action with hygiene procedures in relation to spillage of blood and other bodily fluids.

Reporting

- The Headteacher 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 in the Accident Book or Minor Incident Book kept in the Hygiene Room.
- Parents are to be informed of a head injury with the standard bumped head letter. Phone calls will be made if a significant head injury occurs.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE. These include those:
 1. Involving employees or self-employed people working on the premises.
 2. Involving pupils and visitors

The Head is responsible for ensuring this happens.

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Trust to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Trust are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed, signed and dated by the person administering medicine alongside the parent/carer.

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.

First Aid boxes

First Aid Boxes are located in:

The sick bay • **The kitchen** • **The classrooms**

Bumbags, complete with first aid equipment, are located in each classroom and the school office for break times and off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain:

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves
- No medicine/tablets are to be kept in the first aid boxes

Accommodation

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

APPENDIX 1

Responsible officers

Health and Safety Officer

Headteacher: Steve Davis

External Visits Officer

Headteacher: Steve Davis

First Aiders:

Steve Davis

Paediatric First Aid

Nicole Ackland

Paediatric First Aid

APPENDIX 2.

Appointed person to contact Emergency Services:

In first instance, Office Staff or if necessary any adult on the premises

APPENDIX 3. Sample Bumped Head Letter

HEAD INJURY

Dear Parent / Guardian

Your child received a bump on the head today whilst at school atat (time)

Description of accident:

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.....
.....
.....

A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Sudden unconsciousness/unresponsiveness
- Slurred speech

YOU SHOULD CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.

Signed:

Date: