



Scalford C of E Primary School

First Aid Policy

2017

Headteacher: Marie Waring

Signed copy in school office

Date: 05.09.2017

Chair of Governors: Mr A Cox

Policy written by: Headteacher

Reviewed: September 2017

Policy Statement.

The Governors and Headteacher of Scalford C of E Primary 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.

The Governors are committed to the authority's procedure for reporting accidents and recognise

The school's arrangements for carrying out the policy include nine key principles.

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and inform parent/carers of injured pupil.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are:

• **Resources Room and Base One (in a lockable cupboard)**

The contents of the kits will be checked on a regular basis by designated staff whose names are on display in school.

Medication for named individuals should be kept within the School Office in the tall cupboard next to the office door, with the child's name and individual care plan. When medication is given to a child it is recorded in a log book which is stored in the same place as the medication (as stated above).

Inhalers - *From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.*

The emergency salbutamol inhaler should **only** be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). More information is available on the Department of Health and Asthma UK websites.

When an inhaler is administered by a member of staff a letter will be sent home to parents/carers informing them of the action.

Appointed persons for First Aid are: The Headteacher plus other designated staff (displayed in school).

Staff training on First Aid will be undertaken as a whole school training event or on a need to update basis when required. A record of all First aid training is kept in the school office.

Off-site activities including the village hall.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off-site visits.

Information on First Aid arrangements.

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid boxes.

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of First Aid boxes.

All members of staff will be made aware of the school's First Aid Policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

If a child or employee is ever injured during the school day which requires a visit to the dentist, doctor or hospital full details are recorded following guidance set out by the LA. Details are recorded by a member of staff in the office.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

Non-fatal injuries to workers

1. Where any person at work, as a result of a work-related accident, suffers

- Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe.
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe.
 - Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes.
 - Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
 - Any burn injury (including scalding) which:- covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
 - Any degree of scalping requiring hospital treatment.
 - Loss of consciousness caused by head injury or asphyxia; or any other injury arising from working in an enclosed space which:- leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.
- The responsible person must follow the reporting procedure.

2. Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work, the responsible person must send a report to the relevant enforcing authority in an approved manner as soon as practicable and in any event within 15 days of the accident.

<http://www.legislation.gov.uk/ukxi/2013/1471/regulation/4/made> Accessed online 06.09.17 - Health and Safety Executive (HSE)

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

- Where a pupil has an accident it will be reported to the LA.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving their head

Accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians together with the copy page from the First Aid book.
- Head bump forms are kept in the accident book in the First Aid cupboard in the Resources room.

Transport to hospital or home

- The Headteacher will determine what is reasonable and sensible action to take.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

In the absence of the Headteacher most senior person in school will take responsibility for the above actions.