

Monnow Primary School



First Aid Policy



Aims

The aims of our first aid policy are to:

- Ensure the health & safety of all staff, pupils and visitors.
- Ensure that staff and Governors are aware of their responsibilities with regards to health & safety.

Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

Roles and Responsibilities

The school's appointed persons are Angela Ketch & Alyson Brunnock. They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these.
- Ensuring first aid incidents are recorded correctly and collated on a termly basis.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill child/adult and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary
- Completing a first aid report on the same day (see appendix 1)
- Completing an accident report form on the same day, or as soon as is reasonably practicable, after an incident (see appendix 2).
- Following school procedures for a bumped head.

FIRST AID AT WORK (3 days)

<u>NAME</u>	<u>Date Training/Expiry</u>
	20 th -22 nd September (3 years)
	1 st & 2 nd Oct 2020 (3 years)

EMERGENCY FIRST AID AT WORK (1 day)

<u>NAME</u>	<u>Date Training</u>
	28/09/20 (3 years)
	09/10/20 (3 years)
	19/07/2021 (3 years)
	19/07/2021 (3 years)
	19/07/2021 (3 years)
	19/07/2021 (3 years)
	19/07/2021 (3 years)
	19/07/2021 (3 years)
	26/11/2021 (3 years)
	Booked November 2022
	Booked November 2022

Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in school at all times.
- Ensuring first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring adequate space is available to cater for the medical needs of children.
- Reporting specified incidents to HSE and RIDDOR when necessary.

Staff:

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Complete accidents reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called.
- Informing the Head Teacher or line manager of any specific health conditions or first aid needs.

First Aid Procedures:

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek the assistance of a qualified first aider, who will provide the required first aid treatment.

- The first aider called will assess the injury and decide if further assistance is needed from a colleague or emergency services. They will remain on the scene until help arrives.
- The first aider will decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/carers and give suggestions or potential next steps. It is for the parents/carers to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to contact the parents or emergency contacts immediately.
- The first aider/relevant member of staff will complete a first aid report form on the same day (appendix 1).
- The first aider/relevant member of staff will complete an accident report form when necessary on the same day or as soon as is practical after the incident resulting in injury (appendix 2)
- Follow school procedures for a bumped head.
 - Attend to head injury and assess
 - Complete bumped head letter for child to take home (see appendix 3).
 - Inform parents by telephone immediately of bumped head (school office).
- Teachers to use allocated waist bag first aid kits for use outdoors (playground, garden, forest school) to administer first aid for minor injuries.

Off Site Procedures:

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent's contact details
- At least 1 qualified/trained first aider
- Completed risk assessments for individuals who have specific medical needs (EVOLVE).

First Aid Equipment:

- Regular and large bandages
- Eye pad bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plaster of assorted sizes
- Scissors
- Cold compress
- Burns dressings
- Absorbent powder

NB – no medication is kept in first aid kits.

First aid kits are stored in:

Acorns – The accessible toilet at the back of the hall

Oaks – First aid room (staff room corridor).

Record Keeping and Reporting

First aid and accident record book-

- A first aid/accident form will be completed by the first aider/relevant staff member on the same day as the accident/incident resulting in injury (Appendix 1)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form provided by the first aider.
- A copy of the first aid/accident report form will also be added to the pupil's educational file.
- If relevant, the first aider/relevant member of staff will complete an accident report form when necessary on the same day or as soon as is practical after the incident resulting in injury (appendix 2)
- First aid/accident records will be collated on a termly basis and recorded.

Notifying Parents

The relevant school member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Monitoring Arrangement

This policy will be reviewed by the Head Teacher/Office Manager ever 1 year. At every review the policy will be approved by the Full Governing Body.

The first aid policy is linked to the:

- Health & Safety Policy