

# Hindley J and I School



## First Aid Policy

October 2020

Review date: October 2022

Mr S Wallace (Headteacher)

Mr G Doubleday (Chair of Governors)

## **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes

## **2. Legislation and guidance**

This policy is based on the Statutory Framework for the Early Years Foundation Stage, 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
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **3. Roles and responsibilities**

#### Appointed person(s) and first aiders

The school's appointed persons are Steven Hyde, site manager and trained first aid staff. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover with the permission of head teacher or SLT), where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders names will be displayed in the first aid areas around the school. See attached site plan for locations.

The school maintains records of all staff who are currently First Aid qualified in the personnel files.

#### The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

#### The headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to
  - the parents
  - If emergency services are called, the first aider on site or delegated member of staff will contact parents immediately
  - The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (or an agreement to ring school for details if needed)

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises.

For early Years there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For Key stage 1 and 2 there will always be at least one first aider on school trips and visits.

## **5. First aid equipment**

All first aid kit in our school will include the following:

- Triangular bandage
- Medium dressing
- Eye dressing
- Large dressing
- Finger dressing
- Safety Pins, Pack of 12

- Saline Pods
- Alcohol-free wipe
- Assorted plasters
- Dressing Strip 7.5cm x 1 metre
- Gauze Swaps, packet of five
- Roll of tape
- Scissors
- Vent aid
- Aprons
- 1 First aid gloves (pairs)
- Thermal blanket
- Pen

Cold compressions are located in the school office, see attached site plan for location.

First aid kits are stored in:

- School staff room
- Laundry room
- Outside classroom three

First aid kits for trips and events are in the site manager's office. See attached site plan for locations.

## **6. Defibrillator**

The school defibrillator is audited weekly by the site manager and documented. The defibrillator is located in the entrance corridor. See attached site plan for location.

## **7. Storage of medication.**

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

## **8. Asthma**

The school keeps inhalers onsite which can be used in an emergency for children with asthma. Parents have given consent for the use of this. Staff have been trained by the Asthma Nurse in its use.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes.

## **9. Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

## **10. Illness**

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

## **11. Emergency services**

If you need to ring the emergency services the address for the school is Hindley Junior & Infant School, Argyle Street, Hindley Wigan WN2 3PN

## **12. Record-keeping and reporting**

### First aid and accident record book

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### Reporting to the HSE

The administration team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The administration team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - 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

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

### Notifying parents

The Teacher or office 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 (usually this will be via a 'First Aid note'. If the child has sustained an injury to the head (no matter how minor), the school office will ring the parent to inform them and give them the opportunity to come into school to check for themselves.

### Reporting to Ofsted and child protection agencies

The Head of school or deputy Head will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead (or deputy) will also notify Wigan Council local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **13. Training**

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

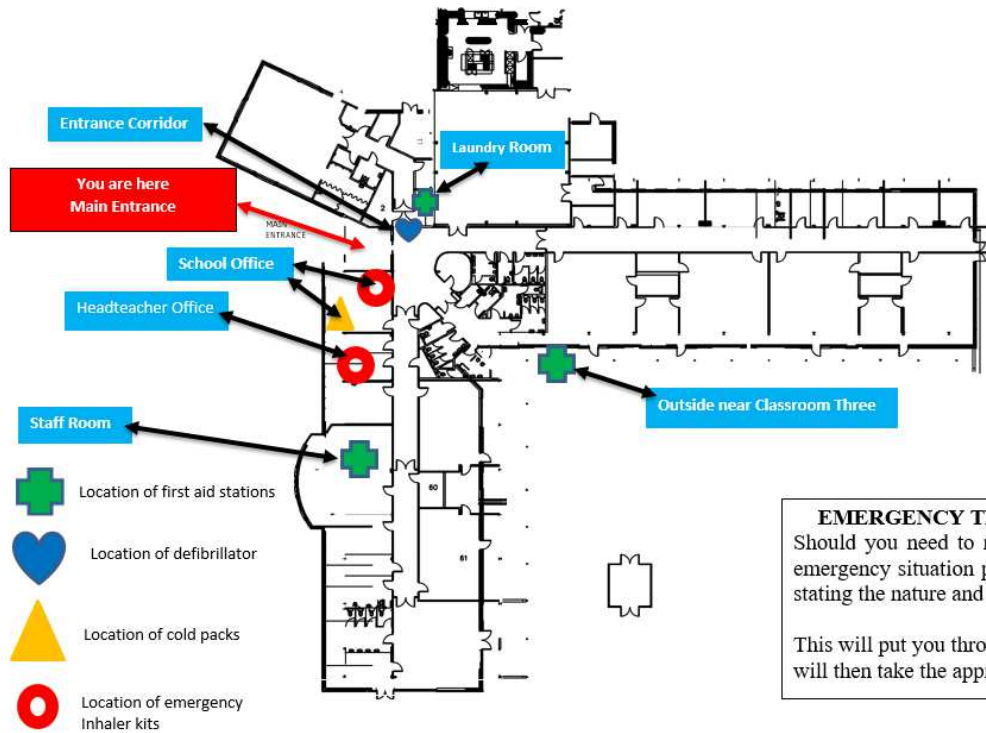
At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

### **14. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## HINDLEY J & I SCHOOL – FIRST AID STATIONS



### EMERGENCY TELEPHONE NUMBER

Should you need to make someone aware of an emergency situation please call – **07596 597 896** stating the nature and location of the emergency.

This will put you through to the site manager who will then take the appropriate action.