



# FIRST AID POLICY

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## **FIRST AID POLICY**

### **Introduction**

The academy takes its responsibilities for Health and Safety seriously and understands the importance of providing first aid for employees, pupils and visitors within the school. This policy aims to ensure an effective response to injuries and sudden illness in pupils and staff. A separate policy is in place for the administration of medication: please refer to our 'Supporting pupils with medical needs policy'.

### **Purpose**

The purpose of this policy is:

- To ensure that first aid arrangements in the academy are in line with the DfE 'Guidance on First Aid for Schools – A Good Practice Guide'.
- To ensure that the academy has adequate, safe and effective first aid provision in order for every pupil, employee and visitor to be well looked after in the event of any illness, accident or injury.
- To ensure that employees and pupils are aware of the procedures in the event of any illness, accident or injury.

### **First Aid Arrangements at the Academy**

The academy will provide materials, equipment and facilities in accordance with the DfE 'Guidance on First Aid for Schools'. To do this, we have made the following arrangements for first aid at the academy which we require all our staff to be aware of:

#### ***Staff responsible for administering First Aid***

The academy nominates First Aiders who are responsible for administering first aid within the academy. The names of the current nominated First Aiders are displayed around the academy and are also available on request from the school office.

When a pupil is unwell they will be assessed by their Class Teacher or Classroom Support and, if necessary, a First Aider will be alerted. If it is felt the pupil needs to go home or hospital then a member of academy staff will telephone their parents or carers.

#### ***First Aid Training***

Nominated First Aiders will hold a current First Aid at Work certificate and attend refresher training every three years. Records of training will be kept within the academy.

In accordance with the statutory framework for the Early Years Foundation Stage (EYFS), the academy will ensure that at least one person with a current full or emergency paediatric first aid (PFA) certificate is on the premises and available at all times when children are present, and accompanies children aged 0 to 5 on outings.

The academy will also ensure that all newly qualified staff working in Reception who have completed a level 2 and/or level 3 qualification on or after 30<sup>th</sup> June 2016 have either a full PFA or emergency PFA certificate within three months of starting work.



### ***First Aid Equipment***

First aid kits are distributed throughout the academy and their position is clearly marked by appropriate signage.

At least one first aid kit will be taken on all off site activities, along with individual pupils' medication including any inhalers or epi-pens.

The academy will ensure that the contents of the first kits are checked and replenished on a regular basis.

### ***First Aid Records***

Whenever first aid is administered to an employee or pupil, it will be recorded by the First Aider on an Accident Report Form. Each First Aider will record the details of the injury or illness and what treatment was administered.

If the injury is serious or requires an ambulance then the First Aider must ensure that the record is completed as soon as possible after attending to the casualty and/or calling the ambulance, and that the accident reporting procedures (below) are followed as appropriate.

### ***Accident & Incident Reporting***

There are additional procedures to be followed in the following circumstances:

- Serious or major first aid incidents/accidents involving pupils, staff, contractors or visitors (i.e. those requiring ambulance attendance or hospital treatment)
- All accidents to employees
- Incidents of work-related violence (whether the perpetrator is a pupil, employee, or other adult)
- Work related ill health
- Injuries arising from road traffic accidents whilst at work
- Non-injury incidents (dangerous occurrences or "near misses" which had the potential to cause harm)

In such cases, the First Aider must ensure that a Health and Safety Incident Report Form is completed and sent to the Estates and Facilities Manager within 24 hours of the incident.

In addition, there is a statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive (HSE) as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than seven consecutive days;
- An accident which requires admittance to hospital for in excess of 24 hours;
- The death of an employee; or
- Major injury (a fracture or break other than to fingers, amputation, and dislocation of shoulder, hip, knee or spine).



For non-employees, including pupils, an accident will only be reported under RIDDOR when:

- It is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.

Staff delivering first aid treatment should be aware of RIDDOR reporting procedures and should contact the Estates and Facilities Manager for assistance should they require guidance.

### ***Pupil accidents involving their head***

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

In such cases, and where emergency treatment is not required, a letter will be sent home with the child in order to notify the parent/carer(s) of the potential injury and associated risks.

### ***Transport to hospital or home***

Where the injury is an emergency an ambulance will be called, following which the parent/carer(s) will be notified. A First Aider or an available member of staff who the child knows, will accompany the pupil in the ambulance and at the hospital until the parent/carer(s) arrive to take over responsibility for the child.

Where hospital treatment is required but it is not an emergency, the parent/carer(s) will be contacted for them to collect the take over responsibility for the child.

If the parent/carer(s) cannot be contacted then the academy may make a decision to transport the child to hospital.