



## Hutchinson Memorial CE First School

### First Aid Policy January 2022

#### Organisation of First Aid

The nine key principles for carrying out the school's policy are:-

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

#### First Aid Arrangements

##### First Aid Resources

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

- Outside Badgers' Classroom
- KS2 Cloakroom
- School office
- Hall
- Additional resources are stored in the Stationery Cupboard

The contents of the kits will be checked on a regular basis by Mrs Andrea Horleston

#### Training

Appointed persons for First Aid are Mrs Andrea Horleston, Mrs Sara Owen and Miss Annmarie Johnson who are Paediatric First Aid trained.

Whole staff training on Emergency First Aid will be undertaken every three years and all teaching and support staff will be invited to attend when necessary.

### **Off-Site activities.**

At least one first aid kit will be taken on all off site activities per coach or group, 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 Head teacher 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 kits.

In addition the head teacher 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.

**From March 23<sup>rd</sup> 2020, any staff member administering first aid will don PPE equipment to protect both the pupil and themselves during the Covid-19 Pandemic.**

**Staff are trained in the donning and doffing of this equipment and will dispose of it as contaminated waste in the yellow bins.**

### **Accident Reporting. Accident Reporting.**

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

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

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.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where 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

For each instance where the Head teacher 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.**

The Governing body recognise that 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 detailing what symptoms to be watchful for.

- Head bump forms are kept in the accident book outside Badgers' Classroom.

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

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- 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 Head teacher may decide to transport the pupil to hospital

Where the Head teacher 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.

### **Medicine Administration**

Please see separate Medicine Administration Policy

Date of Review: 05.01.22

Approved by Governing Body: 01.03.22

Next Review January 2023

Signed

V Bennett Chair of Governors