



Inspiring Learners to Achieve Big Dreams

## **First Aid Policy**

### **Statement of First Aid Organisation**

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 visitors.
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 that 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 DfE 'Guidance on First Aid for schools'.

The locations of the six First Aid Boxes in school are:

- School office
- Reception
- Year 1
- Year 2
- Year 3 & Year 4
- Year 5 & Year 6

The contents of the kits will be checked on a regular basis by the office staff and the regular first aider – who uses the playground box at playtime & lunchtime.

Asthma pumps and eczema cream for named individuals should be kept in the child's classroom in named wallets with the child's name and individual care plan if appropriate. Also in the wallet are individual named record sheets. These must be filled in every time the child uses any of the medication prescribed to them.

Appointed persons for First Aid are displayed in the first aid room located within the office and also in the staffroom.

Whole staff training on First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend when necessary.

The last whole school staff First Aid Training took place in February 2016.

### **Playtime & Lunchtime arrangements**

A named first aider is located at the school office. They are there for the duration of playtime and lunchtime. All children will be made aware of where this location is.



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### **Off site activities (school trips, matches etc)**

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 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 signs will be displayed in the staffroom, the medical room and the PPA room 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.
- 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 that 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.

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

### **Accidents involving a possible head injury**



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The Governing body recognise when accidents involve a bump or injury to the pupil's head any effects that indicate more serious underlying damage may 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/ carers.
- Head bump forms and stickers are kept in every first aid box.

### Transport to hospital

- 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 immediately followed by the child's parents/carers.
- Where hospital treatment is required but it is not an emergency the parents will be contacted and expected to take responsibility for their child.
- If the parents cannot be contacted, then the Head teacher may decide to appoint members of staff to transport the pupil to hospital

When a child is transported the following points will be observed:

- Only staff cars insured to cover such transportation would 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.

### School Nurse

The School is allocated a school nurse. This person has a lead role for ensuring that pupils with medical conditions are identified and properly supported in school. They will support the school staff on implementing a pupil's Healthcare Plan.

### Medication

This school does not as a matter of course administer any prescribed or non-prescribed medication to any of its pupils.

This will of course be taken into consideration when looking at an individual pupils medical needs. The first step would involve an interview with the parent. A healthcare plan would need to be completed by the school nurse, parent and a member of the school staff. If all were in agreement that a medical condition needed the school to provide medication, the appropriate steps would be put in place through the Administration of Medication policy.

### Appendix A: Register of trained first aiders



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