

# **First Aid Policy**

# Contents

	Page
1. Introduction	3
2. Aim	3
3. Responsibilities	3
4. Internal Management	3
5. Duties of a First Aider	4
6. Number of First Aiders / Appointed Persons	4
7. Appointed Persons	4
8. Number and location of first aid containers	5
9. Risk Assessments	5
10. Insurance	5
11. Training	5
12. Guidance	5
13. Equal Opportunities	5
14. Monitoring and Review	6
15. Appendix A	7
16. Appendix B	8

## **1. Introduction**

Castledyke School is required, under the *Health and Safety at Work Act 1974*, to have a First Aid Policy. This policy is in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this school.

## **2. Aim**

The aim of the First Aid Policy is:

- to ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and
- to ensure that the first aid arrangements are based on a risk assessment of the School.

## **3. Responsibilities**

The Local Authority is responsible for the overall provision in community schools.

The Governing Body in all types of school has the general responsibility for all school policies, even when it is not the employer. The Governing Body must have regard to the Local Authority Policy.

## **4. Internal management**

The internal management responsibility for first aid is delegated to the Head Teacher.

The Head of School is responsible for developing detailed procedures.

The Head of School must ensure that parents are aware of the school health and safety and first aid policies.

The School also has an appointed person to be in charge of organising the first aid provision within the school. This person is Mrs Jones.

The Head of School should ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times including those trained to deal with emergencies such as:

- cardiopulmonary resuscitation;
- first aid for the unconscious casualty; and
- first aid for the wounded or bleeding.

## **5. Appointed Persons**

At Castledyke School, the appointed person in charge of first aid provision is:

## **Sonia Jones**

The responsibilities of the appointed person are:

- to ensure that the first aid provision is adequate and appropriate in collaboration with the lead for Health and Safety and the Head of School;
- to carry out appropriate risk assessments in liaison with the Head of School;
- to liaise with the health and Safety lead to ensure that the number of first aiders / appointed persons meets the assessed need;
- to provide cover for First Aid situations in the event that another First Aider is not available
- to contact and liaise with emergency services
- to ensure that the equipment and facilities are fit for purpose through regular maintenance checks and stock audit
- to ensure regular audit and re-ordering of stock
- regularly keeps the head of school informed of the implementation of the Policy.

## **First Aiders**

Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

## **6. Duties of a Classroom Teacher**

A classroom teacher is not a first aider and therefore does not administer first aid. They are responsible however for triaging low level injuries or accidents for example:

- Small graze to knee where no significant bleeding
- Bump of a limb where no bruising, loss of movement or swelling is observed
- reporting low level injuries to parents via a messaging system

### **A classroom teacher should ensure:**

- Ensuring they follow first aid procedure and ascertain if treatment is needed from a qualified first aider or can be dealt with within their remit
- Ensuring they know who the first aiders in school are and how to contact them.
- Complete accidents reports for all incidents they attend to where a first aider/appointed person is not called.

- Informing the Appointed person and Head of School of any specific health conditions or first aid needs.

## 7. Duties of a First Aider

- Acting as first responders to any significant 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 by completing the first aid book
- Completing an accident report form on the same day, or as soon as is reasonably practicable, after an incident to be sent home.
- Following school procedures for a bumped head.

They must:

- complete an approved HSE training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is sought

In the event of any treatment being administered this must be logged onto the school management system.

## 8. Notifying parents

Parents will be notified 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.

- If the incident occurs in the classroom and is dealt with by a class teacher the parent will receive a dojo message communicating the first aid.
- If the child is sent to a first aider outside the classroom the parent will be informed via Arbor.

Any injury to the head **MUST** be treated as high priority: children must take home a letter and/or text message sent home notifying the family of the injury. The staff member who deals with the injury should also ensure that parents have been notified of the incident.

## 9. Contacting Emergency Services

Ambulance Service advice on when to call an ambulance will be followed. This is that:

- if parents can attend in reasonable time, then they should take the child to hospital
- if parents cannot get to school **or** the pupils cannot be moved **or** the injury is very serious, then an ambulance should be called
- instinct and common sense should be used to make a judgement call applying the thinking “if this happened to my child at home – would I call an ambulance or take them myself?”

Both first aiders and appointed persons will be expected to follow any Local Authority or Government guidance.

The appointed person will assess the situation and decide if an Ambulance is required.

## **10. Number of First Aiders / Appointed Persons**

Guidance on the numbers is given in Appendix A.

## **11. Number and location of first aid containers**

The minimum first aid provision is:

- a suitably stocked first aid container; (*see Appendix B for number and location of these containers*);
- 6 classroom first aid bags, suitable for small injuries only.
- an appointed person in charge of first aid;
- information for employees on first aid arrangements;
- arrangements for off-site activities; and
- out-of-school hours provision e.g. lettings.

## **12. Risk assessment**

The appointed person must make suitable and sufficient risk assessments in the School to determine any extra provision required over and above the minimum provision.

This will involve working in collaboration with the Federation appointed person to ensure that students with short term medical issues and long term complex medical needs have the appropriate plans in place. The appointed person should work collaboratively with the SENCO in supporting these students.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## **13. Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/carers contact details

- Risk assessments will be completed by the school prior to any educational visit that necessitates taking pupils off school premises.
- Where possible there will always be at least one first aider.
- For more information regarding accompanying school trips and visits see Educational visits policy.

#### **14. Insurance**

The employer (Local Authority or School Governors) must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

#### **15. Training**

The appointed person should ensure through discussion with the Head of School:

- All First Aiders training is maintained up to date
- First Aiders receive regular training and guidance on specific issues and conditions
- First Aiders are provided access to specialists such as epilepsy and diabetic nurses for guidance, support and training.

The Governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

#### **16. Guidance**

National guidance is provided in the Government's document *First Aid in Schools*.

#### **17. Equal Opportunities**

The School will take particular care with the first aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Head Teacher.

#### **18. Monitoring and Review**

The Head of School will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders / appointed persons are in post, and that the appropriate standard are met.

The Governing Body will receive an annual report from the Head of School and will review the policy every two years.

<b>Signed:</b> _____ <b>Chair of Governors</b>	<b>Signed:</b> _____ <b>Head Teacher</b>
<b>Date:</b> _____	<b>Date:</b> _____

## **APPENDIX A**

### **Number of first aid personnel**

There are no rules on exact numbers. The School will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The school will have regard to any advice from the Local Authority.

The Health and Safety Commission (HSC) recommends:

- in low risk places, including normally schools – one first aider to every 50 to 100 employees. In this school we have approximately 1100 staff and students on site so will always maintain a minimum of 12 staff trained in first aid
- in a medium risk place, which might include some special needs and specialist engineering schools/colleges - one first aider for every 50 employees.

Staff trained in first aid are:

Catriona Young - Paediatric first aid trained

Lindsay Hall- Paediatric first aid trained

David Thurlby- Paediatric first aid trained

Jemma Higgins - Paediatric first aid trained

Pru Wales - Paediatric first aid trained

Lisa Martin- Paediatric first aid trained

Sarah Tighe - Paediatric first aid trained

Zoe Hickling - Paediatric first aid trained

The School will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and games activities, and on off-site activities.

Wherever practicable the School will train lunchtime supervisors in first aid.

## APPENDIX B

### First aid boxes

The first aid boxes will be located as agreed by the Head Teacher.

All staff should know where the first aid boxes are kept. They are kept in the following places:

- Main Reception - Including portable Defibrillator
- Sports Hal
- EY office
- classrooms
- Site Office - Inc Body fluid spills kit

The boxes must contain a 'sufficient quantity' of first aid material and nothing else.

The School requires the following items to be in the box as a minimum:

	<b>Minimum for 51-100 employees</b>
Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra large, sterile unmedicated dressings	6

The person in charge of first aid will determine whether there should be more than the minimum items.