

First Aid Policy



St Werburgh's C of E (VA)
Primary School

Date May 2020
Written by Ann Alton
To be revised: May 2021

Approved: _____

Reference

- First Aid Regulations 1981.
- Department of Health Guidance on Infection Control in Schools and Nurseries
- The Education (School Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety at Work Act 1974
- Data Protection Act 2018

This Policy applies throughout the school from the Foundation Stage to Year 6.

Aim

To set out clearly the principles and procedures for first aid at St Werburgh's Primary School

Status

The Governors and Head Teacher accept their responsibility under the First Aid Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

First Aid Organisation

The school's arrangements for carrying out the policy include the following key principles:

- governing body duty to approve, implement and review this policy
- individual responsibility on all employees
- duty to report, record and, where appropriate, investigate all accidents
- recording of significant occasions where first aid is administered to employees, pupils and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record of that training, reviewable annually
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school

Practical First Aid Arrangements

First aid boxes are kept in the KS1 wet area and the school office and are clearly labelled with the green cross for easy identification. The contents of these boxes vary according to location and it is the responsibility of the class teacher to inform Mrs Beech or Mrs Pearce if supplies need replenishing.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident. If the contents of the boxes become depleted, staff should inform the Approved First Aiders.

In addition, we have travel kits for trips. It is the responsibility of the staff member returning the travel kit to inform the Approved First Aider of any requirements to restock so it is equipped and ready to be used again.

At least one first aider is always on duty at break and lunchtime.

Reporting to Parents

If a pupil receives a head bump the accident is reported to parents/carers by a bumped head letter which goes into the child's book bag and a text home.

More serious accidents are reported to parents via a courtesy call via a telephone message giving the parent/carer the option to collect the child.

Pupils who begin to feel unwell during the school day should be sent to Mrs Beech, Mrs Birch or Mrs Forster if unable to participate in class activities. They will make a decision as to whether the child needs to go home. The office will be asked to phone home for the child to be collected from school if necessary.

Transport to Hospital or Home

The First Aid Lead will determine the sensible and reasonable action to take depending on the circumstances of each case. Where the injury is an emergency, an ambulance will be called first, followed by a call to parents/carers. Where possible hospital treatment, or further investigation is required, the First Aid Lead will contact the parents in order for them to take over responsibility for the pupil.

Duties of Staff

Accident records must be retained for at least 3 years after the date of the accident for staff and any visitors to site, if the person is above 18 years old. If the person who had the accident is under the age of 18 then accident records have to be kept until they are 21. Records will be kept in the Archive cupboard.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the First Aid Lead, who will keep a log. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved.

Accident/incident report forms are completed and sent to Derby City Health and Safety team.

Reporting Arrangements Years 1 to 6

- The person reporting the accident/incident completes the relevant parts of the form with the support of the School Business Manager, who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day
- Near incidents/accidents are reported in the same way
- The Business Manager keeps a central log of all accident report forms
- The Business Manager considers the report and decides on any further action required with the support of the Head Teacher.
- Serious accidents/incidents should be reported verbally as quickly as possible.

Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is the responsibility of the School Site Manager. Approved 'yellow' bins, located in both first aid areas must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school.

Responsibilities

All teachers and teaching assistants at St Werburgh's Primary School receive basic one day first aid training every three years. There are several members of staff who have additional 3 day training and at least one of these is always present on the premises when pupils are present. Foundation Stage staff receive paediatric first aid training and one at least of these is always present in school with pupils and also accompanies their outings.

The Head Teacher will appoint the First Aid Lead and the relevant section of his/her job description is described below.

In general, the First Aid Lead will:

- take charge when someone becomes injured or ill
- look after the first aid equipment, including restocking when required
- check all first aid materials are within their 'use by' date
- ensure that an ambulance or other further professional medical help is summoned when appropriate
- oversee records of all first aid incidents at the school.
- manage records of first aid training

In order to provide first aid for pupils and visitors, the Health and Safety Coordinator will undertake a risk assessment to determine, in addition to the Appointed First Aider, the number and relevant training of first aiders required. In implementing the outcome of the risk assessment, the governing body acknowledges that, unless first aid support is part of a member of staff's contract of employment, those who agree to become first aiders do so on a voluntary basis.

Information on First Aid Arrangements

The Health and Safety Coordinator will inform all employees at the School of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications
- the location of first aid boxes

Reporting

The Governing Body is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the Health and Safety Executive (telephone 08453009923) as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including non-working days)
- An accident which requires resuscitation or admittance into hospital for an excess of 24 hours
- Death of an employee
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, 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
- it is an accident in school which requires immediate emergency medical treatment at hospital

Incidents to Pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g inadequate supervision of a field trip);
- the way equipment or substances were used (e.g lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g poorly maintained or slippery floors).

The Head Teacher or, in their absence, the Deputy (after checking with the Head), is responsible for notifying the Health & Safety Executive Incident Contact Centre in applicable cases. Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known. It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.