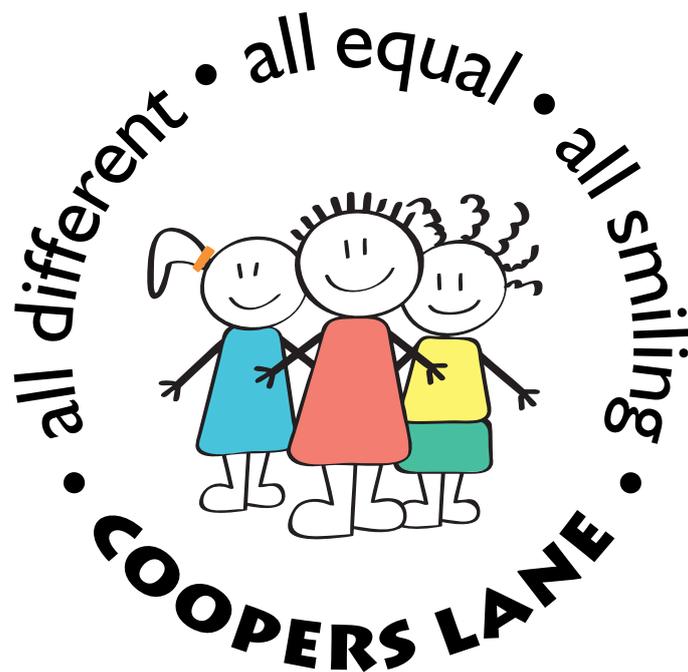


Coopers Lane Primary School



First Aid Policy

February 2016
Review Date: November 2016

Introduction

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The School has a separate policy for the administration of medicines
Please see 'Supporting pupils with Medical Conditions Policy' for details on administering medicines and Individual Health Care Plans.

Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- A person is appointed to take charge of first aid arrangements;
- Staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- All members of staff are fully informed with regard to the first aid arrangements;
- All staff are aware of hygiene and infection control procedures;
- Ensures good first aid cover is available in the school and on visits
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrence;
- First aid arrangements are regularly reviewed.

Procedure

The administration and organisation of first aid provision is taken very seriously at Coopers Lane Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Lewisham Council.

First aid will be available at all times while people are on the school premises and also off the premises while on school visits. (See 'First Aid Procedures and Requirements Appendix 1)

Qualifications and training

All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider annual refresher training to maintain first-aiders' basic skills and keep them up to date with changes.

The appointed person does not necessarily have to be one of the certificated first-aiders.

The appointed person will:

- line manages the team of first-aiders, monitoring their training and competences;
- look after the first aid equipment, restocking first aid containers when required and replacing out of- date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Governing Body and headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

First aid materials, equipment and facilities

First aid containers will be:

- marked with a white cross on a green background;
- stocked in accordance with HSE recommendations.

Portable first aid containers will be available for all school trips and for sporting and other activities.

Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

Information and notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders will be prominently displayed in:

- Staff room and all classrooms;
- Medical Room and School Office;

The school will make every effort to ensure that first aid notices are clear and easily understood by all staff.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and infection control

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used or equipment will be included in the first aid containers. Any items that have been contaminated with bodily fluid will be disposed of using the yellow bin provided.

Recording accidents and injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- The date, time and place of the incident;
- The name and class of the injured or ill person;
- Details of the injury or illness and what first aid was given;
- What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties went back to class or went to hospital);
- The name and signature of the first-aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the head teacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Reporting accidents to the HSE

Reporting of Injuries Diseases, Dangerous Occurrences Regulations 2013 (F2508)

The RIDDOR regulations put a duty on the employer to report certain categories of accidents/incidents and occupational diseases to the Health and Safety Executive (HSE).

- You only have to report if
- the accident is work-related
- It results in an injury of a type which is reportable
- an on-going work related condition

Reportable Incidents

Types of reportable incidents are but are not limited to:

- Death of any person on site (work related activity)
- Fractures (except fingers and toes)
- Temporary or permanent loss of sight
- Serious burns
- Admittance to hospital for more than 24 hours **Reporting of Injuries Diseases, Dangerous Occurrences Regulations 2013 (F2508)**

Calling the emergency services

In the case of a major accidents involving head injuries, deep cuts/wounds or other concerning injuries an ambulance must be called. This decision must be made swiftly. First aiders are only trained to administer first aid and do not have the training or expertise to make medical diagnosis. If there is any doubt an ambulance must be called.

The office team will bring a mobile to the first aider who must call the ambulance so they are able to give detailed information.

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). All attempts of contact to the parent must be recorded.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- Any accident or incident is reported back at school. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.

- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken

Review of first aid provision

The Governing Body and the head teacher and or the appointed person will review first aid policy and provision at least once every year.

First Aid Kit checklist

Location of first Aid Box	
Date box First Aid kit/box checked	
Name of Assessing First Aider	

Contents check

Content	Minimum Required	Required Quantity	Actual Quantity
Individually wrapped sterile adhesive dressings of assorted sizes	20		
Sterile eye pads	2		
Individually wrapped triangular bandages	2		
Micro pore tape	1		
Small Conform Bandages	6		
Medium Conform Bandages	6		
Large Conform Bandages	6		
Low-adherent dressings mixed	4		
Disposable gloves	1		
Scissors	1		
Sterile gauge swabs and saline wipes	10		
Face Shield	1		

Additional Checks

Are items of first aid within expiry date	YES	NO
Is the first aid box in good condition and undamaged	YES	NO
Is the location of the first aid box clean and assessable	YES	NO
Is the first aid location sign present and in good condition	YES	NO
Is the list of trained first aiders up to date	YES	NO