

# Hartford Junior School



## First Aid policy

Written: 02<sup>nd</sup> June 2020

Next Review: June 2022

Chair of Governor Signature:

Date: January 2022

### Revision and edition Log

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| Written 2 <sup>nd</sup> June 2020 | SLT |
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Hartford Junior School  
First Aid Policy

Written : June 2020  
Review : June 2022

**Purpose:**

To ensure that the welfare and wellbeing of all pupils and staff is secure.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

**Aims**

- To identify the first aid needs of the school in line with the Health and Safety at work etc Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

**Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the diseases and Dangerous Occurrences Regulations (RIDDOR)
- Ensure the safe storage and use of medication and administration of medicines.
- Ensure relevant first aid cover for school trips.

## **Other School Policies**

This policy should be read in conjunction with the school's policy on Health and Safety, medical care plans and Medicine in School policy.

## **Roles and Responsibilities.**

The Head teacher is responsible for implementing the policy, identifying responsible staff members for managing first aid and administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/she should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

As part of the school's annual monitoring the Head will review the school's first aid needs following any changes to staff, building/site, off-site facilities etc. they will also monitor the emergency first aid training received by other staff and organises appropriate training.

The staff member/s responsible must draw up procedures in consultation with health specialists, ensure they are kept up to date and that records are maintained, and provide information to staff. All resources should be maintained and checked on a regular basis, ensuring both first aid rooms on the premises have sufficient first aid resources/equipment.

ALL STAFF are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

PUPILS are responsible for caring for their own welfare and that of other pupils and understand the importance of risk assessment.

An Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill.

- Ensure that an ambulance or other professional medical help is summoned when appropriate.

### **The First Aider/ Lead First Aider**

First Aiders must have attended a recognised First Aid Course approved by the health and Safety Executive (HSE) and attend refresher courses every three years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- The First Aider monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The first Aider checks the content of the first aid boxes regularly.
- Maintain a first aid notice board in the first aid room.
- Inform all staff of location of equipment, facilities and first aid personnel.
- Maintain up to date, signed medical health documents with next of kin information for staff which are stored securely under the data protection act.

In selecting first aiders heads should consider the person's

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A First Aider must be able to leave to go immediately to an emergency.

## **PROVISION**

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required.

In particular they should consider:

- Off-Site PE
- School trips
- DT/Art Rooms
- Adequate provision in case of absence, including trips.
- Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on and off the school premises

### **Qualification and Training**

First Aiders will hold a valid certificate of competence, issued by Everett Training Services.

Trained First Aiders will undertake one-day emergency first aid training. Paediatric First aid training for children should be arranged in a three year cycle appointing provision for KS2.

### **First Aid materials, equipment and facilities**

The head teacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available. All first aid kits must be marked with a white cross on a green background. These kits are located in the school office, PPA room the library area. First Aid kits must accompany staff on school trips and PE teachers when they are off site.

## **Accommodation**

The Head must provide suitable room for medical treatment and care of children during school hour. This needs to be a dedicated area but should be close to a lavatory and contain a washbasin.

## **Hygiene/Infection Control**

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids

Care should be taken when disposing of dressings or equipment.

## **Reporting Accidents**

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date, time and event or illness/disease. This record can be combined with other accidents records.

Parents should be informed of any significant bumps to the head or where there has been bleeding or the potential of swelling or bruising.

The following accidents must be reported to the head teacher:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.

i.e if it relates to

\* Any school activity, both on or off the premises.

- \* The way the school activity has been organised or managed
- \* Equipment, Machinery or substances
- \* The design or condition of the premises.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the Cam Academy Trust within 5 calendar days. Person, teacher or First Aider must complete form IRF (96) online Reporting Accidents/Incidents form available at

**[www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)**

### **Record Keeping**

Statutory records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

The Head must ensure that a record is kept of any first aid treatment given by the first aiders or appointed persons. This should include:

- The date, time and place in incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Name/Initials of the first aider or person dealing with the incident
- Notification of any head injury must be completed and sent home.

Staff administering medicine must read the signed indemnity form and record when they have given medicine and check before giving any prescription medicine to ensure that double dosing does not take place.

The Head must have in place procedures for ensuring that parents are informed of significant incidents

## **Monitoring**

Accident records can be used to help the Head and the Governing Body identify trends and areas of improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Head should establish a regular review and analysis of accident records.

Signed.....

Date.....