



Lawn
Primary
School

FIRST AID POLICY

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Approved by the Governing Board on: _____

Signed: _____

Date of Next Review: _____

Introduction

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. The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999 also The First Aid Act 1981 (updated 2009).
- 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 Schools
- 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 HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

The Headteacher is responsible for the health and safety of all employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed procedures.

He/she should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person/s 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

- Look after the first aid equipment eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

He/she will:

Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school

When necessary, ensure that an ambulance or other professional medical help is called.

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,

Procedures

Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the School Business Manager / Site Manager. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher.

Re-assessment of first-aid provision

As part of the Schools' annual monitoring and evaluation cycle

- the Head reviews the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the CPD Co-ordinator monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the CPD Co-ordinator also monitors the emergency first-aid training received by other staff and organises appropriate training
- the First Aid boxes are checked each half term by the Teaching Assistant or Support Staff member who works in the specified areas.

Providing information

The Headteacher will ensure that staff are informed about the Schools' first-aid arrangements

The administration staff will ensure that

- information packs are prepared for new staff as part of their induction programme
- maintain and produce a first-aid booklet and distribute to all staff
- give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

Provision

How many first-aid personnel are required?

The Headteacher will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. The School is a low risk environment, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Proportionate provision in case of absence, including trips
- Out-of-hours provision eg clubs, events

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 school premises.

First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff.

Appointed person

Lawn School will appoint at least 6 Appointed Persons for the whole school and will have at least two trained in pediatric first aid.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organization approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

Specialist training in first-aid for children should be arranged in a three year cycle.

First-aid materials, equipment and facilities

The Headteacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

We will follow HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- First aid containers must accompany PE teachers off-site
- Educational Visits – Teacher who organizes visit must carry one with them
- First aid containers should be kept near to hand washing facilities

- Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- in school, named First Aid co-ordinator
- for off-site PE, a named member of staff accompanying the group
- for education visits – teacher in charge

Accommodation

The Headteacher will provide a suitable room for medical treatment and care of children during school hours. This is a dedicated area and should be close to a lavatory and contain a washbasin.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

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

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Headteacher will keep a record of any reportable injury, disease or dangerous occurrence. This will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents will be reported to the HSE Involving

employees or self-employed people working on the premises:

- 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

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents

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 and managed
- equipment, machinery or substances
- the design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay.

The Head is responsible for ensuring this happens, but may delegate the duty to the Business manager or Deputy Headteacher

The Headteacher must ensure that the accident report form is signed by herself and returned to the Health and Safety department of the Local Authority.

Record keeping

Statutory accident records:

The Headteacher will ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

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

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Headteacher will have in place procedures for ensuring that parents are informed of significant incidents. All head injuries will be reported verbally to parents no matter the severity as part of normal school practice. First aid slips will be sent home with the child on the day of the accident.

Monitoring

Accident records can be used to help the Headteacher identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Heads should establish a regular review and analysis of accident records.