The school has carefully considered and analyses the impact of this policy and guidelines on equality and the possible implications for pupils with protected characteristics, as part of its commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.
First aid policy, procedures and guidelines

Our vision

At Someries Infant and Nursery School we believe anything is possible. We know that children have the right to be provided with a creative, innovative and exciting education that will inspire them to become lifelong learners who are enthusiastic and proud of everything they do. We want every child to excel in all aspects of their learning within an immersive, imaginative, expressive and inclusive environment. We want children to become confident discoverers, explorers and creators who live our values. We keep children at the focus of everything we do.

Our aims

As a school, our aims are to:

- become a unique school which meets the needs of the Twenty-first Century child
- support and challenge children so that they become happy, engaged and independent learners
- ensure children are leaders of their own learning to satisfy their natural curiosity
- ensure children receive a creative, immersive and innovative education
- be a truly inclusive school where children have the same opportunities to excel in their learning
- be an effective team
- live our values in everything that we do
- inspire new learning and create awe and wonder
- provide a rich and purposeful learning environment
- develop effective relationships with families and the community
- be the best that we can be
Introduction

This document is designed to promote the health, safety and welfare of pupils, staff and visitors to Someries Infant School through the provision of first aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations, 1981.

The appointed person is the Deputy Head Teacher.

Aims of the policy, procedures and guidelines

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of the document 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
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- first aid arrangements are regularly reviewed

Procedure

First aid will be available at all times whilst people are on the school premises and also off the premises whilst on school visits.

The school’s first aid policy, procedure and guidelines will be made available for scrutiny by the local authority and all recognised teacher and staff unions.

Risk assessment

On behalf of the governing body, the appointed person will conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical activities
- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education

From the assessment, a judgement will be made as to how many trained first-aiders are required to provide an effective and safe response to accidents and injuries. A judgement will also be made as to how many fixed and portable first aid containers should be available and where they are located.

Specific consideration will be given to staff or pupils who have special health needs and/or disabilities.

In determining the level of provision, the appointed person – together with the head teacher and governing body – will consider:

- the provision during lunchtimes and breaks
- the adequacy of provision to account for staff absences
- the provision of first aid for offsite activities and school trips
• the provision for practical lessons and activities, for example science, design technology and physical education

**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 health and safety executive 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 any changes.

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

The appointed person will:

• line manage the team of first-aiders, monitoring their training and competences
• line manage those who look after the first aid equipment and ensure first aid containers are restocked when required and out-of-date materials are replaced
• ensure that an ambulance or other professional medical help is summoned when appropriate
• undertake regular risk assessments and liaise with the head teacher and governing body as appropriate
• ensure that all accidents and injuries are appropriately recorded
• ensure that all members of 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
• located near hand-washing facilities
• stocked in accordance with HSE recommendations

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from the school building.

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

The school has a fully equipped medical room, the sole purpose of which is the provision of first aid and medical support.

**Information and notices**

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

• the school’s staff room
• main corridors
• classrooms
• all locations where sports, physical activities or practical lessons involving machinery or similar equipment take place
A notice giving the location of first aiders trained in the use of the school’s automatic external defibrillator (AED) will be displayed next to the AED.

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

Information about the school’s first aid provision will be included in its staff handbook.

**Hygiene and infection control**

All staff will:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections, for example 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 bodily fluids, or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in first aid containers. Posters indicating hand washing techniques for soap and water and alcohol hand rub hand hygiene techniques are displayed by all sinks in the school.

**Recording accidents and injuries**

All accidents and injuries will be recorded in a written or electronic form and such records will be kept until the child is 25 years of age.

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 **full name** of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupils or member of staff immediately afterwards, for example went home, resumed normal duties, went back to class or went to hospital
- clearly identifiable name of the first-aider or person dealing with the incident

Serious or significant incidents – including head injuries and bumps to the head – will be reported to parents or carers by sending a note home with the pupil or through direct contact with the parent or carer. Any notes sent home should contain the **full name** of the pupil involved. Children who have sustained a bump to the head will also be given a sticker to wear which states that they have bumped their head in school today.

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 health and safety executive**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995:

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than three days
- accidents that result in a broken bone or fracture
Implementation of Policy and Guidelines

The school’s appointed person is responsible for leading the development and strategic direction of the school’s first aid policy, guidelines and procedures. The appointed person will review the school’s first aid policy, procedures and guidelines on an annual basis in consultation with the school’s medical and first aid forum.

The implementation of this policy and guidelines is the responsibility of all staff.

Reviews

- **Date of publication:** February 2016
- **Reviewed:** September 2016
- **Reviewed:** September 2017
- **Reviewed:** September 2018
- **Review date:** September 2019
First aid procedures

All injuries involving a bump to the head

- All children who receive a bump to the head must be seen by a qualified first aider.
- Children to receive first aid treatment and a cold compress, as required.
- The incident should be logged electronically within ScholarPack.
- Write a ‘B’ next to child’s name on the text message sheet.
- A specific text message will be sent to the child’s parent or carer.
- ALL children who receive a bump to the head to receive an orange ‘bumped head’ letter from the school and a sticker wear stating that they bumped their head in school today.
- Staff to greet parents or carers at the end of the school day to explain the accident/ injury, as required.
- Phone calls to parent or carer, as required.
- If in doubt, check all injuries with the head teacher or deputy head teacher.
- Serious injuries to be recorded on a HS1 form and head teacher to be informed immediately.
- Parents or carers to inform school of any medical conditions.
- Parents or carers to inform school of up-to-date emergency contact details.
- Injured children are not to be left unsupervised.

Injuries not involving a bump to the head

- All children who receive an injury must be seen by a qualified first aider.
- Children to receive first aid treatment.
- The incident should be logged electronically within ScholarPack.
- Tick next to child’s name on the text message sheet (if injury occurs before 1.30 p.m.).
- Text message sent by school office to parent or carer (if injury occurs before 1.30 p.m.).
- Staff to greet parents or carers at the end of the school day to explain the accident/ injury (if injury occurs after 1.30 p.m.).
- If in doubt, check all injuries with the head teacher or deputy head teacher.
- Serious injuries to be recorded on a HS1 form and head teacher to be informed immediately.
- Parents or carers to inform school of any medical conditions.
- Parents or carers to inform school of up-to-date emergency contact details.
- Injured children are not to be left unsupervised.

Injured or ill children should never be told that they will be going home until this is confirmed by a qualified first aider.

Ensure text message sheet is returned to the school office by 1.30 p.m.

In the event of a child attending an extra-curricular club or Castle Club on the day of the accident, a message should be passed to the child’s parent or carer via the member of staff leading the club.