



## **First Aid Policy**

Policy written – March 2020

To be reviewed – March 2022

## The Acorn Federation First Aid Policy

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

### **Aims**

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

### **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of each school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed 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.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of each school.

### **Personnel**

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents / carers the Headteacher will act in 'Locum Parentis'

### **Main Duties of a First Aider**

- Takes charge when someone is injured or becomes ill
- To 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 addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

## **Main Duties of the school administrator**

- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.

## **First Aid Equipment and Facilities**

- The school administrator, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents.
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy and signposted within school.

## **Information on First Aid arrangements**

- The Head teacher will inform all employees at the school of the following:
  - The arrangements for recording and reporting accidents.
  - The arrangements for First Aid.
  - Those employees with qualifications in First Aid.
  - The location of First Aid kits.
- In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:
  - names of employees with first aid qualifications.
  - location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

## **Pupil accidents involving their head**

The Federation recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents with a follow-up letter (see procedures below 'Record Keeping and Reporting Accidents').

## **Record Keeping and Reporting Accidents**

- Parents are notified by First Aid form if any in the event of an injury (see Annex B).
- Sometimes it is appropriate to contact parents, parents are contacted by telephone to inform them of a significant incident.
- In the event of a medical emergency and the School is unable to contact parents / carers then the Headteacher / Lead Teacher acts in 'Locum Parentis'.

## **Statutory requirements for Accident Reporting**

- The Governing body will implement the LA's procedures for reporting:
  - all accidents to employees.
  - all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days).
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, 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, or;
  - It is an accident in school which requires immediate emergency treatment at hospital
  - For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

### **Transport to hospital or home**

The head teacher will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Children with Medical Needs**

Please refer to the policy.

### **Administering medicines in school**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

### **If a child is taking a prescribed medicine it is the parent's / carer's responsibility to come to school and administer the medicine.**

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that written consent has been received. The relevant forms are kept in the school office.
- All prescribed medicines that are due to be administered must be kept in the school office.
- Records will be kept of all prescribed medicines administered.

### **Asthma Treatment and Inhalers**

- Parents are responsible for ensuring that asthma sufferers bring their own treatments (inhalers etc) to school.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc) are kept in the classroom.
- Asthma treatments are to be administered by the pupil, with the support of a first aider when appropriate. After a treatment has been administered, the school office records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.

- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Epipens and Anaphylaxis Shock Training**

- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, written consent will have been received (see Administering Medicines In School section above).
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

## Annex A

### **Marston Montgomery Primary**

#### **Paediatric First Aiders**

Ashleigh Harris  
Susan Haslam  
Patricia Pointon  
Amanda Lovett  
Lisa Thomson

#### **First Aiders**

Ashleigh Harris  
Amanda Lovett

#### **Epi-pen training**

Not applicable at the present time.

#### **Location of first aid boxes**

Ocean Room  
Disabled / staff toilet  
School Office

### **Long Lane Primary**

#### **Paediatric First Aiders**

Lindsey Hollis  
Susan Keeling  
Stephanie McManus  
Kirsty Murby  
Tracey Watts

#### **First Aiders**

#### **Epi-pen training**

Not applicable at the present time.

#### **Location of first aid boxes**

In the long corridor

Annex B

# Long Lane C.E. Primary School



## Accident Report Form

### Personal Information

Name of Child	
Date of Birth	
First Aider	
Member of staff completing the form	

### About the Accident

Date and Time of Accident	
Where the accident happened	
How the accident happened, give the cause if you can	
Nature of the injury	
Action taken	
Was the injured person seen by doctor or hospital? If so give details	
Is this a reportable accident, injury or illness?	
Signature of person completing this report	
Signature of first aider completing this report	

### Informing

Parent Informed – date & time	
Parent signature	

# Marston Montgomery Primary School



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### Personal Information

Name of Child	
Date of Birth	
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Member of staff completing the form	

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Signature of person completing this report	
Signature of first aider completing this report	

### Informing

Parent Informed – date & time	
Parent signature	