

LEICESTERSHIRE COUNTY COUNCIL

HIGHGATE PRIMARY SCHOOL

First Aid Policy

2020

Jan 2020

First Aid Policy.

Policy Statement.

The Governors and Head teacher of Highgate Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed _____
(Headteacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (published August 2000 and last updated February 2014).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

The location of First Aid Kits in school are;

- Medical Room (main building)
- Reception Class.
- PE Store (Sports Medical kit)
- New Modular Block (1 at each end)
- 3 travelling first aid kits are kept in the Medical Room.
- 1 Forest School First Aid Kit

The contents of the kits will be checked on a regular basis by Mrs Denise Taylor & Mrs Janet Palmer.

Medication for named individuals (apart from inhalers) should be kept in the Medical Room in named wallets with the child's name and individual care plan.

Children with inhalers will be encouraged to take responsibility for their own inhalers as they get older. All inhalers are kept in the child's classroom.

Appointed persons for First Aid are Carole O'Leary and Troy Jenkinson.

Training on First Aid (4 hour course) will be undertaken every three years and this will be offered to all teaching and support staff where appropriate.

Off site activities.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

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 named first aider will ensure that signs are prominently displayed 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.

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 three consecutive days.
- An accident which requires admittance to hospital 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 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 minor injury;
- 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.

Pupil accidents involving their head.

The Governing body recognise 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, a 'Head bump' letter will be sent home to the child's parents or guardians.

- Head bump procedures shared in the Medical Room with the accident records.
- Where a child has received a serious bump to the head, the child will be regularly monitored and an additional Monitoring sheet completed. This will be filed in the medical room.
- We use the NHS guidance of a symptoms of serious bump to the head as being;
 - unconsciousness,
 - a glazed look or confusion,
 - difficulty in speaking or staying awake,
 - problems with senses or vision,
 - repeated vomiting,
 - blood or clear fluid coming from the nose or ears,
 - memory loss,
 - sudden swelling or bruising around both the eyes and behind the ears,
 - difficulty with walking/coordination
 - It could also be “an injury caused by a forceful blow to the head at speed such as being hit by a car or falling 1 metre or more. It could also be caused if an injury wasn’t accidental.”

This guidance is taken from the NHS website: www.nhs.uk/conditions/severe-head-injury/

Transport to hospital or home.

- The head teacher/named first aider 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 school will contact the parents for them to take over responsibility for the child.
- If the parents can not be contacted then the school may decide to transport the pupil to hospital

Where the Head teacher (or named first aider in the absence of the Head) makes arrangements for transporting a child then the following points will be observed:

- 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.

Personnel.

Appointed persons:

- Carole O’Leary*/ Troy Jenkinson

Emergency First Aiders:

- Jodie Gamble / Sasha Allen / Jade Copson / Sarah Nash / Hannah Sale / Selina Saunders / Dannii Hocking / Lisa Turner / Louise Pearson / Jim Hodder /Denise Taylor/Maisie Mallon/Andy Lees / Laura Terry / Sianna Stodd / Sabina Amin / Claire Lamley / Sally Leverton-Voce / Sarah Snow / Claire Yates / Adele Brodie / Marta Pacholec / Karen Archer / Jemma Croson / Emma Jarram / Louise Ward* / Janet Palmer / Julie Dealey / Gemma Orton
- Emma Garfoot-White – Outdoor Emergency First

*Paediatric First Aid (2 day course).