

Leominster Primary School First Aid Policy



Introduction

1. This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.
2. The first aid appointed person is the Deputy Headteacher, Ms. Helen Lynch.

Aims of the policy

3. First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of this policy 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

4. First aid will be available at all times while people are on the school premises and also off the premises while on school visits.
5. The school's First Aid Policy will be made available for scrutiny by the Local Authority and all recognised teacher and staff unions.

First aid needs assessment

6. On behalf of the Governing Body the appointed person will conduct an annual first aid needs 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.
7. From this 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 to be located.
8. Specific consideration will be given to staff or pupils who have special health needs or disabilities.
9. In determining the level of provision the appointed person and the Governing Body will consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;
- the provision for practical lessons and activities, e.g. science, technology and physical education.

Qualifications and training

10. All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

11. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

12. The school will consider annual refresher training to maintain first-aiders' basic skills and keep them up to date with changes.

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

14. The appointed person will:

- line manage the team of first-aiders, monitoring their training and competences;
- supervise the first aid equipment, ensuring the restocking of first aid containers when required and replacement of out of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Governing Body and headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

First aid materials, equipment and facilities

15. First aid containers will be:

- marked with a white cross on a green background;
- located in the first aid room, by the playgrounds, classrooms and staffroom
- stocked in accordance with HSE recommendations; these should be restocked by the first aiders from the office stock.

16. All school minibuses will have a first aid container on board. Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

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

18. The school medical room is next to **the school office**.

Information and notices

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

- staff rooms and other common rooms;
- main corridors;
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

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

21. Information on the school's first aid provision will be included in the staff handbook.

22. Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and infection control

23. All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

24. 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 body 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 the first aid containers.

Recording accidents and injuries

25. All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years.

26. 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 name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- the name and signature of the first-aider or person dealing with the incident.

27. Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

28. In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Reporting accidents to the HSE

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

- 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.

Review of first aid provision

30. The Governing Body and the headteacher and or the appointed person will review first aid policy and provision at least once every year.

Date of Review – November 2018

Date of next Review – July 2019

Ratified by Governors 20th November 2018