

Driffield Junior School

First Aid Policy

Policy Statement

The Governors and Head teacher of Driffield Junior School accept their responsibility under the Health & 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. (RIDDOR)

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

Definitions

'First aid' means medical treatment for an injured person for the purpose of preserving or stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work certificate or equivalent qualification.

Roles and Responsibilities

The overall responsibility for the day-to-day management of first aid in school rests with the head teacher.

The class teacher is responsible for the classroom supervision and all staff on break duty are directly responsible for the supervision of children at break times.

The school business manager is responsible for ensuring training is up to date.

Statement of First Aid Organisation

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

1. Places a duty on the governing body to approve, implement and review the policy.
2. Places individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors – all of which will have a separate book.
5. Provides equipment and materials to carry out first aid treatment.
6. Makes arrangements to provide training to employees, maintain a record of that training and review annually.

7. Establishes a procedure for managing accidents in school which require first aid treatment.
8. Provides information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the 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 first aid qualifications.
- The location of the first aid kits.

In addition the head teacher will ensure that signs are displayed throughout school providing the following information:

- Names of employees with first aid qualifications.
- Location for first aid kits.

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 & 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 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.

Accidents which fall into the above categories will be reported to the Safety Services Department of the LA via email using form AIF 2012 and an investigation will be undertaken to determine the cause of the accident.

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.

Arrangements for First Aid

Materials, equipment and facilities

All kits are coloured green and are identified by a white cross on a green background. This conform to the Safety Signs and Safety Signals Regulations.

The school will provide materials, equipment and facilities as set out in DfE Guidance on First Aid for Schools.

Each first aid box will be placed where it can be easily identified and readily accessible. The location of First Aid Kits in school are;

- First aid room, Y5 corridor.
- Main School Office.
- Staff Room
- ICT Suite
- Portable first aid kits are taken on educational visits and are available from the first aid room.

The contents of the kits will be checked on a regular basis by **Carole Kember, Rachael Brigham and Hollie Hyde** to ensure that supplies are replenished.

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 trained in first aid will accompany all school led off site visits. Where events are led by other providers, checks will be made to ensure staff are first aid trained.

Record keeping

After administering treatment, first aiders will ensure they adhere to the school arrangements for record keepings and accident reporting, as detailed below.

All incidents, injuries, head injuries, ailments and treatments are reported in the accident book, kept in the first aid room.

The information recorded will include:

- i) Name and age of child
- ii) Date, time and place of incident
- iii) Details leading up to the incident
- iv) Where the incident happened
- v) Injuries sustained
- vi) First aid given and by whom
- vii) Who has been informed

Pupil accidents (general)

A 'register' will be kept of all children visiting the first aid room regardless of whether they receive treatment. This will include the child's name and the name of the adult they saw.

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 (for example, where a cold compress has been used), a **bumped head** letter will be given to the class teacher to send home to the child's parent/carer (CK, RB, HH responsible), together telephone call informing parents of the incident. The child will also be given a 'bumped head' sticker to assist others in recognising they have been involved in an accident involving their head.

Staff Accidents

Staff should complete the accident book (kept with Karen Hamilton) if they sustain an accident at work. An injured member of staff should not continue to work if there is a possibility that they require any further medical treatment. The member of staff should seek medical advice without delay.

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 or another member of the Senior Leadership Team (SLT) will contact the parents for them to take over responsibility for the child
- If the parents/carers cannot be contacted then the head teacher or SLT member may decide to transport the pupil to hospital.

Where the head teacher makes arrangements for the transporting of a pupil then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- Wherever possible no individual member of staff should be alone with a pupil in a vehicle.

Trained Personnel

First Aid Room Duty Rota

Rachel Brigham

Carol Kemper

Holly Hyde

Office Staff

Lyn McCoid
Sharon Scott

Kitchen Staff

Trudi Berriman
Julie Heron

Teaching Assistants

Em Wilson
Sarah Leggett
Christine Trowsdale
Julie Foster
Will Atkinson

Cleaning Staff

Kate Campbell

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