



# **Barnabas Oley School**

## **First Aid Policy**

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## Revision History

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1.0	R Smith / K Whinney	From model	Mar 2013	Mar 2016
1.1	F & GP Committee	Reviewed with Minor amendments	Mar 2016	Mar 2019

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## **1 First Aid arrangements**

First Aid Boxes are kept in the main office, school hall and in each classroom area. Contents of the boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable.

Our appointed person for First Aid is: Mrs Victoria Darroch and she will ensure that First Aid kits are suitably replenished. All teaching staff and Teaching assistants have undertaken First Aid training and are qualified to administer basic First Aid.

If First Aid Treatment is required by a pupil, he/she must be escorted by a pupil or member of staff, depending on the seriousness of the injury. Initially treatment will be carried out by a trained member of staff. If the injury is of a more serious nature they must report to the named first aid person where the injuries will be assessed and treated or arrangements will be made for further treatment.

We will not administer prescribed medicine in school (see Medicines in School Policy). Auto injections, inhalers or insulin can be administered following signed parental consent along with a written protocol for the administration of the medicine and subject to relevant training being provided. Any of the above medicines would be stored in the First Aid cabinet in the School office.

We will not store and administer non-prescriptive medicines in school. If children require medication during school time for different reasons, then it is the responsibility of the parent to administer this. (see Medicines in School Policy) \* Under exceptional circumstances (a special written protocol) medicines can be administered.

Children who have inhalers are required to have these accessible to themselves when in school and are not allowed to share them with other children including siblings. Parents are required to provide a suitable backup for use in our school in case the child misplaces their own. It is their responsibility to ensure this is in school. All inhalers must be named. These are stored in the main office and each pupil has an individual log book to record the dose administered.

## **2 Whole staff training**

Whole staff training on First Aid (6 hour course, including paediatric first aid) will be undertaken every three years and all teaching and support staff will be invited to attend. The latest whole school staff First Aid Training was completed in March 2016. In addition to this, we currently have one fully trained First Aiders at work (3 day training).

## **3 Parental consent**

Parental consent for administering First Aid is provided through a consent letter which is distributed in September (the start of the school year). This is completed annually and records of these are kept on the SIMS database for each pupil. Any relevant medical condition information is provided at the front of each class register and is also distributed to staff. This includes children with inhalers, insulin or other medical conditions.

## 4 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. Any pupil medication must be carried separately to the First Aid kit.

Where possible, a person who has been trained in first aid will accompany all off site visits.

## 5 Accident Reporting

All accidents to pupils, staff and visitors must be recorded as soon as possible on the appropriate documentation for accident reporting. Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the office/school hall at lunchtimes. They include: name of child, time and date, type of injury, first aid administered, person administering first aid and signed.

All employee injuries and significant injuries to pupils will be recorded on a separate report form, a copy being kept on file in the main office and a copy sent to the Health and Safety Officer at the Local Authority.

The Head Teacher is responsible for telephoning in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These will be reported to the Health and Safety Officer at the Local Authority.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities. 'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Officer shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations.

## **6 Parent reporting**

All reported injuries which have required first aid to be administered will be reported to parents through a first aid slip which highlights: name of child, what happened and what first aid was administered.

Pupil accidents involving their head will also be provided with a slip which highlights the above but also offers advice about what symptoms to look out for. 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.

All slips are kept in the accident book in the Main Office.

## **7 Transport to hospital or home.**

The Headteacher 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 Headteacher will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. However, where the Headteacher 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.

## **8 Personnel**

Appointed persons: Mrs Victoria Darroch

## **9 Emergency First Aiders**

All teaching staff and teaching assistants are trained and qualified as Emergency First Aiders. This qualification is current from April 2016-March 2019.