

HIMBLETON CE FIRST SCHOOL



FIRST AID POLICY

Date approved at FGB	10.7.18
Statutory/ school policy	School
Review period	1 years
Date of next review	Summer 2019

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EHT signature.....

First Aid Policy

Our Vision:

Fostering enquiring minds and reflective hearts.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the significance of faith and promotes Christian values through the experience it offers to all its pupils.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to children and adults, and the procedures in place to meet that responsibility.

Arrangements for First Aid

First Aid for children consent:

All parents complete a 'First Aid for children' consent form when their child starts attending our school. This consent is filed in each child's Personal File in the school office. If parent consent is not given then a Health Care Plan would be agreed and made known to all staff.

Appointed people for First Aid are:

- Mrs Kim Griffiths
- Mrs Annette Ford

Whole school staff training for First Aid (1 day course) is undertaken every three years and all teaching and non-teaching staff in the school attend. New staff receive training as soon as possible after their start date and then join the whole school staff training cycle. The next whole school staff First Aid Training will take place in Autumn 2016.

Location of First Aid Kits in school are:

- School Office - first aid kits in bum bags x 4
- Conservatory Kitchen – by the sink
- Lower Key Stage 1 Classroom – by the sink
- Upper Key Stage 1 Classroom – by the sink
- Lower Key Stage 2 Classroom – by the sink
- Upstairs staff kitchen area – by the sink

Materials, equipment and facilities:

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'. The contents of the kits will be checked on a regular basis by Mrs Kim Griffiths.

Off-site activities:

A person who has been trained in first aid will accompany all off site visits. 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. and their individual Health Care Plans.

Information on First Aid arrangements:

As part of their induction the School's Health & Safety Officer will inform all new employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- The First Aid qualifications of employees
- The location of First Aid kits

In addition the School's Health & Safety Officer 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 receive their own copy 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 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.

Where a pupil has an accident it will be reported to the Local Authority.

All accidents to non-employees e.g. visitors which result in injury will be reported to the Local Authority.

Children's accidents involving their head:

Everyone at Himbleton School recognises that accidents involving a child's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. All bumps on the head are taken very seriously.

If the situation is assessed by school to be serious then we would contact the emergency services, and be prepared to take them to hospital if necessary.

Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents.

Bump on the Head Letters

- Head bump letters are readily accessible and are kept in the office drawer labelled 'Bump on the head letters'.
- Head bump letters are completed by the adult responsible for the child at the time of the incident & passed immediately to the Head Teacher or Teacher in Charge to sign.

- The letter is sent home via the child's book bag & the class teacher is responsible for drawing it to the attention of the adult who collects the child at the end of the school day.
- If the school has any concern, however slight, then the parents are also contacted by telephone to inform them of the situation and further action, if necessary, is agreed.

Transport to hospital or home:

- The Head Teacher or Teacher in Charge will determine a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called and parents informed.
- Where hospital treatment is required but it is not an emergency, then the Head Teacher or Teacher in Charge 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 child 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
- a second member of staff will be present to provide supervision for the injured child