



## OAKWORTH PRIMARY SCHOOL “committed to the safety and welfare of its pupils”

### First Aid Policy

#### Statement of Intent

The Governing Body of **Oakworth Primary School** acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities that are adequate and appropriate for enabling first aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first aid equipment, facilities and personnel.

The appointed person for First Aid in school is: **James Travers (Assistant Headteacher)**.

The appointed person for hospital referrals is: **Jenni Mayo (Headteacher)**.

Where the appointed person is unavailable, the following person(s) will deputise in his/her stead: **Brenda Sharp**.

The appointed persons for the administration and storage of medicines are **Elaine Olsson** and **Catherine Pickles**.

#### 1. Facilities:

- 1.1. First aid over the Lunchtime period will be administered in the Care Club 2 classroom that:
  - Has washable surfaces and adequate heating, ventilation and lighting
  - Is kept clean and tidy at all times
  - Is positioned as near as possible to a point of access for transport to hospital (Dockroyd)
  - Is in close proximity to a toilet facility
  - Has a sink with hot and cold water
  - Has drinking water and disposable cups
  - Has soap and paper towels
  - Has a suitable container with disposable waste bags.
- 1.2 First aid at other times is administered in rooms occupied by named First Aiders. Each First Aider has access to a First Aid bag. Brenda Sharp is responsible for checking bags and ordering first aid supplies.

## 2. Fixed and portable first aid containers

- 2.1. First aid containers are identified by a white cross on a green background or a green zipped bagged.
- 2.2. The school has one main first aid cabinet, which can be found in Year Two. Other smaller First Aid kit bags are in Nursery, Reception, Year 6, and Care Club.
- 2.3. The school has several smaller bags which are used for trips.
- 2.4. No medicinal substances are permitted within a first aid container.
- 2.5. Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.
- 2.6. The contents of the school's first aid bags will be regularly checked by a named First Aider.
- 2.7. First aid items will be discarded safely after the expiry date has passed.
- 2.8. First aid bags will be:
  - Prominently marked as a first aid container.
  - Maintained and in a good condition.
  - Suitable for the purpose of keeping the items referred to above in good condition.
  - Readily available for use.

### Contents:

- 2.9. Fixed first aid containers will contain, at a minimum:
  - Individually wrapped and assorted sized, sterile adhesive dressings.
  - Sterile eye pads and washes.
  - Wrapped triangular bandages (preferably sterile).
  - Safety pins.
  - Medium sized (approximately 12cm x 12cm) individually wrapped unmediated sterile wound dressings.

## 3. Selection of first aiders

- 3.1. When selecting first aiders, Oakworth School should consider an individual's:
  - Reliability and communication skills.
  - Aptitude and ability to absorb new knowledge and learn new skills.
  - Ability to cope with stressful and physically demanding emergency procedures.
  - Normal duties. A first aider must be able to leave immediately in an emergency.
- 3.2. All first aiders in school are paid a first aid allowance.
- 3.3. Lists of current first aiders are prominently displayed around the school.

## 4. Training

- 4.1. The Business Manager is responsible for organising first aid training.

- 4.2. New staff members are offered first aid training as part of their induction training.
- 4.3. Lunchtime supervisors will also undertake first aid training as required.
- 4.4. The school keeps a record of who is trained in first aid and the date that their certificates expire.
- 4.5. First aiders will be re-trained within three months prior to the end of the third year, when their first aid certificates expire.
- 4.6. All staff should ensure that they have read the school's First Aid Policy and sign the training record to confirm that they have done this.

## **5. Roles and responsibilities**

### **First aiders**

- 5.1. The main duties of first aiders are to:
  - Complete a training course approved by the HSE.
  - Give immediate help to casualties with common injuries and those arising from specific hazards at the school.
  - Ensure that an ambulance or other professional medical help is called, where appropriate.

### **Appointed person**

- 5.2. The main duties of the appointed person are to:
  - Take charge of first aid arrangements, including looking after equipment and calling the emergency services, where necessary.
  - Bear in mind that they are not all first aiders. They should not give first aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first aid/refresher training, including:
    - What to do in an emergency.
    - Cardiopulmonary resuscitation.
    - First aid for the unconscious casualty.
    - First aid for the wounded or bleeding.

## **6. Reporting incidents and record keeping**

### **Reporting**

- 6.1 The Headteacher will ensure that procedures are in place to report any major or fatal injuries to the HSE without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.
- 6.2 If there is an incident involving a pupil, we will contact the pupil's parents as soon as possible.
- 6.3 Any serious or significant incidents that do not require emergency attention involving a pupil will also be reported to parents, e.g. by sending a letter home with the pupil.

## Record keeping

6.4 The Headteacher will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

6.5 These records will include the following:

- The date and method of reporting
- The date, time and place of the incident
- Personal details of those involved in the incident
- A brief description of the nature of the incident or disease

6.6 Reportable injuries include the following:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by a head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

6.7 First aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording the following:

- The date, time and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident.

6.8 The Accident Book and Reportable Injury forms and the Medications File are held in the School Office, along with children's confidential medical details. An incident log is held in the lunchtime First Aid room (in Care Club 2).

6.9 Records will be maintained for no fewer than three years after the incident.

## 7. Children with medical needs (ongoing)

7.1 Children with ongoing medical needs such as diabetes, epilepsy etc. will have individual care plans drawn up by Medical professionals. The School follows these and has regular meetings with parents/carers to ensure that these are up to date. Medication such as Epi-pens are kept with the child. Yearly training is given. The sell by dates of any medicines remains the responsibility of parents/carers not the School.



## 8. Equality

8.1 All staff at Oakworth Primary School promote equality and good community relations and avoid discrimination against anyone for reasons of race, colour, nationality, ethnic or national origins, gender, disability, religion or belief, sexual orientation, or socio-economic circumstances.

This policy will be reviewed every two years, or earlier if necessary.

A handwritten signature in black ink, appearing to be 'A. J. ...', is written over a dotted line.

Signed: .....  
Chair of Governors

Date: 21.11.2018