

Kings' Forest Primary School

Policy	First Aid Policy
Author/Person Responsible	<i>Lisa Walker – Business Manager</i>
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Review Group	<i>Finance, Buildings and HR</i>
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Previous Review Amendments/Notes	
Related Policies	<i>Health, Safety & Security Managing Medical Needs Administration of Medicines</i>
Chair of Governors Signature	

Introduction

The school's arrangements for carrying out the policy includes the following key principles

1. The Governing body will approve, implement and review the policy.
2. Individual employees will report, record and where appropriate investigate accidents.
3. Employees will record all occasions when first aid is administered to employees, pupils and visitors. (*Appendices 1 and 2*)
4. Equipment and materials to carry out first aid treatment will be provided.
5. Arrangements will be made to provide training to employees and a record will be maintained of all courses completed. This will be reviewed annually.
6. A procedure for managing accidents will be established and adhered to whenever an individual in school requires First Aid treatment.
7. Provide information to employees on the arrangements for First Aid.
8. Undertake risk assessments of the first aid requirements of the school in line with Health & Safety.

Arrangements for First Aid

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- ***(For any school with pupils aged 5 or under) a minimum of two paediatric trained staff will be on site.***
- ***Two persons who hold the appointed persons first aid certificate will be on site.***

A list of staff who hold a first aid at work certificate is held in the school office. The main first aider's name (Wendy Miles) is displayed on notices around the school.

Materials, equipment and facilities

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

The location of First Aid Kit in school is:

The disabled toilet, located in the main school corridor.

The contents of the kits will be checked on a regular basis by the First Aider, Mrs Wendy Miles.

Appointed person for First Aid is Mrs Wendy Miles. Support staff and Lunchbreak Supervisors have received basic first aid training. The school has 37 trained first aiders.

Whole staff training on First Aid will be undertaken every three years and all teaching and support staff will be invited to attend when necessary.

Each class has a first aid kit in a red bag which is located on a separate hook inside the teacher's cupboard door. Inside the red bag is a separate plastic bag labelled for each individual child (including expiry date for medication). It includes any emergency medication e.g. inhalers, Epipen etc. along with the medical form completed by parents. The form must be completed if a child takes any medication. This bag **MUST** be taken onto the field or playground for emergency use by staff.

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 who has been trained in first aid will accompany all off site visits.

Children with an Individual Health Care Plan (IHP)

Children with known medical conditions will have an IHP completed. Their photographs and information are displayed within the class, First Aid room and the staff room. For full information regarding IHP refer to the Medical Needs Policy.

Information on First Aid arrangements.

The Headteacher or designated person 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 qualifications in first Aid.
- The location of First Aid kits.

In addition the Headteacher will ensure that signs are displayed throughout the school, providing the following information:

- Names of the main first aider.
- Location of first aid boxes.

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 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 be reported to the Local Authority.

- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable, the advice of the authority will be sought.
- Where a pupil has an accident it will be reported to the LA.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving head injuries

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, a 'Head bump' email will be sent home to the child's parents or carers together with an explanation. A phone call will be made to the parents depending on the severity of the injury.
- A duplicate book to list the day's injuries is kept in the First Aid room and is forwarded to the office to enable emails to be sent.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate. Stickers are given to the child so everyone is aware.

Transport to hospital or home

- The Headteacher will determine 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 Head teacher may decide to transport the pupil to hospital.

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.

Personnel

Appointed persons:

Wendy Miles (Family Liaison Officer)

Lisa Walker (H & S Co-ordinator)

Helen Porter (Headteacher)

Ross Newman (Executive Headteacher)

APPENDIX 1

“Written in contemplation of litigation”

Accident Reporting by Staff

This form is to be used if there is a serious injury to a pupil/staff and **MUST** be completed by all persons involved. **PLEASE NOTE THE FIRST AIDER/HEADTEACHER MUST BE CONTACTED FOR ANY SERIOUS INCIDENT.**

Injured person Pupil/Staff

Class Number

Date & Time of Incident

Where incident occurred

Type of incident (Accident, Violence, Aggression or Dangerous Occurrence/Near Miss)

Please explain in full the incident details (Please continue overleaf if appropriate)

Name of person reporting incident:

Signature

APPENDIX 2

CHILD'S SURNAME CHILD'S FORENAME

Full name of person dealing with incident	Date/Time	Description of Injury/What happened? Where it happened	First Aid Given	Note to Child Y/N	Phone Call Home Y/N	SLT Permission to send home (name) If applicable