



Seal

Church of England
Primary School

First Aid Policy (Revised January 2017)

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body.

The Headteacher is responsible for putting the policy in place, including informing staff and parents.

All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in all school buildings, as well as during break times. If a staff member is alone on a trip then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use EpiPens if trained to do so.

It is the responsibility of the Headteacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff should have Emergency Aid training. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staffroom notice board and on the First Aid Cabinet.

The First Aid Cabinet is situated in the Disabled Toilet. First Aid Kits are available for use at lunchtime break, in the activity area and during educational visits.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person. These are also included in the Annual Health & Safety Inspection.

Reporting & Recording of Accidents

Seal CE Primary School recognises that:

We have a duty to report incidents that involve the:

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Seal CE Primary School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher /Headteacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day.

Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident book is kept in the office drawer. The First Aider should complete the relevant sections, complete a green form (parental notification form) and if dealing with a young child stick a label on the child's jumper to notify the class teacher and parent of the injury.

If the accident has resulted in a trip to the hospital a HS157 accident/Incident Report Form should also be completed. Records should be stored for three years.

All accidents / near misses will be reported to the Governors at the policy review date or as requested.

The Headteacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

First Aiders - Seal CE Primary School

2016-17

Mrs Liz Mitchell

Mrs Cindy Palmer

Mrs Jenni Pascoe

Mrs Jo Allchin

Miss Charmaine Dove

Mrs Liz Baldock

Mrs Suzie Walkling

Mrs Denise Gadd

Miss Abbie Norris

The maintenance of the First Aid Cabinets / Kits is the responsibility of:

Mrs Cindy Palmer

See Appendix 1 for contents.

Signature

Date Jan 17

Review Date Jan 19

If the First Aid Cabinets/Kits need additional supplies please contact: Mrs Cindy Palmer

Appendix 1

Contents of school first aid kits

Leaflet for First Aid advice
20 assorted plasters
2 sterile eye pads
4 triangular bandages
6 safety pins
6 Medium wound dressings
2 Large wound dressings
1 pair of disposable gloves
1 packet of Antiseptic Cleansing wipes

Contents of travel first aid kits

Leaflet for 1st Aid advice
6 assorted plasters
2 triangular bandages
2 safety pins
1 Large wound dressings
1 pair of disposable gloves
1 packet of wipes

First Aid room equipment / supplies

Washbasin
1st Aid Manual
Plasters
Bandages
Safety Pins
Large wound dressings
Disposable gloves
Eye wash
Cleansing wipes
Hand wash
Bed, Pillow & Blanket
Yellow clinical bags

RIDDOR – Incidents to be reported

Accidents resulting in death or major injury
Accidents which prevent normal duties for more than 3 days
Loss of consciousness due to asphyxia or absorption of harmful substances
Fractures / Dislocations
Amputation
Loss of sight – temporary or permanent
Chemicals or hot metal burn to eye
Penetrating eye injury
Electric Shock
Injury leading to hypothermia
Unconsciousness needing resuscitation / hospital admission for over 24hrs.