



Accident and First Aid Policy

Policy Number : POL-MAN-007-D

Issue : 3

Status : Approved

APPROVED	Date	Name	Signature
School			
Governing Body			

CHANGE HISTORY

Issue Number	Issued On	Next Review Due	List of Changes
1	18/5/11	May 2014	New policy
2	May 2014	May 2017	Minor updates
3	April 2017	April 2020	Updates including recording of different types of First Aid incident and electronic reporting systems to notify LA.
4.	July 2020	July 2023	Minor updates

Accident and First Aid Policy

Purpose

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the School in line the Health and Safety at Work etc Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable compact emergency First Aid kits are taken on educational visits.
- The Appointed First Aider will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff as appropriate, will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.



First Aid Boxes

First Aid Boxes are located in:

- First Aid Room
- Mobile Class Room
- Outside school kitchen

First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves.

No medicine/tablets are to be kept in the first aid boxes.

- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately.

Administration of Medicines

Medication will only be administered in accordance to the Administating Medicines Policy (POL-MAN-007-H). Under no circumstances will the school be responsible for administrating dangerous, time or dose sensitive or technically difficult drugs or injections.

Out of School:

- A MOBILE TELEPHONE should be carried on school trips. Teachers to check that pupils who have asthma take their inhalers and that Epipens are carried if prescribed.
- Teachers must take an emergency first aid kit on every trip

Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the medical room.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Single use latex gloves and Body Spillage granules are kept the First Aid Room and must be kept for this purpose only. Following use, gloves must be disposed of.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. Wash the affected area with warm water and detergent and

dry. Single use latex gloves are available for first aid and hygiene care procedures (located in the First Aid Room.)

Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.

Head Lice

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents will be contacted by telephone and asked to collect him/her from class.

Accident Procedure

- All accidents must be recorded in The Accident and First Aid Book, located in the First Aid Room, by the person dealing with the accident. They must be written in pen.

All head injuries will be reported to the child's teacher and their parents. In the event of a bumped head, an accident slip is always given to the person collecting the child at the end of the day. If this is not possible then the parents are telephoned. They are told what symptoms to look out for. Any bumps to the head or face and other more significant injuries such as sprains must be recorded in the separate First Aid Book that contains these tear out accident slips. The top copy is given to the parent and the underneath copy kept by the school.

- All accidents requiring treatment by a doctor or other medical facility to staff or pupils will be reported to the LA electronically using the LGSS Report Incident Website in the manner and to the time scales prescribed in **Health and Safety Management in Schools, section IV.**

IN CLASS

1. The teacher will assess whether they are competent to deal with the injury and will send the classroom assistant or a pupil to collect the first aid kit/First Aider, or will send a child to the school office to seek assistance.
2. If the First Aider is required, they will decide whether:-
 - a) Event can be dealt with in-situ, or
 - b) Patient should be moved to medical/staff room, or

-
- c) An ambulance/emergency services should be called. If an ambulance is required: - Either the teacher, secretary or First Aider will contact the ambulance service. The child's parents will be informed and if they are not contactable the emergency contact numbers that parents have provided the school with will be used. If the parents are not available the teacher will accompany the child to hospital. If the teacher leaves the class they will ensure there is adequate supervision during their absence.
- e) The head teacher or most senior member of staff available will be informed of the occurrence.

If an emergency occurs during the lunch hour the head teacher or most senior member of staff on site should be fetched to attend the child. She will send another child or midday supervisor to ask a teacher to ring for an ambulance.

The head teacher should be notified of the accident as soon as possible, but not before the child has received any appropriate emergency treatment needed.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

The first aider should let the parents know that day (either immediately or at the end of the day, at her discretion, according to the severity of the injury) if the following injuries are received:

- Head injuries
- Neck injuries
- Severe swelling or bleeding
- Deep cuts – broken skin caused by teeth must be notified.

Children requiring minor first aid during school time should be seen by a general assistant, who should consult the first aider if she thinks it is necessary.

Child Protection Statement.

At Kettlefields Primary School the welfare of staff and children is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns regarding children or adults to one of the designated child protection officers. If the allegation involves a member of staff, it must be reported to the Headteacher. If the allegation involves the Headteacher it should be reported to the Chair of Governors.

Equalities Impact Statement:

1. *Has this policy fully considered the School's Equality objectives and statement as described in POL-MAN-035?*
Yes
2. *Are there any impacts of the School's Equality objectives and statement on this policy?*
No
3. *If "Yes" are these clearly described and their impact assessed within the policy document?*
N/A