



# First Aid Policy

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Next Review:** \_\_\_\_\_

## **Policy Statement**

The Local Governing Body and Headteacher of East Tilbury Primary School & Nursery accept their responsibility under the Health & Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Local Governing Body are committed to the Trust's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the DFE guidance issued in 'Guidance for First Aid in Schools'.

## **Statement of First Aid Organisation**

The school's arrangements for carrying out the policy include eight key principles.

- Places a duty on the Local Governing Body to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Records all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid

## **Arrangements for First Aid**

### Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DFE 'Guidance on First Aid for Schools' as a minimum.

The First Aid Kits in school are located in:

- Medical Room
- First Aid Room (Lunchtime)
- Year Group Areas

The contents of the kits will be checked on a regular basis. Year group leads are responsible for ensuring the kits for their area are fully stocked (this may be delegated to a LSA), the office are responsible for monitoring first aid supplies in the medical room and the midday staff are responsible for ensuring the first aid room is fully supplied.

## **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, epi-pens etc. A person who has been trained in emergency first aid will accompany all off site visits. For some trips with additional risks or hazards, a first aid at work (3 day) or Paediatric First Aid (2 day) may also attend.

## **Information on First Aid Arrangements**

All staff will be aware of:

- The arrangements for recording and reporting incidents.
- 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 the signs are displayed throughout the school providing the following information:

Names of employees with First Aid Qualification  
Location of First Aid boxes

All members of staff will be made aware of the school's First Aid policy.

## **Accident Reporting (RIDDOR and LA notifications)**

The Local Governing Body will implement the Trust's procedures for reporting:

- All accidents which require hospital treatment, death or severe injury
- All incidents of violence and aggression

The Local Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health & Safety Executive as it applies to employees. We report such cases via the Trust reporting system; these are then passed on under RIDDOR regulations by the Trust as required.

- An accident that involves an employee, pupil or school visitor being incapacitated from work or school for more than seven consecutive days.
- An accident which requires admittance to hospital
- An accident which requires treatment at hospital
- Death of a person
- Major injury such as fracture (except to fingers, thumbs & toes), amputation, dislocation of shoulder, hip, knee or spine.

## **Accident Reporting other than RIDDOR or LA**

Accidents and incidents which do not reach the thresholds above will still be recorded by the school internally.

All accidents/incidents requiring First Aid of any kind are recorded in one of the incident/first aid record books. These are located in:

- Medical Room
- First Aid Room (Lunchtime)
- Year Group Areas

Details of the accident/incident will be recorded to include the date, time, child's name, brief summary of the accident, action taken and signature of the attending First Aider.

Children may be given a letter to take home depending on the nature of the injury. Staff should write the same information on the letter as they record in the accident book.

### **Pupil Accidents involving Head Injuries**

The Local 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 deemed to be required a notification letter will be sent home to the child's parents or guardians. A copy will also be kept in school.

### **Emergency Treatment and Sending Pupils Home**

- In all cases of emergency a member of the administration team may call for an ambulance having clarified the need with the Headteacher or the senior member of staff on site. If the casualty is in danger of death, not breathing, bleeding profusely or unconscious, then 999 should be called without delay. The First Aider and Headteacher should be sought whilst the 999 call is being made.
- The same applies should a First Aider be with the casualty. If in their trained opinion a person requires an ambulance, they may call immediately and not wait for the Headteacher's approval. The administration staff will comply with all such requests, and then inform the Headteacher.

In all other non emergency cases, the Headteacher (or other member of SLT) will determine what is reasonable and sensible action to take. Where the injury is deemed an emergency, an ambulance will be called following which the parent will be called. Once the ambulance arrives it is entirely up to the professional opinion of the crew when they leave and as such they may not wait for a parent to arrive. In this situation a member of the school staff will accompany the child in the ambulance.

Where hospital treatment is required but it is deemed not to be an emergency, then the Headteacher will contact the parents/carers for them to take over responsibility for the child. If the parents/carers cannot be contacted then the Headteacher may decide that a member of staff will transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following arrangements 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