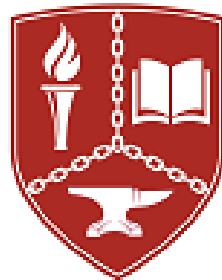


Colley Lane Primary Academy

"Never settle for less than your best"



Subject: First Aid Policy

Issue Date: May 2023

(Review Date: May 2025)

Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Colley Lane Primary Academy

The Health and Safety legislation places duty on the Academy for the health and safety of anyone who is on the premises. This includes staff, pupils and visitors.

1. Aims

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident or accident and recording and reporting outcomes
- To ensure sound provision of first aid trained staff for all school based activities both within and outside school
- The school has a separate policy for the administration of medicines.

2. Purpose

This policy:

- a) Gives clear structures and guidelines to all staff regarding all areas of first aid
- b) Clearly defines the responsibilities of all staff
- c) Enables staff to see where their responsibilities end
- d) Ensures good first aid cover is available in the school and on visits

3. Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

4. The Governing Board

The Local Advisory Board (LAB) has ultimate responsibility for health and safety matters in the school, but will delegate operational matters and day-to-day tasks to the Headteacher and staff members.

5. The Headteacher

The Headteacher is responsible for ensuring this policy is put in place and for developing detailed procedures. The Headteacher will:

- Appoint a member of SLT to lead on First Aid in school
- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensure all staff are aware of first aid procedures

- Ensure appropriate risk assessments are completed and appropriate measures put in place
- Undertake, or ensure that managers undertake risk assessments as appropriate and that appropriate measures are put in place
- Ensure that adequate space is available for catering to the medical needs of pupils
- Report specified incidents or accidents to the HSE when necessary (see section 13)

6. Appointed Person(s) and First Aiders

The appointed person(s):

- Takes charge when someone is injured or becomes ill
- Ensures there is an adequate supply of medical materials in the first aid kits and replenishes the contents
- Takes responsibility for the training needs of First Aiders
- Ensures that an ambulance or other professional medical help is summoned when appropriate

First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

The main duties of a first aider in school are:

- To act as first responder to any accidents/incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment
- When necessary, ensure that an ambulance or other professional medical help is called
- Ensure parents or carers are contacted following an accident/incident, where necessary
- Send pupils home to recover, where necessary after consultation with a member of SLT
- Complete an accident report on the same day, or as soon as is reasonably practicable after an accident/incident where deemed necessary (refer to the “Pupil Accident/Injury/Illness Report” A4 Sheet)

7. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are in school
- Completing an accident report for all accidents and incidents they attend to where a first aider/appointed person is not called

- Informing the Headteacher or First Aid Lead of any specific health conditions or first aid needs so relevant risk assessments can be completed
- Informing parents or carers at the end of the school day should their child receive first aid treatment – verbally and handing over the first aid slip
- Any significant injury or an injury that is a cause for concern where the pupil needs to either be collected or receive further medical treatment should be reported to a first aider.
- Head bumps/injury – any significant head injuries should immediately be reported to a first aider.
- Parents are informed if their child has had any bump to the head and given appropriate NHS advice
- If a pupil reports they are feeling unwell, the member of staff will determine if the parents or carers need to be contacted after consultation with SLT. They will instruct the office staff to make contact.

8. First Aid procedures

First aid – to be performed in the first aid room (where possible), or anywhere else e.g.the playground, in the classroom, in the hall etc.

Where a pupil receives an injury and the adult deems the injury to require first aid:

- All staff must complete the Pupil Accident/Injury/Illness slip in the class book or first aid room.
- Carbon copy to be left in the book.
- The original copy to be handed to the parent or carer at the end of the day – not the pupil.
- Where necessary parents are informed by telephone.
- ANY head bumps MUST have a telephone call home. The child will be wearing a wristband to indicate that they have bumped their head. An additional form will accompany the pupil accident slip which will provide further guidance for the parent.

9. Off-site procedures

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities and visits which involve overnight stays one trained First Aider will accompany the group. All adults in the group will be advised how to contact emergency services and procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box/kit to be taken
- A named person will be appointed to be in charge of first-aid arrangements
- An emergency contact sheet will be included in the first aid box
- Pupil Accident/Injury/Illness book should be taken to complete – these must be recorded per procedures in section 8

10. First Aid provision

A list of qualified first aiders is displayed in the First Aid room.

The First Aid room is located on the ground floor in the main foyer.

First Aid Boxes are located in the following areas:

First Aid Room

School Office (ground floor)

Family Room (ground floor)

PA's office (first floor)

DT/Art Room (first floor)

All classrooms should have a first aid box with inhalers, epi pens (where applicable), pupil Accident/Injury/Illness book and a small supply of first aid equipment. Staff teachers are responsible for restocking the supplies.

All First Aid Boxes contain the following:

- Selection of plasters
- Disposable gloves
- Triangular Bandage
- Selection of dressings/bandages
- Tape
- Medical wipes
- Advice card

All lunchtime supervisors carry a First Aid bum bag whilst on duty.

11. Accident and Incident Reporting

All serious accidents will be logged on CPOMS by the First Aider dealing with the accident. The First Aid Lead will be informed.

12. Calling the emergency services

In the case of major accidents, it is the decision of the Headteacher/Senior

Leadership Team/ first aider if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

- a) State what has happened
- b) The pupil's name
- c) The age of the pupil
- d) Whether the casualty is breathing and/or unconscious
- e) The location of the school

Where possible a mobile phone will be used so that the staff member can stay by the casualty with support from the emergency services.

13. Reporting to the Health and Safety Executive (HSE)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), some accidents must be reported to the HSE. The HSE must be notified of fatal and major injuries and dangerous occurrences immediately by telephone or within ten days online:

Reportable accidents fall under the following categories:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

HSE definitions of these categories are:

- 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:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

<https://notifications.hse.gov.uk/riddorforms/Injury>

<https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>
<https://notifications.hse.gov.uk/riddorforms/Disease>

It is the responsibility of the Headteacher or IOSH trained Deputy Headteacher to notify the HSE or member of the SLT in their absence.

14. Disposal of hazardous waste

- All blood stained dressings, wipes, tissues etc must be disposed of in the clinical waste bins positioned in the First Aid room or the disabled toilet in the foyer
- Any vomit bowls and tissues, paper towels etc contaminated with vomit must be bagged in yellow clinical waste bags and taken to the First Aid room to be disposed of in the clinical waste bin
- Any other things contaminated with bodily fluids must be bagged and disposed of in the clinical waste bags and disposed of the clinical waste bin
- Spillages must be reported to the on-site facilities team for immediate cleaning and disinfecting
- Any clothes must be placed in a sealed bag and given to whoever collects the pupil to deal with safely

15. Training

First Aid training is available to staff if they would like to participate.

All first aiders must have completed a recognised training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders; what training they have received and when this is valid until.

All staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 member of staff will have a current paediatric first aid certificate, which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

All staff receive annual first aid (Asthma/Anaphylactic shock) training delivered by the school nurse.

16. Monitoring

The Headteacher will regularly monitor all accidents and incidents to ensure the Health & Safety of pupils is maintained within the school at all times.

This policy will be reviewed by the appointed person with responsibility for First

Aid in school every two years. At every review, the policy will be approved by the Headteacher and LAB.