First Aid Policy

Policy Reference: FA1
Responsibility: RMC
Reviewed by: Mrs Paula Dix
This Review: Mar 2018
Next Review Due: Mar 2021
Cycle: Three Yearly
Ratified by Full Governing Body on:
Signed:
Mrs Lisa Roy Chair of Governors
Mission Statement

At St Bernadette’s we recognise that each child in our care is made in the image and likeness of God. Our mission is to develop fully their individual potential in the context of Gospel values of truth and love. Our Mission statement, vision and aims for the school can be read on our website at www.st-bernadettes.hants.sch.uk. The Mission Statement also underpins this Policy.

This policy is written following the guidelines given in the document ‘Guidance on First Aid for Schools’ published by the DfE.

It is St Bernadette’s School’s responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims
- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

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 (via the prospectus) of the School’s First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurences Regulations1995.
Duties and Responsibilities

The Governing Body is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School’s arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
• Where possible constant supervision will be provided for poorly or injured children.
• Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
• If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
• For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

Reporting
• The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
• All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the first aid room.
• Parents are to be informed of a head injury with the standard bumped head letter.
• Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Head is responsible for ensuring this happens.

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

• the date, time and place of incident
• the name (and class) of the injured or ill person
• details of their injury/illness and what first aid was given
• what happened to the person immediately afterwards
• name and signature of the first aider or person dealing with the incident
Accident and first aid treatment records can be used to help the Resource Management Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Resource Management Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

**Administration of drugs and medicines**

Refer to policy

**First Aid boxes**

First Aid Boxes are located in:
- The First Aid Room
- The kitchen

Bumbags, complete with first aid equipment, are located in the first aid room for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

**First Aid Boxes should contain**
- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

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

**Accommodation**

There is a room for medical treatment, and care of pupils during school hours which is close to a wash basin and lavatory.
Policies - Keeping your child safe
Everyone is welcome to view our policy file at any time. It is located in the office. In this file you will be able to read policies covering confidentiality, equal opportunities, behaviour, health and safety and complaints procedure to name but a few! You may wish to request a copy of all the policies to read at your leisure.

This policy has been produced following consultation by pupils, parents, staff and governors.

Date: __________________________

Review Date: __________________________

Headteacher: __________________________

Governors: __________________________

APPENDIX 1

Health and Safety Responsible Manager:  Headteacher

**First Aiders:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Claire Gravestock</td>
<td>Anaphylaxis First Aid St. John Ambulance</td>
</tr>
<tr>
<td>Mrs Claire Gravestock</td>
<td>Paediatric First Aid</td>
</tr>
<tr>
<td>Mrs Joanna Bennett</td>
<td>First Aid</td>
</tr>
<tr>
<td>Miss Sara Burr</td>
<td>Emergency First Aid at Work</td>
</tr>
<tr>
<td>Mrs Claire Francis</td>
<td>Paediatric First Aid</td>
</tr>
<tr>
<td>Mrs Karen Dixon</td>
<td>Paediatric First Aid</td>
</tr>
<tr>
<td>Mrs Joanna Matthews</td>
<td>Paediatric First Aid (1 day course)</td>
</tr>
<tr>
<td>Mrs Fiona Chapman</td>
<td>Paediatric First Aid</td>
</tr>
</tbody>
</table>
APPENDIX 2.

Appointed person to contact Emergency Services: Mrs Mandy Baxter Office staff

(Or if necessary any adult in school)
APPENDIX 3.  Bumped Head Letter

HEAD INJURY

Dear Parent / Guardian

Your child ………………………………………………………. received a bump on the head today whilst at school at …………………………….at …………………. (time)

Description of accident:
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A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:
• Unusual drowsiness
• Change in behaviour / confusion
• Severe headache
• Nausea or repeated vomiting
• Blurred vision
• Bleeding or fluid from ears or nose
• Clumsy walking, staggering, dizziness
• Sudden unconsciousness/unresponsiveness
• Slurred speech

CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.