



## FIRST AID POLICY

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An academy within:



“Learning together; to be the best we can be”

# First Aid Policy

## 1. Introduction

1.1 The Governors and Head teacher of North Ridge Community School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## 2. Aims and Scope of Policy

2.1 The provision of First Aid within the school will be in accordance with the Health & Safety (First Aid) Regulations 1981 guidance on First Aid in school.

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

- Places a duty on the 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.
- Undertake a risk assessment of the first aid requirements of the school.

## 3. Arrangements for First Aid. - Materials, equipment and facilities.

3.1 The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

### The location of First Aid Kits in school are;

- Kitchen
- Medical room
- 6<sup>th</sup> Form Common Room
- Class room store cupboard
- Gym
- Dining Room

- On each minibus
  - School office
  - Staff Room
  - Bum bags for Playground (Secondary – Mercury, Primary – Medical Room)
- 3.2 The contents of the kits will be checked on a regular basis by the lead First Aider.
- 3.3 Whole staff training on First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend.

#### **4. Off-site activities**

- 4.1 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. Buccal Midazolam must be signed out from the medical room. A person who has been trained in first aid will accompany all off-site visits.

#### **5. Information on First Aid arrangements**

- 5.1 The head teacher will inform all employees at the school of the following:
- The arrangements for recording and reporting accidents.
  - The arrangements for First Aid.
  - Those employees with qualifications in first Aid.
  - The location of First Aid kits.
- 5.2 In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:
- Names of employees with first aid qualifications.
  - Location of first aid boxes.
- 5.3 All members of staff will be made aware of the school's First Aid policy.

#### **6. Accident Reporting**

- 6.1 The Governing body will implement Nexus MAT's Health and Safety consultants, ProActive, for reporting:
- All accidents to employees
  - All incidents of violence and aggression.
- 6.2 The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees and non-workers i.e. members of the public and contractors etc. The

following injuries are reportable under RIDDOR when they result from a work-related accident that was caused either by the way the work was carried out, any equipment used or the condition of the premises where the accident happened:

- An accident that involves an employee being incapacitated from work for more than seven consecutive days.
- An injury to a non-worker which results in them being taken directly to hospital for treatment or requires admittance to hospital for in excess of 24 hours. There is no need to report when people are taken to hospital as precaution and no injury is apparent.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine. For non-employees and pupils an accident will only be reported under RIDDOR.
- It is an accident in school which requires immediate emergency treatment at hospital

6.3 For each instance where the head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought. Where a pupil has an accident it will be reported to Nexus MAT's Health and Safety consultants, ProAktive. All accidents to non-employees (e.g.) visitors which result in injury will be reported to Nexus MAT's Health and Safety consultants, ProAktive.

## **7. Pupil accidents involving head injuries**

7.1 The Governing body recognises 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.

- Minor/all injuries logged in the Incident & Illness register. All injuries are monitored in school.
- Serious injuries when emergency treatment is required, parents contacted immediately and 999 call if required. Casualty constantly monitored.
- If casualty is unconscious 999 must be called immediately and parents contacted.
- Serious accidents/incidents reported on AIR1 form (within 24 hours).
- If casualty attends hospital Serious Accident/Incident Initial Investigation Report Form must be completed.

## **8. Pupil transport to hospital or home**

8.1 The head teacher will determine what is a reasonable and sensible action to take in each case.



- 8.2 Where the head teacher makes arrangements for transporting a child then the following points 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.



## Appendix 1

### Protocol for pupils with sickness and diarrhoea

This document explains the procedure to follow for pupils with sickness and diarrhoea in school.

#### Procedure

1. If it is suspected that a pupil has diarrhoea and /or sickness it is necessary in the first instance to contact the school's designated member of staff for Medication to discuss the matter.
2. The matter will then be discussed with a member of the Pastoral team to ascertain whether the pupil is on a particular diet or medication that may be causing the symptoms.
3. If the pupil is deemed unfit for school, a member of the Senior Management Team must be informed and Parents/Carers contacted.
4. **The pupil will wait in the medical room with a member of staff until parents/carers arrive**
5. Parents/Carers will be given a letter recommending that the pupil be kept at home until there has been 48 hours free from symptoms before returning to school.
6. Parents are advised to contact transport to discuss the return to school.



## Appendix 2

### First Aid Protocol

This document explains who is responsible for the emergency first aid of school staff, pupils and others on school premises.

#### Procedure

- Initially, anyone who has a first aid certificate can assess the injury/illness themselves and, if non-serious, deal with the situation as appropriate.
- If the first aider is unsure about diagnosis, then they should contact the Lead First Aider (currently based in Primary).

#### If the situation requires it, the first aider should:-

- Give immediate help to the casualty and remove them to the medical/first aid room if possible
  - Inform the Designated First Aider of actions taken and treatment given (if they have not been previously contacted).

#### In cases of serious accident /injury or epileptic seizure:

- Ensure that an ambulance or other professional medical help is called.
- Ensure that a member/members of the SLT are informed.
- If transportation to hospital is required by ambulance, the Designated Lead First Aider, or a responsible adult with whom the pupil is familiar, will accompany the pupil, ensuring that all relevant information and documentation is taken with them. The pupil will only be left at the hospital when parents/carers have arrived.
- School will notify any parents/carers to meet the Lead First Aider/responsible adult at the medical centre.

#### First Aid Equipment

- General-use first aid equipment is situated in each department.
- On the spot first aid equipment e.g. plasters etc. are available from first aid bum bags for use on the primary (situated in Medical room) /secondary playground (situated in Owl class).
- Each bus has a first aid box which is checked on a half termly basis by the Designated Lead First Aider.
- If any item is removed from any first aid box it is important that the Designated Lead First Aider is notified immediately.

#### Record Keeping

The Designated Lead First Aider must ensure that all correct documentation is completed following any reportable injury, disease or dangerous occurrence. This must include: the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.