

PERRYFIELDS INFANT SCHOOL



Helping each other to learn and grow

FIRST AID POLICY

Approved By	Date	Next Review Date

PERRYFIELDS INFANTS SCHOOL FIRST AID POLICY



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This policy outlines Perryfields Infant 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.

To ensure that first aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits.

We aim to ensure that our policy is in line with the DFE Guidance on First Aid for Schools – A Good Practice Guide.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the school's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsible Personnel

The Governing Body of the school are responsible for the health and safety of their employees and anyone else on the premises, but this is implemented through the Headteacher. The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

First Aiders

First Aiders must have undertaken either the four day first aid at work training or at least the one day emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes
- In an extreme emergency an ambulance may be called. A person will be detailed to receive the ambulance at the nearest point of entry to the school.

First aiders hold a valid certificate of competence, issued by an approved organisation. The LSAs, some of the teachers, the office staff and the majority of the MDAs hold a 1-day first-aid certificate especially designed for schools entitled "Appointed Person Certificate and Schools First Aid".

All First Aid Training needs to be renewed every 3 years.

In selecting first aiders the Headteacher should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.

- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Perryfields Infant School has:

- **Eleven** qualified appointed persons who are one day trained
- **Five** qualified paediatric trained persons

Please see appendix 1 for a list of all first aiders in the school.

Re-assessment of first aid provision

As part of the school's monitoring and evaluation procedures:

- The Headteacher shall review the school's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The School Finance Officer monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.
- The School Finance Officer also monitors the emergency first-aid training received by other staff and organizes appropriate training (including Paediatric First Aid for EYFS staff)
- The Appointed First Aider checks the contents of the first-aid boxes monthly.

Provision

The School is a low-risk environment, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- In school events
- Adequate provision in case of absence, (including trips)
- Out-of-hours provision, (e.g. clubs/events)

Arrangements should be made to ensure that the required level of cover of first aiders is available at all times when people are on school premises.

First Aid Materials, Equipment and Facilities

All first aid containers must be marked with a white cross on a green background.

First aid equipment and supplies are kept in the medical room. Epi pens and asthma inhalers are kept in the school office in named bags high up on a cupboard. **Medicines (See separate Medicines Policy)**

- The school should ensure that a qualified first aider always accompanies classes on school trips and must carry a first-aid bag.
- First aid containers should be kept near to hand-washing facilities.
- Spare stock should be kept in school.
- Responsibility for checking and re-stocking the first-aid containers is that of the appointed first aider who is paediatric first aid trained or equivalent.

Accommodation

The medical room is solely used for medical purposes. It also has close access to a W.C.

Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressing or equipment. In relation to hygiene procedures for spillage of body fluids, a bio-hazard pack should be obtained from the first aid room for the disposal of body fluids.

Reporting Accidents/Accident Book

The Accident Book is kept in the medical room. All accidents and injuries are recorded in the book and where necessary serious injuries are recorded and reported to the CEO/Trustees of the Chelmsford Learning Partnership (CLP) for both employees and pupils.

More serious injuries, including any accident which requires a hospital or doctors visit is recorded on the Health and Safety Log on the office computer. All staff are responsible for reporting accidents. With serious injuries, a RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations 2013) report needs to be completed. RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of accident / 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.

Anyone requiring first aid will be seen in the first instance by the first aider in the classroom/area where the injured person may be.

If it is necessary to send a child home the parent or primary carer will be contacted.

It is the school policy that when a child has been physically sick, he or she must be kept at home for 48 hours.

Head Injuries

All head injuries are reported to parents/carers and a red bumps and scrapes form is filled in and seen by the headteacher or deputy headteacher before being given to the parent/carers.

Disposal of sharps

If a sharps box is required by an individual child then a box should be provided by the appropriate parent and kept safely in the medical room.

Disposal of medical waste

A bin is provided in the medical room for medical waste.

Monitoring

Accident records can be used to help the Headteacher and the Child Protection and safeguarding lead 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 Headteacher should establish a regular review and analysis of accident records.

Signed:

Date:

Appendix 1

STAFF WITH FIRST AID QUALIFICATIONS

An Ambulance will be called after any accident /incident if the First Aider in charge deems it necessary to have further medical intervention.

EMERGENCY PROCEDURE FOR CALLING AN AMBULANCE

1. Dial 999
2. Ambulance required at:
Perryfields Infant School
Lawn Lane
Springfield
Chelmsford
Essex
CM1 7PP
Telephone: 01245 268714
3. Give brief details of accident or incident and the consequent injury or problem
Give details of any treatment which **has** or **is** being administered
4. Notify the Headteacher and/or Deputy Head immediately
5. Notify the parents/carers.