



First Aid Policy

RATIONALE

At Knutton St Mary's we aim to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensure best practise by extending the arrangements as far as reasonably and practically possible for all pupils and others who may be affected by our activities.

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for ensuring that a school has a health and safety policy (please see school website), which also includes references to arrangements for first aid and necessary risk assessment of the school and educational visits are made.

AIMS

Through our First Aid Policy, we are able to:

- Make sure that we follow all guidelines and advice provided by the DfE and through First Aid training to ensure we make appropriate arrangements with the safety of our pupils, staff and other adults in the school at the forefront of our mind.
- Determine the first aid provision requirements for our school.
- Review our provisions periodically or following any significant changes that may affect first aid provision, to ensure our provision consistently meets the needs of our pupils, staff and other adults within the school.
- Ensure there are a sufficient number of trained first aid staff on duty and available in the school setting and on educational visits outside of the school environment.
- Ensure that there are suitable and sufficient facilities and equipment available to administer first aid, in accordance with the 'First Aid in Schools' document 2014 from the DfE.
- Ensuring the above provisions are clear and shared with all who may require them.

FIRST AIDERS

The administration of First Aid within the school should, wherever possible be carried out by a first aid trained member of staff.

ACCIDENT PROCEDURES

The responsibility for accidents and injuries during the lunchtime's period is that of the Lunchtime Supervisors. During teaching times and break-times the staff members on duty are responsible for the well being and safety of the pupils in their care.

ACCIDENT BOOK

An accident log book for all pupils is kept in the Medical Room.

For staff, students and visitors the accident log book is kept in the office, any serious injury resulting in a child going to hospital is also recorded in the office log. **The log and any accident forms must be completed the same day as the injury.**

All accidents however minor are written in the accident book along with any first aid action taken and after care if relevant, a copy is kept in the book and then a copy is sent home with the pupils to inform parents of any minor injuries and the first aid care given.

The member of staff dealing with the accident is responsible for entering the details into the accident book together with signing and dating the entry. The member of staff administering the first aid should also be noted.

All accidents other than general ones (i.e. bumps, cuts, grazes etc.) will also require the Principal, Vice Principal or Site Manager to fill in the appropriate accident form for the L.A.

ACCIDENTS INVOLVING PUPILS

The member of staff on duty during playtimes should determine whether the injured child requires further attention and needs to be sent indoors.

Serious injuries may require a first aider along with the Head teacher or Deputy Headteacher to be brought out on to the playground. A responsible pupil should be sent immediately to the staff room for help whilst the member of staff on duty attends to and comforts the injured child.

If in doubt as to the severity of the injury, do not attempt to move the child seek advice and inform the Headteacher or Deputy Headteacher. The same procedures apply to accidents within the building.

ACCIDENTS INVOLVING STAFF, STUDENTS AND THE PUBLIC

Prevention is better than cure and all staff are politely requested to exercise caution and use the appropriate equipment, for example using the correct ladders when putting up high level displays and asking for help or using the trolley when attempting to carry heavy objects.

When accidents do occur a responsible pupil should be sent immediately to call for help whilst another adult, if present, attends to and comforts the injured person.

When a member of staff or member of the public is injured, first aid will be administered by a designated first aider when possible. If necessary, an ambulance will also be called. All of which will be recorded in the office accident book.

ILLNESS AND INJURY

If a pupil becomes ill or suffers an accident in school the parent should be contacted as soon as possible. A member of staff should contact the office who will ring home.

If a child is feeling sick or vomiting, they should not be left alone; they should stay in the classroom, go to the medical room or reception **with** a member of staff.

Any contact number which proves to be non-functional in an emergency should be reported to the Office staff as soon as possible.

Contact with parents should be made when:

- Child is vomiting or has diarrhoea
- Child is coughing constantly
- Child has a hygiene problem with which staff cannot be expected to cope
- Child displays symptoms of an infectious disease
- Child has sustained an injury causing concern especially a bump to the head
- Child displays symptoms of shock, concussion, distortion of vision, extreme lethargy
- Child has become hysterically upset and distressed after an injury or incident

In all such cases Teachers, TA's and Midday Supervisors should inform the Headteacher or a member of SLT and also a First Aider who is on site.

The Principal will decide if an Accident Report should be sent to the LA. Near misses are reported by staff to the Site Manager and the Principal, to review health and safety procedures.

Asthma: Any child who is known to suffer with Asthma should have their own inhaler and spacer in school. It is the teachers' responsibility to ensure that medicine is kept up to date and in school (if this is not the case, a parent should be contacted immediately).

FIRST AID EQUIPMENT

All staff should acquaint themselves with the position of the First Aid Boxes kept around the school. The senior lunchtime supervisor oversees the checking and re-stocking of the first aid boxes and the main equipment store.

First Aid Boxes/Bags must be taken on all trips by the nominated First Aider or the Lead Teacher in the group.

Protection Aids

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood and/or any bodily fluids. Sterile wipes and mouth guards should be used for any mouth to mouth situations. The appropriate disposal of cleaning and treatment resources is to be ensured at all times, ensuring that any waste (wipes, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

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