



## First Aid Policy

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**Completed by: Sarah Dakin**

**Submission to Governors: May 2023**

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### **Introduction**

The Trustees accept their responsibility under the Health and Safety (First Aid) Regulation 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The key principles of the policy and the implementation of it within school are:

- Trust board duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of all occasions where first aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out first aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in school which require first aid treatment
- Provision of information to employees on the arrangements for first aid
- Undertaking a risk assessment of the first aid requirements of the school.

### **Risk Assessments**

Risk assessments should be completed in all areas that offer risk to the safety of pupils, including classrooms, dining hall and the playground. Classroom risk assessments should be written by individual teachers alongside Leanne Dupreez and shared with relevant staff. SLT are responsible for other areas in school including – forest area, track, playgrounds, hall and staffroom.

## **Practical First Aid Arrangements**

First aid boxes in the school are located in all classrooms. In addition there are first aid kits on the school minibuses. The contents of these boxes are checked on a regular basis by the Site team. Class teams are asked to contact Site team should anything be needed. Site will retain a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the contents of the boxes become depleted, staff should inform the Site Team.

Children's medication is to be kept either in a locked filing cabinet within the classroom or the locked medical cabinets (on both sites). The school nurse is responsible for checking expiry dates and drawing up the relevant medication plans (see Medical Needs policy). Copies of these are stored in the child's medication and on CPOMs. All medication must be labelled with the child's name and details. When administering medication staff must check the details carefully and complete the relevant form that is stored with the medication. This process requires 2 staff members.

## **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Risk assessments will be completed by the lead member of staff using Evolve prior to any educational visit that necessitates taking pupils off school premises.

## **Pupils with medical conditions**

A list is available in all classrooms of all pupils who have a serious allergy or medical condition. If staff become aware of any condition not on these lists please inform the appointed person.

## **Reporting to Parents**

If a pupil receives more than a minor injury this should be recorded and reported to parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed prior to the end of school. Bumps to the head suffered by any pupil must always be reported to parents who should be given the choice whether or not to collect them from school. If the member of staff is unsure as to whether to contact parents or not, they should speak to a member of the SLT or the School Nurse.

Accident forms are completed and uploaded onto CPOMs so that they can be reviewed and reported on.

Pupils who begin to feel unwell during the school day should be taken to the School Nurse in the first instance. The School Nurse or a member of SLT team will decide whether or not parents need to be informed or be asked to collect them from school.

### **Transport to Hospital or Home**

A member of the Senior Leadership Team will determine the sensible and reasonable action to take depending on the circumstances of each case. Where the injury is an emergency an ambulance will be called by the School Office, following which the parents will be called. Where hospital treatment is required but not in an emergency, the School Office will contact the parents in order for them to take over responsibility for the pupil.

### **Duties of Staff**

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are (posters are visible around school)
- Completing accident reports for all incidents they attend to where a first aider is called (attach to CPOMs for Sarah Dakin to review)
- Informing the Head teacher or their manager of any specific health conditions or first aid needs

The School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the school office for a minimum of three years. All accident forms are recorded on the school system and on CPOMs and those that have required further treatment are reported to the Councils Health & Safety team and are then archived in line with the information management policy and retention of records. All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the School's Health and Safety office. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public.

### **Information on First Aid Arrangements**

SLT will inform all employees at the School of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications
- the location of first aid boxes

They will also ensure that:

- an appropriate number of trained first aid personnel are present in the school at all times
- that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- all staff are aware of first aid procedures
- appropriate risk assessments are completed and appropriate measures are put in place
- that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **First Aiders in School**

Are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (Site Team)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

### **Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a 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.

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

Specific staff training is also available via the school nurse depending on the needs of the class and staff. This will be identified in the summer term and undertaken in September.