

**MANOR ROAD PRIMARY SCHOOL**



# **FIRST AID POLICY**

**March 2023**





**Manor Road Primary School**

## **First Aid Policy**

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## **Manor Road Primary School**

# **FIRST AID POLICY**

This policy outlines Manor Road Primary 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. This policy applies to all pupils in school and pre-school. The policy will be reviewed as required.

### **AIMS**

- To identify the first aid needs in line with the management of Health & Safety at Work Regulations 1992 and 1999.
- 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 (a copy of which is available in the First Aid file in the school office).

### **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 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 2013.

### **RESPONSIBLE PERSONNEL**

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

The Headteacher must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are in place.

The Headteacher 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 first aid is available for parents on request.

Teachers and other staff are expected to do all they can to secure the welfare and safety of the pupils.

### **Appointed Person**

At Manor Road the appointed person is Karen Marshall; she need not act as a first aider but has undertaken emergency first aid training. The appointed person will:

- Take charge when someone is injured or becomes ill
- Ensure the first aid boxes are re-stocked as required
- Call an ambulance in the case of an emergency, or instruct a member of office staff to do so
- Ensure that someone is detailed to receive the ambulance and direct them to the injured party

### **First Aiders**

At Manor Road, First Aiders must have completed and keep up-dated a training course approved by the HSE.

First Aiders will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

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 as a First Aider must be able to leave to go immediately to an emergency

### **RE-ASSESSMENT OF FIRST AID PROVISION**

As part of Manor Road's monitoring and evaluation procedures, the Headteacher will:

- Carry out a risk assessment annually, as part of the Health & Safety annual review
- Review the school's first aid needs following any changes to staff, building, grounds, activities etc.
- Monitor the number of First Aiders, alerting them to the need for refresher courses and organising training sessions
- Ensures that the contents of the first aid boxes are checked half termly

## **PROVISION**

Manor Road Primary 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 she will consider:

- Off-site PE
- School trips
- DT lessons
- Adequate provision in case of absence (including school trips)
- Out of hours provision (eg clubs/events)

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

The recommended number of certified First Aiders at Manor Road Primary School is one per 50 pupils and staff.

## **QUALIFICATIONS AND TRAINING**

At Manor Road, First Aiders hold a valid certificate of competence, issued by an organisation approved by the HSE. First Aiders will have completed either "Paediatric First Aid" or "First Aid for Schools" training. One person will also have completed "Emergency First Aid at Work" training. A list of people holding valid certificates is displayed in several locations throughout the school. This list complete with renewal dates, is available in the Medical Conditions file kept in the school office.

## **FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

The Headteacher will ensure that the appropriate number of first aid containers according to the risk assessment of the school are available.

First Aid equipment must be stored in a suitable container, marked with a white cross on a green background.

First Aid equipment should be taken on any trip or off-site sporting activity

The responsibility for checking and re-stocking the first aid containers lies with the Headteacher.

At Manor Road, first aid containers are located in:

- The small kitchen
- Ash Class
- The first floor resource area
- The staffroom
- The Annexe kitchen
- The Pre-School Room

There are also a number of smaller first aid kits for use on off-site visits. These are kept in the office storage cupboards.

Any sick children will be seen in the first instance by a member of classroom staff. If it is felt necessary to send a child home, the parent or primary carer will be contacted.

It is policy at Manor Road Primary School that when a child has been physically sick s/he must be kept at home for at least 24 hours. This will increase to 48 hours in cases where several children have been ill and the Headteacher determines this is necessary to stop the spread of sickness.

For information regarding the administration of medication at Manor Road, reference should be made to the "Supporting Pupils At School With Medical Conditions" Policy.

## **ACCOMMODATION**

Manor Road does not have a specific First Aid Room, and staff should consider the nature of the illness or injury in deciding on the most suitable place for treatment. Staff should always consider the privacy of the patient in such circumstances.

## **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 dressings or equipment.

## **REPORTING ACCIDENTS**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and method of reporting
- The date, time and place of the event
- The personal details of those involved
- A brief description of the nature of the event or disease

This record can be combined with other accident records.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

Involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury, including as a result of physical violence

- Accidents which prevent the injured person from doing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days), including as a result of physical violence

For definitions of major injuries, dangerous occurrences and reportable diseases, see HSC/E guidance on RIDDOR 2013 and other information on reporting school accidents.

Involving pupils and visitors:

- An accident resulting in the person being killed or being taken from the site of the accident to hospital **and**
- Accidents arising out of or in connection with work, ie it relates to –
  - Any school activity, both on or off the premises
  - The way the school activity has been organised and managed
  - Equipment, machinery or substances
  - The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification but they must be reported to HSE within ten days on Form 2508.

The Headteacher is responsible for ensuring this happens.

## **RECORD KEEPING**

The school must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of three years. Staff accident records are kept separate from pupil accident records, and are available in the school office.

Schools should keep a record of significant first aid treatment given by First Aiders; this should include:

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury or illness
- What first aid was given
- What happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

At Manor Road, significant accidents involving pupils and requiring first aid are recorded in the Accident Report Book which is located in the first aid cupboard in the small kitchen.

In an emergency or significant event, a member of staff should contact the child's parents or named contact as soon as possible.

The Headteacher will periodically use the accident records to identify trends and areas for improvement, to identify training or other needs. These records may also be used for insurance or investigative purposes.

**POLICY REVIEW DETAILS**

Policy written by	Karen Marshall	May 2015
Policy reviewed	February 2019	Reviewed and updated as required
	March 2023	Reviewed and update as required.  Moved on to new format
Review schedule	As required	