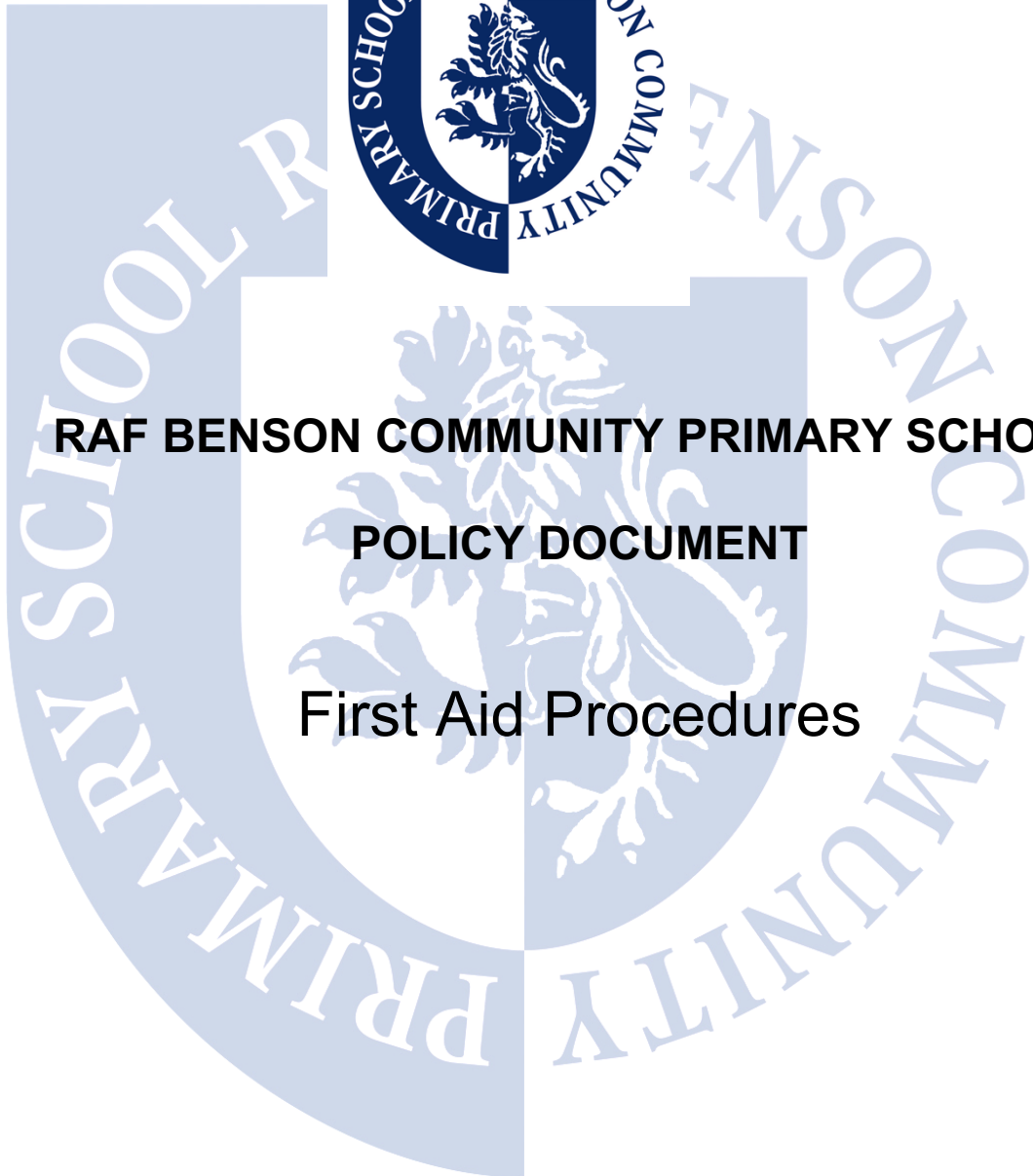


Version no.	Date	Next review
1.0	May 2015	May 2015
2.0	May 2018	May 2021
3.0	Mar 2023	Mar 26



RAF BENSON COMMUNITY PRIMARY SCHOOL

POLICY DOCUMENT

First Aid Procedures

Policy has been adopted/reviewed by Governing Body:	
Signed: N Gasan	Date: 13 March 2023

Introduction

Children and adults in our care need excellent quality first aid and medicine provision. Clear and agreed systems will ensure that all children are given equal care and understanding in our school. This care includes emergency first aid provision and the administration of medicines.

This policy is to be read in conjunction with the following policies:

- Supporting Children with Medical Needs
- Critical Incident and Emergency Management Plan
- Health and Safety Policy

This policy is in four parts:

1. Responsibilities
2. Risk Assessment
3. Staff Training, Reporting and Provision of Materials
4. First Aid Practice

The employer is responsible under the Health and Safety at Work Act 1974 for making sure the school has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the school. This policy therefore should be read in conjunction with the schools Health and Safety Policy

1. Responsibilities

The Governing Body

The Governing body has responsibility for Health and Safety matters with the Leadership Team and staff also having responsibilities.

The Governing Body is required to develop policies to cover their own school. In practice most of the day-to-day functions of managing health and safety are delegated to the Headteacher.

The HeadTeacher

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher should also make sure that the parents are aware of the school's health and safety policy, including arrangements for first aid and also the management and administration of medicines.

Teachers and other School Staff

Teacher's conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act

toward their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders / appointed persons and to manage medicines. The employer must make sure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off site.

This training should include the legislative requirements for paediatric first aid trained staff for the Foundation Stage.

Main Duties

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called
- Takes charge when someone is injured or becomes ill
- Ensures that an ambulance or other professional medical help is summoned when appropriate

Our school First Aid Champion looks after the first aid equipment e.g. restocking the first aid container

The Schools Obligations

The school must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

Although regulations oblige employers to provide for their own staff, the school should include all users of the school site in their risk assessment and consider carefully risk to pupils and visitors.

2. Risk Assessment

There are procedures that check on the safety and systems that are in place in this policy. The school takes part in Annual Health and Safety checks conducted by the Local Authority and implement the Health and Safety Action Plan based on the findings.

The school uses first aid information to try and reduce risk across the school and activities, for investigatory purposes where necessary.

3. Staff Training, Reporting and Provision of Materials

Numbers and Training

- At least one member of staff working in each classroom is first aid trained and all staff in the office are trained.
- All staff working in the Reception Class have Paediatric First Aid training in addition to a 6 hour First Aid training Course.
- All names of first aid trained staff are clearly listed in the school office and on the HSW board in the staffroom.
- At RAF Benson all staff are trained **every 3 years** by an HSE approved First Aid Training provider.
- All first aid trained staff are offered the opportunity to volunteer for specific training in the use of EPIPEN and procedures. A current list of volunteers is available on request.
- Staff are also receive annual Asthma Training

Hygiene and Infection Control

- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Access is made available for all staff to single use disposable gloves and hand washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Procedures for contacting a first aider

- In the case of an untrained staff member being first on the scene requiring a first aider they should first assess the situation and decide whether or not the individual is safe to be left whilst help is sought.
- Help should then be sought by the individual or a responsible other by notifying the school office.
- The school office is then responsible for ensuring a trained first aider attends the incident.

Reporting Accidents and Record Keeping

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The School Finance Officer will be able to advise on this process.
- Employees must also keep a record of any reportable injury, disease or dangerous occurrence – including (the date, method of reporting, time, place of event, personal details of those involved, description of the nature of the event / disease). This record can be combined with other accident records.
- In an emergency the child's parents should be contacted using the details in the contacts folder in the school office.
- The school will however report all serious or significant incidents to the parents.

Reception Class

- If a child in the Reception class has a bump or accident it is recorded in the class book. This is then shown to the parent/Carer at the end of the day who signs to acknowledge the incident and the first aid given.

Years 1 – 6

- If a child in other classes across the school has a bump or an incident requiring first aid, the accident book must be completed. This will be a carbon slip that is the torn out of the book and then either given to the child or handed over to the parent at the end of the day.
- The first aid books are kept in the classroom, office and in the lunchtime first aid bag.
- It is the responsibility of the First Aid Champion to check these books to ensure they are being correctly used.

Periodically, the books will be collected in and monitored for areas that are frequently mentioned. This will be done alongside the Health and Safety Governor.

For major accidents, a further county form must be completed within 24 hours of the accident. These forms are located in the office. These forms need to be signed by the Head teacher, a copy taken and placed in the child's file and the original copy forwarded to county.

Arrangements of off-site activities

- Staff members organising off site activities are responsible for ensuring they have a portable first aid kit with them.
- They are also responsible for reporting any use of the kit and consequent shortage of supplies to the adults in charge of restocking first aid supplies so that replacements may be made.

Vehicles

- Any vehicle used by the school to transport children must have a portable First Aid kit. Staff are responsible for ensuring they take a portable kit whenever they transport children in vehicles.

Out of school arrangements e.g. lettings, parents evenings

- All persons using the school outside normal school hours should be informed by the Site Manager of the location of the first aid kit and should ensure that they have a first aid trained individual to deal with any incident.
- The hirer is responsible for informing the school office staff if any accidents occur and any first aid equipment is used.

4. First Aid Practice

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend from emergency first aid provision, the administration of medicines to dealing with Asthma and head lice.

First Aid Kits

There is a fully stocked first aid kit in every classroom, in the hall, ICT suite and in the school Office. These are checked once every term by the First Aid Champion and stocks are replenished. However, if any box is running low on stock it is the responsibility of staff to speak with the First Aid Champion.

Lunchtime Supervisors have their own first aid kit in the black lunchtime bag and they carry this with them at lunchtime. One designated Lunchtime Supervisor is on duty each day and will be placed in the quiet area of the playground.

Cuts and Grazes

The nearest adult deals with minor cuts. All open cuts are to be covered after being cleaned.

A list of children allergic to plasters is held in the school office. It is advisable that the child is asked before a plaster is applied. Children who are allergic will be given an alternative dressing. All incidents are to be recorded in the green accident books and the slip of paper given to the child to take home.

ANYONE TREATING CUTS/BROKEN SKIN SHOULD WEAR DISPOSABLE GLOVES.

Bumped heads

Any bump to the head, however minor, is regarded as serious.

All bumped heads should be treated with an ice pack. These are kept in the finance officer's fridge or in the cool bag during lunch time.

Parents/guardians are notified of a bumped head by letter on the same day. The child's teacher is also informed and his/her progress is monitored.

All bumped heads are recorded in the green accident book and the slip of paper given to the child to take home.

If in doubt, call the parents out.

Calling the Emergency Services

In the case of major accidents, it is the decision of the trained first aider if the emergency services are to be called. Staff should support and assist the first aider in their decision.

If the casualty is a child, their parents should be contacted immediately and give all necessary information.

If the casualty is an adult, their next of kin should be contacted immediately. All relevant contact details are held in the school office.

If a member of staff is asked to call the emergency services they must:

1. Call 999 to request an ambulance
2. Inform the station Guard Room to enable easy access to the camp
3. Call RAF Ambulance (837766 ext.222)

The following information is to be provided at the time of requesting an ambulance:

- state what has happened
- the casualty's name
- the casualty's age
- whether or not the casualty is breathing and/or conscious
- the location of the school
- callers name and contact number

Staff should protect the dignity of the casualty as far as possible.

For details of more serious incidents, see the Critical Incident and Emergency Management Plan.

Staff insurance Cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

Evaluating the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body.

It will be formally reviewed every two years to ensure that the policy enables all children to have equal access to continuity of education.