



Layfield Primary School

First Aid and Accident Policy

January, 2018

Review date: January, 2020

The Governors and headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981, the Health and Safety at Work etc. Act 1974 (HSWA), and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We recognise that all children have rights. The following Articles from the United Nations Convention on the Rights of the Child are particularly relevant to this policy:

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Article 27 (adequate standard of living) Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.

The Governors are committed to the local authority's procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Local Authority, as the employer, ensures that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The governing body are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the school's policies, even when it is not the employer.

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

The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.**

This policy is reviewed annually, or in the light of significant changes, to ensure that provision is adequate.

1. First Aid Organisation

1.1 The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual responsibilities and duties on all employees.
- To report, record and where appropriate investigate all accidents.

- Record **all** occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

2. First Aid Kits

2.1 The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' 2014.

2.2 The location of First Aid Kits in school are;

- the medical room
- the laundry room
- each class area

2.3 The contents of the kits will be checked on a regular basis by the appointed person for First Aid.

3. The Appointed Person

3.1 An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

3.2 Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

3.3 Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

3.3 The appointed person for First Aid is J Clemenson.

4. First Aiders

4.1 First aiders must complete a training course approved by the Health and Safety Executive (HSE).

4.2 At school, the main duties of a first aider are to:

- 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.

4.3 Emergency first aid trained members of staff are:

J Clemenson – Appointed Person

C Wilson - Emergency First Aid at work

Miss C Pooley - Paediatric First Aid

R Bailey- Paediatric First Aid
M Best - Paediatric First Aid
J Clemenson - Paediatric First Aid
B Wood - Paediatric First Aid

4.4 Training is refreshed every three years.

4.5 Teachers' 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 pupils at school in the same way as parents might be expected to act towards 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.

4.6 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Further guidance is available in the DfE publication *HIV and AIDS: A Guide for the Education Service* (see Annex A). LEAs may have produced guidance on this issue, which county and controlled schools should follow.

5. Off-site Activities.

5.1 At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epi-pens etc.

5.2 Risk assessments for all off-site activities include information about first aid procedures. Each assessment will identify risk that is specific to pupils who have specific health needs and plan to respond to these accordingly with appropriate contingencies.

5.3 It is not always necessary for a first aid trained person to accompany off-site visits. The only exception is in the case of EYFS aged children, where there MUST be a current paediatric qualified person in attendance at all times, whether on or off site.

5.4 Risk assessments will take account of the risks posed by each visit, and this will form the basis of whether or not a 1st aid trained person is required to attend.

6. Out of School Hours Arrangements

6.1 Where activities are organised by school but held on the school site out of hours, for example parent consultation evenings, there are staff with the relevant training on site.

6.2 Lettings are required to make their own arrangements for 1st Aid. This is part of the Letting Agreement.

7. Information on First Aid

7.1 The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

7.2 In addition, the head teacher will ensure that signs are displayed throughout the school that provide the following information:

- names of employees with first aid qualifications
- location of first aid boxes

7.3 All members of staff will be made aware of the school's first aid policy. The policy will be on the school's network system in the 'staff shared' area.

7.4 Staff are informed of any updates to information at meetings, as new pupils join the school or as pupils needs change.

8. Accident Recording

8.1 Records of accidents requiring first aid treatment by a first aider are kept in the medical room. These include:

- date, time, place of incident
- name and class of injured person or ill person
- details of injury / illness and what first aid was given
- what happened to the person immediately afterwards (e.g. went home, back to class, hospital)
- name and signature of the first aider or person dealing with the incident

8.2 The information in this record can support the identification of accident trends, possible areas for improvement in the control of health and safety risks, and future first aid needs assessments.

8.3 All incidents requiring first aid treatment by a first aider are reported to parents by letter. Depending on the nature and severity of the incident, the parent may also be contacted by telephone.

9. Accident Reporting

9.1 The Governing body will implement the LA's procedures for reporting:

- all deaths to workers and non-workers, with the exception of suicides, if they arise from a work-related accident, including an act of physical violence to a worker.

9.2 The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- an accident that involves an employee being incapacitated from work for more than seven consecutive days
- Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- Specified injuries are:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs

- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

9.3 For non-employees and pupils, an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or
- they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. **There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

9.4 School must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

9.5 For each instance where the headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

10. Pupil Head Injuries and Accidents Involving the Head

10.1 The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

10.2 Where emergency treatment is not required but the head injury requires checking by a medical professional, parents will be contacted so that this can be arranged.

10.3 Where the 1st aider deems the head injury to be minor, parents will be informed by letter so that they are aware of the accident and how it has been treated.

11. Transport to Hospital or Home.

11.1 The headteacher will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency, an ambulance will be called, following which the parent will be called.
- Where hospital treatment is required, but it is not an emergency, then the parents will be contacted and asked to seek medical advice.

- If the parents cannot be contacted, then the headteacher may decide to transport the pupil to hospital, or make arrangements for this to happen.

11.2 Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- only staff cars insured to cover such transportation will be used
- no individual member of staff should be alone with a pupil in a vehicle
- the second member of staff will be present to provide supervision for the injured pupil