

## FIRST AID & ACCIDENT REPORTING POLICY



### Introduction

First aid can save lives and prevent minor injuries becoming major ones. The school has a moral and legal duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Department for Education guidance to schools in respect of administering first aid is that:

‘Teachers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.’

Schools must meet their statutory duties and ensure that good practice is followed at all times. This policy is designed to ensure that Hackbridge Primary School meets this duty and will ensure that first aid provision from a qualified first aider is available at all times whilst people are on the school premises and also off the premises whilst on school visits. Through this policy, the school has arrangements in place to ensure that they provide emergency first aid treatment for any child or adult on the premises, or off site on a school visit, in any circumstance where this is necessary.

### Aims

- To provide effective first aid support for all pupils, staff and visitors;
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the procedures in place;
- To promote the awareness of health & safety in school and on trips in order to reduce the risk of illness or injury.

### Responsibility

**The Governing Body** will:

- under the Health & Safety at Work Act 1974 ensure that a Health & Safety Policy is in place and regularly monitored;
- ensure that adequate first aid provision is available;
- monitor and respond to all matters relating to the health & safety of all persons on the school premises;
- ensure adequate insurance arrangements are in place;
- ensure that new staff are made aware of the first aid policy and arrangements;
- ensure that the first aid policy and any associated risk assessments are regularly reviewed.

**The Headteacher (Appointed Person)** will:

- ensure that the First Aid Policy is part of the induction process for new staff;
- ensure that the First Aid Policy is communicated to parents, via the school website;
- ensure that the school has trained first aiders who can fulfil their role;
- ensure first aiders know how to restock their first aid kits;
- ensure there is a system in place to monitor non-allocated first aid kits and keep them refilled.

**First Aiders** will:

- provide first aid assistance in any situation where this is deemed necessary;
- maintain their level of first aid training certification;
- report accidents/injuries, where required, to the management and Corporate Health and Safety;
- monitor their first aid boxes and ensure they are suitably restocked.

**All Staff will:**

- ensure they understand the contents of this policy and put it into practice.

**Parents will:**

- be responsible for their child’s overall health and ensure the school is informed of any medical conditions.

**Training**

First Aiders must complete a training course approved by the Health & Safety Executive (HSE). At Hackbridge Primary School all designated first aiders are appropriately trained and attend a refresher course every three years.

**First Aiders**

The list of current first aiders is located in the school offices, in the staff rooms and in each first aid room. The Lead First Aider is Miss Z Barclay – Office Manager. The Lead First Aider will ensure that all first aid supplies are adequate and well stocked.

The qualified first aiders at this school are (listed by site usually based at):

<b>Hackbridge Corner</b>	<b>London Road</b>
Miss Barclay – Office Manager	Mrs Etchell - Receptionist
Mrs O’Connor – School Secretary	Mr Crabb – Site Manager
Mrs Rochford – Receptionist	Mr Murray – Site Supervisor
Mr Baker – Site Manager	Mrs Gurney – Breakfast club & Teaching Assistant, Nursery
Mr Murray – Site Supervisor	Mrs Williams – Teaching Assistant, Reception
Mrs Prior – Assistant Manager for SEN & Inclusion	Miss Gilbert – General School Assistant
Mrs Matthews – Senior Teaching Assistant & Midday Supervisor	Mr Jasper – Assistant Headteacher (1 day a week on site)
Miss Salvador – Senior Teaching Assistant & Senior Midday Supervisor	
Mrs Youngs – HLTA Nursery	
Mrs Hall – Teaching Assistant, Reception	
Mrs Moore – Teaching Assistant, Reception	
Mrs Cotter – LSA & Lunchtime First Aider	
Miss Venk – Class Teacher & PE Co-ordinator	
Mr Coppin – Class Teacher & PE Co-ordinator	
Mr Way – PE Teaching Assistant	
Mr Jasper – Assistant Headteacher (4 days a week on site)	
Miss Bowling – General School Assistant	

## **Main Duties**

- 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 or sought;
- Ensure that an Appointed Person is contacted in an emergency, where required.

## **Appointed Person**

At Hackbridge Primary School this is the Headteacher, Mrs E Walford.

If Mrs Walford is not present, then one of the following members of staff should be contacted:

Miss N Robins	Deputy Headteacher
Mr A Jasper	Assistant Headteacher (and qualified first aider)
Miss K O'Doherty	Assistant Headteacher
Mrs N Edmonds-Chappell	Assistant Headteacher
Mrs S Saunders	Finance and Operations Manager

## **Main Duties**

- Take charge when someone is injured or unwell;
- Ensures that an ambulance or professional medical help has been summoned when required.

## **Location of First Aid Equipment**

- All classrooms have a small kit containing plasters and cotton wool to deal with minor injuries in teaching areas. Teachers are responsible for ensuring that this is kept replenished from the office stocks via the Lead First Aider.
- First Aid rooms are located off the school offices (both sites) and in the KS1/Sports Hall corridor adjacent to the Reprographics Office (Hackbridge Corner).
- There is a defibrillator located in the school office entrance areas (see separate policy guidance) and staff are trained, within their first aid training, in the use of this equipment. In an emergency, the equipment may be used by any adult as once switched on you are clearly guided through the procedures.

## **First Aid Resources**

### **SCHOOL**

There is no mandatory list of items for a first aid container. At Hackbridge Primary School we hold the following items:

- Infrared thermometers
- Individually wrapped sterile adhesive dressings – assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized individually wrapped sterile wound dressings
- Disposable gloves
- Cool Packs (minimum 10 in each first aid room)

The Lead First Aider is responsible for examining the contents of first aid containers and ensuring they are kept stocked and items disposed of after their expiry date has passed.

## **OFF-SITE**

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. If no specific risk is identified, then the trip leader will ensure that sufficient travel first aid kits are taken. A qualified first aider will be taken on school trips. It is the responsibility of the trip leader/class teacher to ensure that any individual child specific medication, such as inhalers and Epi-pens, are taken on the trip.

## **Hygiene/Infection Control**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids and disposing of dressings.

- All incidents involving bodily fluids are to be dealt with using gloves available from the first aid rooms and Office Manager (Lead First Aider).
- Specific incidents of sickness or toilet accidents will need the appliance of the appropriate 'ascorbit' powder (available from the Site or Office Teams).
- All dressings or wipes that have been in contact with blood or bodily fluids must be disposed of in the clinical waste bins provided in the First Aid Rooms and EYFS.

## **Reporting Accidents and Record Keeping**

- All incidents dealt with must be recorded in the school Accident Books held in the school office (both sites) or the KS1 First Aid Room (Hackbridge Corner site only). These must contain the date and time of the incident, name and class, description of injury/issue and first aid actions taken and what happened immediately afterwards i.e. went back to class/resumed duties, went home, went to hospital etc. EYFS have their own Accident Book.
- More serious concerns/injuries must be referred to the Lead First Aider or to another first aider for a second opinion and the Headteacher or a member of SLT contacted (if not a first aider).
- Accidents of a more serious nature must also be recorded on a Local Authority Accident Report form and on the online H&S portal and dealt with in accordance with Local Authority H&S procedures. The online reporting is managed and monitored by the Office Manager (Lead First Aider) and the Headteacher. All reportable accidents are then reported to the termly Location Committee meeting of the Governing Body.
- All accidents/incidents that are reported to H&S are investigated by the Headteacher/Senior Leadership Team as appropriate and, where necessary, risk assessments will be reviewed.

**ANY ACCIDENT RESULTING IN A TRIP TO HOSPITAL MUST BE FOLLOWED UP IMMEDIATELY WITH A TELEPHONE CALL TO CORPORATE HEALTH & SAFETY ON 020 8770 5026 TO INFORM THEM OF THE DETAILS.**

**This call must be made by either the Appointed Person, member of the Senior Leadership Team or the Lead First Aider.**

## **Notification to Parents – school procedures**

- Children reporting to First Aid will receive first aid treatment as deemed appropriate by the member of school staff. A First Aid Form (red slip - supplies kept in the first aid rooms) will be completed. The form must state the date, time and place of incident, the name and class of the injured or ill person, details of the injury/illness and what treatment was given. The form will be sent home, via the class teacher, to the parent/carer that day.

- Concerns after an injury may result in a member of the office staff phoning the parent/carer and the parent/carer being given the opportunity to visit school to see the child. In certain circumstances, the parent will decide to take them home or be requested to do so by the school. It may be that the school will advise the parent/carer to seek medical advice.
- Serious injuries/severe medical conditions will necessitate a 999 call for an ambulance and this telephone call will take first priority. In any such event, the priority will be in providing this to the child, with the parent being contacted as soon as a second adult is present to do so. In this case, office staff will print out the child's details including home address and doctor's details. The parent/carer will be phoned after the ambulance has been requested and, depending on their availability, will accompany the child in the ambulance if they can get to the school site/school visit location before the ambulance is ready to leave. Where the parent/carer is not able to get to the school site/school visit location before the ambulance needs to leave for the hospital, an Appointed Person will accompany the child in 'loco parentis' and stay with the child until such time as the parent/carer arrives at the hospital to be with them. Where an injury or illness has caused concern, the staff involved will initiate the use of our additional internal form 'Injury Response Form' to ensure all details are logged with times and staff involved. These forms are available in the First Aid Rooms and school office.
- In the event of a school evacuation it will be necessary for a member of the office staff to take out a basic First Aid Kit.
- In the event of an evacuation, the Registered First Aiders will set up a triage point to assess any medical needs.
- In the event of an evacuation, the Deputy Headteacher and Finance and Operations Manager are responsible for co-ordinating communication between staff and SLT (using mobile phones).

### **Monitoring**

This policy will be reviewed annually or sooner if circumstances change. This policy should be read in conjunction with all other relevant policies and guidelines

**Date:** May 2016

**This review:** October 2020

**Next review:** October 2021