



# The Eden SDA School

## First-Aid Policy

<b>Purpose:</b>	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.
<b>Approval Body:</b>	Board of Governors
<b>Lead Person:</b>	Mrs Renee Clarke
<b>Lead Governor for policy:</b>	Mrs Sharon Small
<b>Date of Approval:</b>	July 2010
<b>Reviewed:</b>	March 2020
<b>Next Review Date:</b>	March 2021

### THE EDN SDA SCHOOL

#### First Aid Policy

This policy outlines THE Eden SDA 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 the school, including EYFS. This policy will be reviewed annually.

#### Aims

- To identify the first aid needs in line with Management of Health and 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 DFE Guidance on First Aid for Schools- A Good Practice Guide (a copy of which is attached at the end of the policy).

#### 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 1995.

### **Responsible Personnel**

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

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

The proprietors 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 Persons**

The appointed person need not be a First Aider but should have undertaken emergency first-aid training. She will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes
- In an extreme emergency an ambulance may be called. A person will be detailed to receive the ambulance at the nearest point of entry to the school. For procedures please see **Appendix 8**. Casualties with suspected fractures or back or neck injuries must not be moved unless the nurse or ambulance personnel are present.

The First Aider must have completed and keep updated a training course approved by the HSE.

She 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, Head Teachers should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

## **Procedures**

### **Risk Assessment**

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Proprietors or the Head Teacher.

### **Re-assessment of first aid provision**

As part of the School's monitoring and evaluation procedures:

- The Head Teacher shall review the School's first-aid needs following any changed to staff, building/site, activities, off-site facilities, etc.
- The Appointed Person/Principal First-Aider monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.
- The Appointed Person/Principal First-Aider also monitors the emergency first-aid training received by other staff and organizes appropriate training (including Paediatric First Aid for EYFS staff)
- The Appointed Person/Principal First-Aider checks the contents of the first-aid boxes monthly.

### **Provision**

The School is a low-risk environment, but the Head Teacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- DT/Art rooms
- Adequate provision in case of absence, (including trips)
- Out-of-hours provisions (e.g. clubs/events)

Arrangements should be made to ensure that the required level of cover of both first-aiders and appointed persons is available at all times when people are on the school premises.

### **First aiders**

The recommended number of certified first-aiders is one per 100 pupils/staff. However, we have four on site: 2 Paediatrics in Nursery, 1 in High School and 1 in Primary School.

### **Appointed persons**

At The Eden SDA School Mrs Renee Clarke is the Appointed Person/ Principal First-Aider supported by the 3 Assistant Qualified First-Aiders that includes 2 who are Paediatric trained.

### **Qualifications and Training**

First aiders hold a valid certificate of competence, issued by an organisation approved by the HSE.

### **First Aid Materials, Equipment and Facilities**

The Headteacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background.

The school bus must carry a first-aid container.

First aid containers must accompany PE teachers off-site.

First aid containers should be kept near to hand washing facilities.

Spare stock should be kept in school.

Responsibility for checking and re-stocking the first-aid containers is that of the School's Principal First-Aider.

### **First aid containers are found at the following locations:**

- (i) Medical Room
- (ii) Early Years Room

Any sick children will be seen in the first instance by the School First-Aider, Mrs Renee Clarke, for assessment. If she feels it necessary to send the child home, the parent or primary carer will be contacted.

It is the school policy that when a child has either been physically sick or has had a temperature, he or she must be kept at home for 24 hours following either the end of the sickness or the return to a normal temperature.

Written permission will be obtained for each and every medicine to be given to any EYFS children will be informed of the time the dosage was given. Parents of EYFS children will be informed of every incident/accident and of any first aid applied.

### **Accommodation**

The medical room is solely used for medical purposes and contains a bed, a chair, a fridge and a sink. It is also close to the boys and girls toilets and has a toilet and shower.

## **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**

Statutory requirements: under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The proprietor 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; personal details of those involved and a brief description of the nature of event or disease. This record can be combined with other accident records.

If deemed necessary by the First Aider, parents will be informed of an accident either by telephone or via the contact book.

The following accidents must be reported to the HSE:-

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 three days. For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting Schools Accidents (**Annex A**)

Involving pupils and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with the accident to the hospital and the accident arises out of or in connection with work i.e. if it relates to:
  - Any school activity , both on or off 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 by telephone and be followed up in writing within 10 days on HSE form 2508.

## **The Head Teacher is responsible for ensuring this happens.**

The Head must complete the RIDDOR Form attached to this policy and email/fax it. It can also be completed online. The email address is [riddor@natbit.com](mailto:riddor@natbit.com). To report an incident over the telephone call 0845 300 9923 (Monday to Friday 8.30am to 5.00pm).

## **Identification and Treatment of pupils with particular medical conditions**

Parents complete a medical form when registering their child (copy attached). The original is kept in the pupil's file and Mrs Clarke has a copy. A copy of medical forms is taken on all offsite visits and every class teacher has a copy of the medical conditions form with all the relevant/ important details.

Any regular medicines are named and kept with Mrs Clarke. They are stored in a locked first-aid cupboard with the exception of antibiotics which are stored in the fridge. Details of medicines dispensed are kept in a separate book in the Medical room.

Currently the only specific medical conditions are asthma. It is important that prescribed inhalers for asthmatics are kept in the pockets of children to whom they have been prescribed so that they can be self-administered. Any Early Years and Year 1 and 2 inhalers must be kept in a first aid bag in the school office.

## **Record Keeping**

**Statutory accidents records:** The proprietors must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

**School central record:** This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of accident/incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

The Head teacher must have in place procedures for ensuring that parents are informed of significant incidents. Parents are called, text or emailed for any minor head injuries. Other minor injuries are also relayed to parents face to face or via text, phone call or email.

## **Monitoring**

Accident records can be used to help the Head Teacher and Appointed Person identify trends and areas for improvement. They also could help identify training or other needs and may be useful for insurance or investigative purposes.

The Head Teacher should establish a regular review and analysis of accident records.

Signed: .....

Date: .....