



Glenfall Community Primary School

First Aid Policy

This policy should be reading in conjunction with:

- Admissions Policy
- Anti-bullying
- Behaviour
- Early Help
- Disability Discrimination Act (Equal Opportunities)
- Pupil Premium
- Safeguarding Children
- KCSIE

Policy review:

Staff reviewer	School Staff
Governor reviewer	Full Governing Body
Policy approval	Full Governing Body
Date approved	2 March 2023
Frequency of review	Every 3 years
Date of next review	March 2026

Document history:

Version	Issue date	Summary of changes
0-1	2/3/23	Revised policy changed to new format Procedure updated in line with DfE guidance

First Aid

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body.

The Head Teacher is responsible for putting the policy in place, including informing staff and parents of issues involved. It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid cabinets and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in school buildings, as well as during break times. If a staff member is alone on a trip then they must have access to a telephone in order to summon help. Walkie-talkies can be used by staff if, out on the field alone with younger children.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. Staff can use EpiPen's if trained to do so.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board, the hall, QT room, library, KS1 corridor, Y3 & Y4 corridor, Y5 & Y6 corridor and the music room.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person/s currently Lisa Elliott.

These are also included in the Annual Health & Safety Inspection.

Portable kits are available for P.E. lessons and educational visits/trips.

For positions and contents of first aid cabinets/kits see appendix 1

Reporting & Recording of Accidents

Glenfall School recognises that we have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Procedures

At Glenfall School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be recorded in the Accident Book and reported to the class teacher. Serious incidents will be reported to the Head Teacher or a member of the SMT as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book, which is kept in the resources room, by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again. Records should be stored for three years.

All accidents / near misses will be reported to the Governors at the policy review date or as requested.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form. See appendix 2.

The named first aider will order new supplies and regularly check that each cabinet/kit has sufficient supplies. The date of the last check will be noted on the outside of the cabinets. The name of the first aid personnel will also be noted on the cabinets.

Clinical waste is to be placed in a bag and then into the clinical waste bin in the staff toilets. (Yellow bin with yellow bin liner)

Minor Wounds: Gloves will be worn to prevent cross infection. The wound will be cleaned with water and a swab and all open wounds will then be covered.

The Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed.

At Glenfall School, each member of staff is able to assume the responsibilities of the Appointed Person.

Glenfall School Basic First Aid for Schools Personnel 2023:
Staff List displayed around the school as mentioned above.

Paediatric First Aid

- Cat Whyte
- Jo Allen

First Aid at Work. Level3

- Anthony Mitchell Head teacher
- Lisa Elliott TA

Appendix 1:

Location of first aid boxes:

- Main Office
- Headteacher's Office by door
- Dining Room
- Key Stage 1 cloakroom by external door
- Each Class Room
- Just inside music room

Location of AED defibrillator is located in the school office next to the wardrobe.

Portable kits:

A large bag (for trips or major incidents on the field) and a sports kit (e.g. for sports matches) is kept in the secretaries' office and smaller kits are kept in the store cupboard off the school entrance lobby.

If the First Aid Cabinets/Kits need additional supplies please contact: Lisa Elliott

Contents of school first aid cabinets:

- Leaflet for First Aid advice
- Assorted plasters
- Sterile eye pads
- Triangular bandages
- Safety pins (only in head teachers office cabinet for safety)
- Medium wound dressings

- Large wound dressings
- Disposable gloves

Contents of travel / PE first aid kits:

- Leaflet for 1st Aid advice
- Assorted plasters
- Triangular bandages
- Large wound dressings
- Disposable gloves
- Cleansing wipes
- Instant ice packs

Appendix 2:

Accident Reporting,

Recording and Investigation

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Assure reporting system. In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

RIDDOR – Incidents to be reported: -

- Accidents resulting in death or major injury
- Accidents that prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight whether temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness, needing resuscitation / hospital admission for over 24hrs.