First Aid Policy

Rationale

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. The school has a separate policy for the administration of medicines and the reporting of incidents and accidents.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of all staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff are given access to a copy of this policy when they are appointed. All staff will be given access to a copy of the policy should significant changes be made to it. The policy will be included in the annual induction As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored. This policy is annually reviewed and updated.

First aid in school

At Poplar Farm Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

During activities outside of the school day (breakfast and/or after school clubs), there is a designated first-aider onsite at all times.

Training

All TAs present in September each year are offered internally run emergency first-aid training. New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their training is valid till. The Head of School is responsible for organising first-aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required;
- To give immediate help to casualties with common injuries and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

Appointed persons within the school take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the appointed persons, the Head of School or the senior teachers will carry out this role.

First Aid Facilities

There is a designated medical room. The appointed persons ensure that the school has designated first aid points with the resources needed to deal with incidents.

Accident and Injury Reporting

Appendix A (below) shows the way in which accidents are recorded. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the Head of School or senior teacher who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Head of School or senior teacher and should be recorded in line with HSE advice.

Calling the emergency services

In the case of major accidents, it is the decision of the Head of School/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. State what has happened;
2. The child's name;
3. The age of the child;
4. Whether the casualty is breathing and/or unconscious;
5. The location of the school.

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

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Appendix A
How we record accidents and injuries

At Poplar Farm School we take the recording of accidents and incidents extremely seriously. However, we also recognise that children will often bump into one another or fall over but have no significant injuries or marking. As such we have a protocol for dealing with accidents and injuries each of which are categorised below:

Head Injury

- If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined, a First Aider consulted & appropriate treatment provided. ONLY if the injury is deemed serious by a First Aider will then parents be contacted.
- School advice to parents should always be that the parent decides any next steps.
- A school accident sheet should be completed for ALL visible head injuries
- A 'bumped head' letter must sent home must be recorded on the accident sheet

An injury in Which There is Immediate Concern for a Pupil's Well Being

- Some injuries at school may cause first aiders to have immediate concerns about a pupil's wellbeing. Examples would include possible broken bones, instant swelling or a pupil being sick. In such cases, parents/carers will be contacted immediately and advised that advice from a doctor should be taken.
- Should first aider have reason to believe an ambulance is necessary then it will be called immediately. Parents/carers will then be informed of the situation.
- An injury form will be completed for any injuries in this category and the Head of School or Senior Member of staff on site will report to the Health and Safety Executive (using RIDDOR) should the injury meet the guidelines.

Injuries That Produce Marks, Signs or Symptoms

- If a pupil has a mark, sign or symptom associated with an accident then he/she must be referred to a first aider. The injury should be recorded in the columned injury and accident book.
- First aiders at school are trained at different levels but will know if they should refer the accident to a more highly qualified first aider.
- The first aider will decide if an injury needs to be recorded on an accident sheet and if a school injury letter needs to be completed for parents. Generally speaking, parents will only be informed where a plaster has been applied or grazes are more significant than is common.

Other Injuries

If a child states that they have had an accident or an injury but there is no physical mark, sign or symptom then the accident should be recorded in the accident book for that pupil's age range.