



## ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

### FIRST AID POLICY

#### Statement of First Aid organisation

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

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

#### Personnel

The Academy Trust takes the care and safety of all children, staff and visitors seriously.

#### Appointed Person for First Aid:

Mrs Lynne Wright (Kay Turner or Elaine Rasmussen in the absence of Mrs Wright)

The above member of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspected sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above member of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with Epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.**

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted. Classification for incidents such as these is '**FIRST AID**'. The First Aid Staff attend regular enhanced training sessions and have current certification.

Consultation from the appointed member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually - sick
- Minor bumps to the head - i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Classification for incidents such as these is '**PASTORAL CARE**' and can be administered by all Emergency First Aiders. Emergency First Aiders receive regular training and hold current certification.

#### **Arrangements for First Aid**

Materials, equipment and facilities:

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

The location of First Aid Kits in school are:

- Front desk
- Office
- Staffroom first aid cupboard
- Swimming pool changing room
- Year group classrooms (apart from Early Years)
- Early Years "goldfish bowl"
- Travel bags for trips locked away in cupboard. Must be requested the day before

The contents of the kits will be checked on a regular basis by Mrs Lynne Wright.

Medication for named individuals should be kept in the lockable cabinet in the School Office. Medication must be clearly labelled. Individuals with medical care plans will keep their medication in the Medical Box in their classroom.

In addition to the training provided for Emergency First Aid (4 hour course) all teaching and support staff will attend annual Emergency Resuscitation training session.

### **Offsite activities.**

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

At least one person who has been trained in first aid will accompany all off site visits.

### **Information on First Aid arrangements.**

The Headteacher 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.

All members of staff will be made aware of the school's first aid policy.

### **Accident Reporting.**

The Academy Trust will implement procedures for reporting to the HSE:

- All accidents to employees
- All incidents of violence and aggression.
- Accidents involving Hospital care

The Academy Trust 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 three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

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;
- It is an accident in school which requires immediate emergency treatment at Hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR, advice will be sought.

Where a pupil has a minor injury and receives pastoral care the pupil will be given an injury sticker, details will be recorded on Medical Tracker and sent to the parent/carer by email. Where the pupil receives a minor head injury they will be given a sticker to indicate this.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to

the HSE.

### **Pupil accidents involving their head**

The Academy Trust recognises 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.

- Where emergency treatment is not required, a 'Head bump' sticker will be given, details will be recorded on Medical Tracker and sent to the parent/carer by email.
- Where the injury results in a cut to the head or is a serious bump a telephone call home will be made.

### **Transport to hospital or home.**

In conjunction with the Appointed First Aider, the Headteacher will determine what reasonable and sensible action to take in each case.

- Where the injury is an emergency, an ambulance will be called following which the parent/carer will be called.
- Where hospital or further medical treatment is considered to be required but is not an emergency, the parent/carer will be contacted for them to collect the child and take over responsibility.
- If the parent/carer cannot be contacted then the Headteacher may decide to transport the pupil to hospital.

Where the Headteacher 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.

### **Pupils with specific dietary requirements.**

Pupils must be fully risk-assessed when food-tasting activities take place at school.

Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	June 2015	Achievement Sub-committee	June 2015	3 Years	June 2018	<i>Cathy Carlisle</i>	<i>W. Allend</i>