

MOTTRAM ST. ANDREW PRIMARY ACADEMY



FIRST AID POLICY

Introduction

First aid, delivered quickly and effectively, can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in schools.

Anyone on the school premises is expected to take reasonable care for their own and other's safety. Staff will always use their best endeavours to secure the welfare of pupils.

First aid provision should provide:

- An appointed person to take charge of first aid arrangements (Headteacher & Kathryn Dale).
- An appropriate number of trained first aiders.
- Suitably stocked first aid containers.
- Information for staff and pupils on first aid arrangements.
- Access to a telephone for emergency use.

Aims

- To ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any injury.
- To ensure that staff are aware of the procedures in the event of any injury.

First Aiders

The Headteacher will ensure that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. The current first aiders will be listed at each first aid station.

The main duty of first aiders is to administer immediate first aid to pupils, staff or visitors. They will also ensure that an ambulance is called when necessary.

All first aiders must receive appropriate training. The Health and Safety Executive no longer approves first aid training providers, but provides an information sheet 'Selecting a first aid training provider – A guide for employers' www.hse.gov.uk/pubns/geis3.htm. This is used to appoint suitable trainers.

First Aid Containers

The school will have suitably stocked first aid containers. All first aid containers will be identified by a white cross on a green background. Where there is no special risk identified, a minimum provision of first aid items is recommended by the HSE to be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 1 pair of disposable gloves

Equivalent or additional items are acceptable.

On a weekly basis, an appointed first aider (Kathryn Dale) will check the stock levels and expiry dates for each first aid container. If during the week, a first aider uses the last of an item then they will replace it from the stock held in the office.

First aid boxes are located:

- Outside the front office
- In the Foundation Stage building
- In the Year 6 building

Emergency Procedures

When an injury occurs, the member of staff in charge of the class will assess the situation, and send for a first aider when needed.

Very minor grazes do not always need a first aider if the member of staff in charge is able to supervise to ensure that they are properly clean. All other injuries will be assessed by a first aider, who will respond in line with their training.

An accident report form will be completed for most injuries. The only exception is very minor grazes and small bumps which are not to the head. The member of staff administering first aid is responsible for ensuring completion of the form, and taking a copy to send home to inform the parents. The form should be completed electronically whenever possible.

The member of staff administering first aid will ensure that the child's teacher is informed of the injury.

All first aiders will take precautions to avoid infection and follow hygiene procedures. They will have access to single-use disposable gloves and hand washing facilities. Waste from first aid is disposed of in the dedicated first aid bin.

The first aider will make a decision as to whether additional medical support is needed. This might be arranging for a parent to be called to take a child to have an injury checked or in an emergency situation ensuring that an ambulance is called. If an ambulance is called parents/carers will also be called immediately. A member of staff will travel with the child in the ambulance unless parents/carers arrive at school before the ambulance. A member of the office team will print out all relevant details for the child including parent names and contact numbers, and any medical information for the child.

First aiders are encouraged to ask for a second opinion from another first aider if there is anything that they are unsure of.

Reporting to parents

Parents will receive a copy of the completed accident report form. In the event of a serious injury or an incident requiring emergency medical treatment, the school office or pupil's teacher will telephone the pupil's parents as soon as possible.

Reporting to Health and Safety Executive (HSE)

If any child, member of staff or visitor requires treatment from a medical practitioner following an injury on the school site then the bursar (Anna Langley) must be informed. The bursar will make a decision as to whether this is reportable to the HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'.

Offsite Visits

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Where possible, a member of staff with at least an emergency first aid qualification will accompany off-site visits. For residential visits, a member of staff with a full first aid qualification will always accompany the visit.

First aid kits for trips are stored in the office. The minimum contents recommended by the HSE for a travel first aid kit, where there is no special risk identified, are:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing – approximately 18cm x 18cm
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

Following a trip, the first aider will replace any used contents before putting it away.

Automated External Defibrillator (AED)

School possesses an automatic external defibrillator (AED) for emergency use and appropriate staff are trained to operate this equipment.

Medication

Please refer to the Medication Policy for procedures involving medication such as the use of an EpiPen to treat a severe allergic reaction.