



First Aid Policy

This First Aid Policy forms part of the Health and Safety Policy. Under the Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace. Provisions for practical departments such as physical education have been taken into consideration when drawing up this policy. All staff, permanent and temporary, pupils and visitors are all included when the risk assessment is carried out.

Having completed a risk assessment we consider that the majority of support staff are to have completed a first aid qualification, which must be updated every three years. All staff are to be informed of first aid arrangements, facilities and key first aid personnel, whom are listed below.

First-Aiders:

All office staff, most of the Teaching Assistants, most of the Midday Supervisors and the SBM are qualified first aiders (see appendix 1 for a full list of first aiders). The majority have undertaken HSE approved Emergency First Aid at Work training although all EYFS staff have undertaken HSE approved Paediatric First Aid training.

The first aiders have taken this role on a voluntary basis. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

FIRST-AIDERS' MAIN DUTIES

First aiders must complete a training course approved by the Health and Safety Executive (HSE). They are to give immediate help to any 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.

AN APPOINTED PERSON

Mrs Atkin is the appointed person at Upland Primary School. The responsibilities of an appointed person include: looking after the first aid equipment and restocking the first-aid container, ensuring that an ambulance or other professional medical help is summoned when appropriate and taking charge when someone is injured or becomes ill.

PROCEDURES TO FOLLOW IN THE EVENT OF AN ACCIDENT IN THE CLASSROOM OR PLAYGROUND WITHIN THE SCHOOL GROUNDS.

Should a person require first aid, it is important that everyone knows what to do. There are telephones situated inside classrooms, which have a direct line to the office, where assistance can be obtained immediately. If an accident happens in the playground, that person is to be brought to the school office for treatment (or the first aid area if the incident occurs during the lunch break). Minor injuries in the classroom can be dealt with there and then, but a record of all accidents treated must be kept on the daily record sheets in the first aid room.

If it is a serious injury, then an additional first aider may be called to help. The Headteacher, Deputy, SBM or Appointed Person will make the decision as to whether the emergency services are required. The details to be given over the telephone are attached to each outgoing telephone line (see Appendix 2).

It is the school's policy to notify parents/carers of all head injuries, however minor, by sending home a head bump letter. Where the head injury is a possible cause for concern, the school may also decide it is appropriate to contact parents by telephone.

FIRST-AID EQUIPMENT

There are several first aid containers held at Upland, in the school office first aid room, close to hand washing facilities. At lunchtimes, a trolley containing equipment to deal with minor injuries is transferred to a designated central area.

The first aid container should contain a list of contents. The container should be clearly labelled, marked with a white cross on a green background and be easily accessible.

The following items should be provided:-

- A leaflet giving general advice on first aid.
- 20 individually wrapped triangular bandages (preferable -sterile).
- Six safety pins.
- Six medium sized (approximately 12cm x 12cm) individually sized, individually wrapped sterile un-medicated dressings.
- Two large sized (approximately 18cm x 18cm) individually sized, individually wrapped sterile un-medicated dressings.
- One pair of disposable gloves.

The first aid container used for school trips should include:-

- A leaflet giving general advice on first aid.
- Two individually wrapped triangular bandages (preferable - sterile).
- Two safety pins.
- Six individually sized, individually wrapped sterile un-medicated dressings.
- One large sized (approximately 18cm x 18cm) individually sized, individually wrapped sterile cleaning wipes.
- One pair of disposable gloves.

ARRANGEMENTS FOR ACCIDENTS OCCURRING DURING OFF SITE ACTIVITIES

Any off site activities such as morning, afternoon or all day trips etc, the head teacher and teacher in charge of the activity should assess the level of first aid provision needed.

Should there be no special risk then traveling first aid equipment shall be taken. A mobile telephone must be available for use in the event of an emergency. Details of any first aid treatment should then be recorded immediately on return to school.

Children who cannot administer their own medication will need to have their parent or a first aider in attendance during the school day trip.

For activities such as school journeys (off site and overnight), parents are to complete a consent form.

Arrangements for children with special medical needs will need to be discussed with the parents prior to any off site/overnight school journeys. All such activity centres are to operate in accordance with National Governing Body guidelines.

HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings and equipment.

REPORTING ACCIDENTS AND RECORD KEEPING

Accidents which occur in the playground or classroom are to be recorded in the daily record sheets in the first aid room. Midday supervisors are to ensure that any accidents that have occurred during lunch break are reported to the relevant teacher and/or to office staff. The information can then help to identify accident trends and causes. Improvements in the control of health and safety risks can then be made. Future first aid needs can also be assessed. It will also help for insurance or investigative purposes.

If an accident has occurred it is good practice to report all serious or significant incidents to the parents, either by phone at the time, or at home time.

Should a member of staff, pupil or a visitor to the school have a serious accident or need to be taken straight to hospital, details of the incident must be reported to the local authority's H&S team via MyView. The LA has taken over reporting of accidents and incidents to the HSE.

All records must be kept for a minimum of 3 years.

OUT OF SCHOOL ARRANGEMENTS

First aid provision must be available at all times while people are on school premises.

SPECIFIC HAZARDS AND RISKS ON SITE

All such hazardous substances, dangerous tools and machinery and temporary hazards such as building or maintenance work should be taken into consideration and suitable measures put into place.

SPECIAL NEEDS

Any child joining Upland Primary School with special medical needs or disabilities will need to be catered for. All forms to be completed and held on record.

INFORMATION

The Headteacher is responsible for putting the governing body's policy into practice and to ensure that parents are aware of the school's health and safety policy including the first aid procedure.

The First Aid Policy is to be displayed in a prominent position, and made available to all staff. The list for emergency services is to be displayed beside the telephones (see attached copy).

Review: This policy is to be reviewed annually.

Vicky Sengupta, Headteacher

June 2016

Appendix 1:

List of current first aiders (correct at 20th June 2016)

Name	Role	Qualification undertaken
J Atkin	Office	FAW
J Grant	SBM	EFAW
D Sage	Office	FAW
R Bunstone	Office	Emergency First Aid
S Fitzgerald	Office	Emergency First Aid
C Prior	Office	EFAW
K Corderoy	Nursery Nurse	Paediatric FA
T Styles	TA/MDS	Emergency First Aid
C Taylor	TA/MDS	Emergency First Aid
S Hancock	TA/MDS	Emergency First Aid
C McClary	TA/MDS	Emergency First Aid
L Allison	TA/MDS	Emergency First Aid
A Chandler	TA/MDS	Emergency First Aid
J Johnson	TA/MDS	Paediatric FA
S Chapman-Cooper	TA/MDS	Emergency First Aid
J Dyckhoff	TA/MDS	Paediatric FA
C Rutherford	TA/MDS	Emergency First Aid
K Liston	TA	Emergency First Aid
J Bartley	TA/MDS	Paediatric FA
C Dawson	TA	Emergency First Aid
W Green	TA/MDS	Emergency First Aid

Appendix 2:

Emergency situations:-

DIAL 999, ask for an ambulance and be ready with the following details:

1. Your telephone Number 020 8303 2175
2. Location and post code.

UPLAND PRIMARY SCHOOL,
CHURCH ROAD,
BEXLEYHEATH,
KENT DA7 4DG

3. Exact location within the school
4. Your name
5. Brief description of pupil's symptoms
6. Inform crew of the best entrance and that they will be met.