



THE GREETLAND ACADEMY

FIRST AID POLICY

2020

RATIONALE

The Health and Safety (First Aid) Regulations came into effect on 1 July 1982 and apply to all employees, both teaching and non-teaching who work in schools. The Regulations do not apply to non-employees, although the Health and Safety Executive (HSE) has recommended that employers should consider making some provision for them. The education sector is unusual in that non-employees, i.e. pupils, normally outnumber employees. The Health and Safety at Work Act 1974 (HSW Act) imposes a general duty on employers to ensure that their establishments are safe and health places.

RESPONSIBILITIES

The responsibility for Health and Safety, which includes First Aid, rests with the Trust Board. The Principal in each academy is responsible for putting the policy in place. All staff should be aware of available first aid personnel, facilities and the location of first aid boxes 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 evenings.

Adequate first aid cover will be provided in all school buildings as well as during break times.

Staff attending first aid courses must attend a recognised course approved by (HSE) and attend refresher courses every three years. All staff are invited to receive an emergency first aid certificate.

PROCEDURES

Each academy has a nominated first aider and a good ratio of staff have up to date Emergency First Aid certificates (See Appendix 1). This is renewed every three years.

First Aid Containers

The main first aid containers are stored:

Key Stage 2: School Office & Staffroom

Key Stage 1: Box in the staff room and one in the conservatory

These kits contain at least the suggested items recommended by the DFEE 'Guidance on First Aid in Schools'.

Portable 'trip' kit bags are also stocked for use on excursions.

Minor Injuries

In class time

Support staff (where classrooms have allocated support) are to treat minor injuries occurring in the classroom, if support not available then pupils are sent to the school office. Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

In the playground at break times

- KS1

Children are to be brought into the Y1 shared area by the person on duty who will alert a member of staff in the staffroom. This person will then administer the appropriate First Aid in the Y1 shared area. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

- KS2

For minor cuts and bumps generally the KS2 staff on duty will send the pupil with another class member into school to get the attention of an adult. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

If dealing with a more serious injury, staff on duty will send a pupil to the staffroom to alert another adult to come out and assist.

In the playground at lunch times

- KS1

Children are to be brought into school by the mid-day supervisor on duty. This person will then administer the appropriate First Aid in the Y1 shared area. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

- KS2

Children are to be brought into school by the mid-day supervisor on duty who will pass the child to the MDS assigned to first aid duty that day. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

Bumped Heads

The child must be asked if they feel sick or dizzy. Any bump to the head should result in the parent being notified by telephone.

KS1 - All bumps to the head or face are notified and recorded in the 'bumped head' book. The book is carbonised and a copy should always be sent home with the child. As much details as possible should be recorded in the book stating what part of the head or face was hurt, if any swelling occurred, what, if any, treatment was carried out.

KS2 – parents are contacted by the school office regarding all bumps to the head or face. If it has not been possible to contact a parent/family member then a note will be put in the child's book bag to be sent home.

Stickers are also available at each site and can be displayed on the child's clothing.

Injuries requiring First Aider assistance

In the event of more serious injuries, where the equipment in the basic first aid containers are not appropriate, the injured person is to be taken to the named first aider who will alert the appointed person and the appropriate treatment will be administered. In the event that the injured person cannot be moved, the first aider will go to the injured person. Any accident which requires a hospital visit must be recorded in the accident book.

Accident Reporting

All minor accidents and incidents which occur on the premises including staff, pupils, contractors, visitors and member of the public must be recorded on the minor injury log. Office staff and Senior Midday Supervisors hold these logs. Any incident occurring over lunchtime must be reported to the Senior MDS to record, throughout the remainder of the day the office logs must be used.

All accidents which meet the criteria below must be reported to the Chief Operations Officer within 2 hours of the incident occurring. The COO will notify CYPS H&S Accident Dept.

- a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
- b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
- c) **Any major injury** or illness reportable to the HSE
- d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work.
- e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non employee.

- All HSE reportable accidents will be reported by the Corporate Health and Safety Section.

Should further treatment be required, staff are to attempt to contact the parents/guardians. Should this prove impossible, then the appointed person will decide whether to take the child for further treatment, either to transport the injured person to A&E or to call emergency services. On no account must children be transported in cars without appropriate insurance and the permission of either the Principal or Deputy Head of School. Two members of staff will be required for such journeys.

Off-Site Visits

An identified member of staff holding a First Aid certificate must accompany all school visits off site and must be named in the risk assessment. A basic first aid container is to be taken on all off site visits and is to be held by the identified first aider. 'Lead staff' for the visit need to be aware of the first aid facilities of the site they are visiting.

Pandemic Influenza

The decision to close the school due to pandemic would be made by the Principal or their nominated representative.

The school will notify the Local Authority and the Environmental Health Dept.

Any pupil showing symptoms of pandemic flu at school will be isolated from other pupils and arrangements made for them to be collected and taken home.

If the school is aware of a large number of children with specific symptoms information will be sent out to all parents to minimise the spread of infection whilst the school remains open.

Advice to follow to minimise infection:

- Cover nose and mouth when coughing or sneezing using a tissue when possible
- Dispose of dirty tissues promptly and carefully

- Wash hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. door handles) frequently using a normal cleaning product

Medication -Temporary

Where a child needs to be given medication for children during the school day that is where the prescribed dose is 4 times a day, parents need to complete the 'Parent request for school to administer medicine (temporary)' form. The medicine is then to be stored in the main office, in either the fridge or office cupboard. At KS1 it is put in the staff room fridge if it needs to be kept cold. When administering the medicine, the adult giving it to the child must record the details on the medicines administration form and sign and date accordingly.

Medication – Regular

If a child requires medication on a regular basis, such as hayfever tablets, the parent is required to complete a 'parent request for school to administer medicine (regular). A copy of this will be kept in the school office in the 'Medicines in School' file and a further copy will be kept in the class register.

If a child requires an inhaler, the parent is required to complete an 'Asthma Care Plan' or an 'Inhaler Care Plan' along with the option of signing the 'Emergency Salbutamol Inhaler' plan. Copies of the Asthma and Inhaler Care Plans and Emergency consent forms are kept in the office, staffroom, PE file, swimming file and class file. Class Teachers are responsible for inhalers.

Walking Trips from KS1 to KS2

All adults accompanying children from KS1 to KS2 must wear a High Viz Jacket which can be found in the main office at KS2. At KS1 these are kept in the hall cupboards.

LINKS WITH OTHER POLICIES

Emergency Management Policy – Pandemic sheet
Health and Safety Policy
Asthma Policy
Medical Policy
Allergies Policy
Staff Handbook

Date reviewed and agreed: September 2020

Appendix 1

Sept 2020

	First Aider	Appointed Person	First Aid Certificate
Key Stage 2	Zoe Marsden	Zoe Marsden	Jayne Firth (MAT) Zoe Marsden Bev Roper (Breakfast Club) Elkie Bailes Jeanette Stokes (Kitchen) Nicola Boddis (Breakfast Club) Ruth Bowers (Kitchen) Sue Bagshaw (Kitchen) Danielle Clarke (MDS) Jonathan Pascall Sarah Walsh Nicole Pendleton (Kitchen) Alan Price Charlotte Wild
Key Stage 1	Bev Chamberlain	Bev Chamberlain	Bev Chamberlain (Paediatric) Sarah Marsh (Breakfast Club) Jane McParland (Paediatric) Lizzie Austwick (Paediatric) Shana Emmerson Lisa Carmalt (MDS) Adam Harris (Paediatric) Helen Crowther (Paediatric) Holly Ashton (Paediatric) Anne Thornton (Paediatric) Amelia Bakes (Paediatric) Sally Ewing (MDS) (Paediatric)