

## **Cransley School's First Aid Policy** ( April 2009)

*This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfEE now the DCSF.*

It is Cransley School's (the school's) responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

### Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in the school mini buses.

### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the handbook) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headmistress and teachers, non-teaching staff, pupils and visitors (including contractors).

**The Health and Safety Co-ordinator** must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Headmistress** is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents.

Information packs are given to new staff as part of their induction programme, a first aid notice board with important details is displayed in each staff room and staff training is given in response to need.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. She will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required  
During lesson time or break times (not lunchtime) any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the appointed person / first aider to inspect and, where appropriate, treat.  
During lunchtime any pre-prep/junior pupil complaining of illness or who has been injured is to be sent to the lunch time assistants who will inform the staff as soon as possible and the first aider will be contacted. A senior pupil will go to the office as previously stated.
- All incidents are to be recorded in the accident book.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

### **Reporting**

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the accident book in the school office.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

1. involving employees or self employed people working on the premises.
2. involving pupils and visitors

The Head is responsible for ensuring this happens.

### **Record Keeping**

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

A termly review and analysis of accident records is conducted by the Health and Safety Co-ordinator.

### **Administration of drugs and medicines**

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office, or in the case of a younger pupil, handed to a member of staff to keep in the staffroom. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken must be completed. The member of staff administering the medicines to a pupil must also complete a form to be given to the parent/carer.

**The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance.**

### **First Aid boxes**

First Aid Boxes are located in:

- The office
- Each staffroom
- The kitchen
- The gym

- School mini buses ( according to Transport Regulations)
- A rucksack, complete with first aid equipment is located in the office for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

**First Aid Boxes should contain**

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized ( approximately 12cm x 12cm) and Large sized ( approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves
- **No medicine/tablets are to be kept in the first aid boxes**

**Accommodation**

There is a room for medical treatment, and care of pupils during school hours on each site. Both rooms are close to a wash basin and lavatory. A bed chair is available.

**Date** \_\_\_\_\_

**Review Date** \_\_\_\_\_

**Headteacher** \_\_\_\_\_

## **APPENDIX 1.**

### **Health and Safety Officer:**

Mrs Beverley Crumpton

### **Full Time First Aiders – Senior School:**

Mr Ali Aleali

Miss Chris Davies

Mrs Jill West

### **Part Time First Aiders – Senior School:**

Mrs Jill Pargeter – Wednesday & Thursday

### **Full Time First Aiders – Junior School:**

Mrs Julie Hollinshead (Paediatric First Aid)

Mrs Naomi Hayes (Paediatric First Aid)

### **Part Time First Aiders – Junior School:**

Mrs Barbara Heaven – Monday – Thursday

Mrs Pauline Heywood – Monday – Friday, mornings only

Mrs Annette Jones – Monday – Friday, mornings only

Mrs Julia Phipps – After School Care (Paediatric First Aid)

## **APPENDIX 2.**

### **Appointed person to contact Emergency Services:**

Mrs Clare Holt

Miss Tracey Totterdell

**APPENDIX 3.**

Bumped Head Letter

**HEAD INJURY**

Dear Parent / Guardian

Your child ..... received a bump on the head today whilst at school.

Description of accident: .....

.....

.....

.....

.....

.....

A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech

**CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS**