



Coatham Church of England School FIRST AID Policy

Written September 2013
Review March 2015, March 2016

Chair of Governors.....

Date.....

Head Teacher.....

Date.....

“Learn not for school, but for life”

Our school is tolerant and caring; it is a place where everyone is accepted.

We believe in working together as a real school community, and using our different abilities to support each other and to succeed. Friendship, respect, and fairness are the values that lead us.

Through the learning experiences and opportunities which we offer, we want our children to believe in themselves, deal with set-backs and have clear aspirations for their futures. We want them to realise their potential in all areas of their lives.

We want our children to understand both what their community has to offer them as they grow up, and, what they have to offer it.

We hope that all of our children learn that, whatever they do, they should work at it with all of their heart.

Overall Aim

To provide a framework for effective FIRST AID in our school.

- ◆ Overall welfare of the child
- ◆ interests of the school
- ◆ protection of staff
- ◆ stay safe
- ◆ be healthy

We recognise that we are only one component in the care and well-being of our children and that ensuring their safety is our primary aim. All staff use their best endeavours at all times, particularly in emergencies, to secure the welfare of our pupils in the same way parents might be expected to.

Our first aid policy reflects the aims and values of our school and its governing body.

What are a first aider's duties

- **to be appropriately trained**
- **give immediate help to 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**
- **takes charge when someone is injured or takes ill**
- **looks after the first aid equipment – restocking the container half termly**

Contacting first aid personnel

If the incident occurs in the classroom an adult or if appropriate a pupil will inform the designated first aider and/or take the pupil to the first aider on duty; this is M Allen and J Eltherington in the school office.

If the incident occurs in the dining hall, yard or field the adult supervising informs the duty first aiders by radio and/or takes the pupil to the first aider on duty in the Blue Room; duty rota in staffroom and Blue Room and classrooms).

Dinner Supervisors use first aid bags to treat minor injuries on the yard.

School trips/visits: all staff are First Aid trained. First Aid bags are taken on trips; these and first aid facilities at the site of visit are included in the Risk Assessment and used.

After School Clubs and PE lessons: First Aid bags, or the full First Aid kit (in outdoor PE cupboard) are used.

EYFS: All staff are trained to Paediatric First Aid or higher

At no point should any pupil be left unsupervised.

First aid materials and first aid facilities

- labelled clearly and easily accessible
- at least one fully stocked container on site
- first aid containers will be required for any high risk or off site activities
- all first aid containers must be marked with a white cross on a green background
- our school container is in the blue room under the sink

Extra stock is held in school. Each first aider will be responsible for checking and restocking the container. Before undertaking any off-site activities the level of first aid provision is assessed. Where there is no special risk minimum stock of first aid will be required.

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

L Thompson has responsibility for First Aid Stocks

Reporting accidents and record keeping

Accidents to employees that schools need to report

The following accidents must be reported to HSE

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents that prevent the injured person from doing their job for more than three days
- HSE must be notified without delay e.g. by phone. This must be followed within 10 days with a written report on appropriate form from the school office.

Pupils and other people who are not at work

An accident that happens to pupils or visitors must be reported to the HSE on appropriate form if;

- The person is killed or **taken from the site of the accident to hospital**
- **If the accident arises out of or in connection with any school activity, both on or off the premises**
- **If it relates to the way a school activity has been organised and managed e.g. the supervision of a school trip**
- **If the accident relates to equipment or substances**

- The design or condition of the premises

We keep our accident records for employees in the secretary's office. These records are kept for three years.

We keep a record of any first aid treatment given by first aiders .

This includes

- the date, time and place of incident
- the name and class of the injured or ill person
- details of the injury/illness and what first aid has been given
- what happened to the pupils immediately afterwards for example went home, went back to class
- name and signature of the first aider or person dealing with the incident
- all bumps on the head or injuries/illness that cause concern are reported to parents by phone straight away.
- All bumps on the head are reported to parents by phone and letter.
- Serious accidents – an ambulance will be called if in the opinion of the first aider and HT/DHT the situation warrants medical assistance. Parents must be contacted.(the first aider will go to the hospital with the parent)

It is the duty of the parent/carer to inform the school secretary of any change of contact details immediately.

The playtime, lunchtime and learning time first aider deal with very minor incidents/illnesses and record them in their accident book as well as letting the class teacher know and completing a report slip for parents.

HEAD INJURIES ARE RECORDED IN THE SAME WAY, BUT PARENTS ARE CONTACTED BY PHONE AND THE CHILD IS GIVEN A STICKER SO THAT ALL STAFF ARE AWARE

The first aiders monitor these entries.

This information helps to identify accident trends and possible areas for improvement in the control of health and safety risks.

It is also useful for insurance and investigative purposes.

The Health and Safety representative for the school (DHT/Mr D Rowcroft) collects the accident book every term in line with reviews of general health and safety procedures.