

<b>Shebbear Community School</b> <b>First Aid Policy</b> <b>January 2013</b>
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### **Policy Statement**

The Governors and Head Teacher of Shebbear Community School accept their responsibility under the Health & Safety Act (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

### **Statement of First Aid Organisation**

The school's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require first aid treatment.
8. Provide information to employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the school.

### **Arrangements for First Aid**

#### Materials, equipment, facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for Schools'. The location of the first aid kits in school are:

#### **RESOURCES ROOM**

The contents of the kit will be checked on a regular basis by Mrs Hutton (head teacher) and PHS Hygiene Ltd.

The appointed person for first aid is **Mrs Presswell**.

Whole staff training on first aid will be undertaken as required and all teaching and support staff will be invited to attend.

## **Off-Site Activities**

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off-site visits.

## **Information on First Aid Arrangements**

The head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for first aid
- Those employees with qualifications in first aid
- The location of the first aid kits

All members of staff will be made aware of the school's First Aid Policy.

## **Accident Reporting**

The Governing Body will implement the Local Authority's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health & Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Local Authority will be sought.

Where a pupil has an accident it will be reported to the Local Authority.

All accidents to non-employees, e.g. visitors, which result in injury will be reported to the Local Authority.

## **Pupil Accidents Involving Their Head**

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required a 'Bumped Head' letter will be sent home to the child's parents/guardians/carers.
- 'Bumped Head' letters are kept in the school office in the blue 'medicines' file and also with the first aid kit in the resources room .

## **Transport to Hospital or Home**

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parents will be called.
- Where hospital/surgery treatment is required, but is not an emergency, then the head teacher will contact the parents for them to take over the responsibility for the child.
- If the parents cannot be contacted then the head teacher may decide to transport the pupil to hospital.

When the head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## **Personnel**

Appointed first aid persons:

**ANN-MARIE PRESSWELL (FIRST AID, PAEDIATRIC FIRST AID)**  
**REBECCA EVANS**  
**JEANNETTE WHITING**  
**ANITA RAYER (PAEDIATRIC FIRST AID)**

This policy has been agreed by the Management and Premises Committee at their meeting on the 28<sup>th</sup> January 2013

Signed: Chairman of Management & Premises Committee

