



# RAYNVILLE ACADEMY

## First Aid Policy

<b>Approved by:</b>	Raynville LGB		
<b>Responsible department:</b>	Raynville Academy - SLT		
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## **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 always available, 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 & and LKS2

Key Stage 1: Year 1 and Foundation

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 along with asthma inhalers.

### **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**

Foundation

Children will be brought into the Nursery area by the person on duty and they will then be dealt with by the nominated first aider that day.

## KS1

Children will be brought in the Year 1 shared area by the person on duty and they will then be dealt with by the nominated first aider that day.

## KS2

For minor cuts and bumps the child will be directed to the first aid point on the KS2 playground. In the event of a more serious injury, where the equipment in the basic first aid container is not appropriate, the injured person is to be taken to the school office and the appropriate treatment will be administered.

If dealing with a more serious injury whereby the injured person cannot be moved, staff on duty will send a pupil to the school office to alert another adult to come out and assist.

### **In the playground at lunch times**

#### Foundation

Children will be brought into the Nursery area by the person on duty and they will then be dealt with by the nominated first aider that day.

## 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

For minor cuts and bumps the child will be directed to the first aid point on the KS2 playground. In the event of a more serious injury, where the equipment in the basic first aid container is not appropriate, the injured person is to be taken to the school office and the appropriate treatment will be administered.

If dealing with a more serious injury whereby the injured person cannot be moved, staff on duty will send a pupil to the school office to alert another adult to come out and assist.

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

All incidents, where practical, will be reported in the first aid log held with the first aid equipment at the time of injury.

### **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 or in person at the time of the incident. The child should be provided with a note detailing the incident time, date, injury sustained and the details of treatment.

### **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. If 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 on the appropriate accident form.

## 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. Logs are held with all the first aid containers, along with a log at the school office.**

All accidents which meet the criteria below must be reported to the School Business Manager within 2 hours of the incident occurring. The SBM will then notify J Reininger at the Great Heights Trust main office, who will then notify the relevant department.

- 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 PIT Office, in either the fridge or relevant cupboard. 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 hay fever 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 PIT Office in the 'Medicines in School' file.

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 PIT Office. Class Teachers are responsible for inhalers.