

First Aid

Policy

Al-Falah Primary School

10/10/2013

Reviewed 10.09.16

First Aid Policy

Introduction:

This policy outlines the school's responsibilities to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet the responsibility. It is based on the latest DCSF guidance. The policy is reviewed annually.

Aims:

- To identify the first aid needs of the school in line with the management of health and safety at work regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives:

- To obtain the appropriate number of suitably trained people as appointed persons and first aiders to 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 of the school's first aid arrangements.
- To keep accident records and report to the health and safety executive (HSE; see www.hse.org.uk) as required under the reporting of injuries, diseases and dangerous occurrences regulations 1995.

Personnel:

The head teacher is responsible for the health and safety of the employees and anyone else on the premises. This includes the

teachers, non teaching staff, pupils and visitors (including contractors).

He must ensure that a risk assessment of the school is undertaken and that the appointments, actions of staff acting within the scope of employ.

He is responsible for putting the policy into practise and developing detailed procedures.

He should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The appointed person need not to be a first aider, but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is called.

The first aider must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

He/she will:

- 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.

In selecting first-aiders the head teacher should consider the person's:

- Reliability and communication skilled
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressfully and physically demanding emergency procedures.

- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Procedures:

Risk assessment:

Reviews are required to be carried out at a less annually, and when circumstances alter, by the Principal. Recommendations on measures are needed to prevent control identified risks are forwarded to the Head teacher.

Re-assessment of first aid provisions:

As part of the school annual monitoring and evaluation cycle

- The head teacher reviews the school's first aid needs following any change of staff, building /site, activities, off site facilities, etc
- He monitors the emergency first aid training received by other staff and organises appropriate training.
- He monitors the number of the first aiders, alerts them to the need for refresher courses and organises appropriate training.
- He checks the contents of the first aid boxes termly.

Providing information:

The head teacher will ensure that staff is informed about the school's first aid arrangements. He:

- Provides information packs for the new staff as part of their induction programme.
- Maintains a first aid notice board in the staff room
- Gives all staff information on the location on the location of equipment & facilities.

Provision:

How many first aid personnel are required?

The head teacher will consider the findings of the risk assessment in deciding on the number of the first aid personnel required. The school is a medium risk environment, but the head teacher will

consider the needs of specific times, places and activities in deciding on the provision.

In particular they should consider:

- Off site PE and on-site PE
- School trips
- DT/Art activities
- Adequate provision in case of absence, including trips

Arrangements should be made to ensure that they require level of cover of both first aiders and appointed persons is available at all times when people are on school premises.

First aiders:

The recommended number of certified first-aiders is one per 100 pupils/staff. In addition, at least 2 teachers should have basic first aid trainings

Appointed person:

The school should appoint at least one appointed person and one per key stage numbers exceed 100. In addition, at least one other, member of staff should have basic first aid training, two preferable cover all eventualities.

Qualifications and training:

First aiders hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first aid training.

First aid materials, equipment and facilities:

- The head teacher must ensure that the appropriate numbers of first aid containers according to the risk assessment of the site are available.

See HSE guidelines on recommended any mandatory contents.

- All first aid containers must be marked with a white cross on a green background

- First aid containers should be kept near to hand washing facilities
- Spare stock should be kept in school.

Responsibility for checking and restocking the first aid containers:

- In school, the head teacher
- For offsite PE and school trip, a named member of the staff. The first aider will decide when a child needs to wait for his parents to pick him/her. In this case the child will be supervised by a member of staff.

Hygiene/ infection control:

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings of equipment.

Reporting accidents:

Statutory requirements: under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The head teacher must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported of the HSE Involving employees or self employed people working on the premises:

- Accidents resulting in death or major injury (including a result of physical violence)
- Accidents which prevent the injured person from doing normal work for more than 3 days

For definitions, see HCS/E guidance on RIDDOR1995, and information on reporting school accidents.

Involving pupils and visitors

- Accidents resulting the person being killed or being taken from the site of the accident to the hospital and the accident arises out of or in connection with the work, ie if it relates to
- Any school activity, both on or off the premises
- The way the school activity has been organised and manage
- Equipment, machinery or substances

HSE must be of fatal and major injuries and dangerous occurrences without delay.

The Head Teacher is responsible for ensuring this happens, but may delegate a member of staff.

The Head Teacher, complete RIDDOR Form attached to this policy and email/fax it to HSE.

Record keeping:

Statutory accident records: the principle must ensure that readily accessible accident records, written or electronic, are kept for a minimum of two years.

The head teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed person. 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 the person dealing with the incident.

The head teacher must have in place procedures for ensuring that parents are informed of significant incidents and any injury to the head.

Monitor:

Accident records can be used to help the school identify trends and areas for improvement. They also could help identify training or other needs and may be useful for insurance or investigative purposes.

The principle should establish a regular review and analysis of accident records.

Pupils medical records:

The school should be informed of the details of pupils health conditions and their needs.

Important medical details should be noted by a first aider.

Al Falah Primary School First-aiders are:

Morning: Shah Abdullah and Mehzabin Faruki

Afternoon: Shahan Ahmed and Syedul Alam

Details to be recorded:

- Medical information
- Doctors name , address,
- Emergency first aid procedures if required
- Emergency contacts
- Parents are encouraged to leave medication at the school office or with any one of the first aiders in the school if it is needed during the day.
- School will contact ambulance if need be