



**TAFF BARGOED  
LEARNING PARTNERSHIP**  
*'Learning and Growing Together'*

# First Aid Policy

## **First Aid Policy & Procedure**

### **1. Policy Statement**

1.1 The Governors and Head teacher within the Taff Bargoed Learning Partnership accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within their respective schools.

1.2 The provision of First Aid within the school will be in accordance with DFE and Local Authority guidance on First Aid in school.

1.3 This policy should be read in conjunction with the school's policy on health and safety and administration of Medication policy.

### **2. Statement of First Aid organisation.**

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

2.1 The Governing Body has a duty to approve, evaluate and review the policy.

2.2 All employees have a duty of care where First Aid is concerned.

2.3 All accidents reported will be recorded and, where appropriate, investigated and reported to the relevant authority.

2.4 All incidents where First Aid is administered to employees, pupils or visitors will be recorded.

2.5 The school will provide suitable space, equipment and materials to carry out First Aid treatment as necessary.

2.6 The school will make arrangements to provide training to employees and will maintain a record of that training to be reviewed annually.

2.7 The school will establish a procedure for managing accidents in school which require First Aid treatment including those requiring a 'Dynamic Risk Assessment'

2.8 The school will provide information to employees on the arrangements for First Aid.

2.9 The school will undertake an annual review of the First Aid requirements of the school.

### **3. Aims**

- To ensure that the welfare and well-being of pupils is secure.
- To provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.
- To identify the First Aid needs of the School in line the Health and Safety at Work Act 1974.

- To ensure that First Aid provision is available at all times while people are on school premises, and that suitable first aid is available off the premises whilst on school visits.

#### **4. Arrangements for First Aid: Materials, Equipment and Facilities**

4.1 The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (section 58). A copy of this document is located in the First Aid cupboard in the school office.

4.2 The location of First Aid delivery points in school are:  
- School Offices

4.3 The location of First Aid kits in school are:  
- First aid cupboard in school offices.  
- Portable kit to be used for all trips.  
- In addition each classroom holds a small portable kit in an immediately visible location

4.4 The contents of the First Aid Kits and refill cupboard will be checked on a monthly basis by the Designated First Aider

4.5 Appointed First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

Appointed First Aiders 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 appointed First Aiders, the Head Teacher has considered the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties: a First Aider must be able to leave to go immediately to an emergency.

At both our schools, the designated First Aiders are the Deputy Headteachers.

4.6 Whole staff training on Basic First Aid will be undertaken every three years on cyclical rota of both teaching and support staff.

4.7 The school's main First Aid recording / Incident and Illness log is located in the school office. These are monitored ½ termly by the designated first aiders.

## **5. Offsite activities and Out of School Hours Clubs.**

5.1 A First Aid kit will always be taken on all off site activities; along with individual pupil's medication (such as inhalers, epipens etc).

5.2 A person who has been trained in First Aid will be in school while Out of School Hours Clubs are being held.

5.3 All staff will assess whether there is need for a first aid trained member of staff to accompany a school trips using 'Evolve', and will plan this accordingly.

## **6. Accident Reporting and Record-keeping**

6.1 Staff responsible for administering First Aid must keep a record of any incidents, accidents or illnesses requiring First Aid.

This must include:

- The Name and class of person injured.
- The name and department of the person filling out the form.
- The date, time and place of the event.
- A description of the nature of the incident and the cause.
- Name of the person treating the casualty and their position.
- A description of the action taken.
- How/If parents needed to be contacted.
- A signature and date.

The school's main First Aid recording / Incident and Illness log is located in the school office.

6.2 The Governing body is aware of its statutory duty in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- Any accident that involves an employee being incapacitated from work for more than three consecutive days.
- Any 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.

6.3 For non-employees and pupils: the school will report accidents resulting in the person being killed or being taken from the site of the accident to hospital if the accident arises out of or in connection with work .i.e. if it relates to:

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

6.4 The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the relevant bodies in an appropriate time (No more than 3 days).

6.5 The contents of the Incident and Illness book will be checked on a ½ termly basis by the designated First Aider and trends / issues discussed with the Head Teacher.

6.6 Parents of all pupils who have sustained any head injuries including bumps or potential bruises will be contacted immediately and advised to seek appropriate medical advice for the child in question.

6.7 Any children treated with minor first aid such as a graze or cut will be identified with a sticker notifying parent that first aid has been administered should parents wish to know more about the incident, they can contact the class teacher.

## **7. Monitoring and Review**

7.1 This policy will be reviewed and its effectiveness monitored annually through completion of the school's Monitoring cycle.

7.2 Any significant information gained from these monitoring and review activities will be incorporated into the updated policy.

## **Appendix A: First Aid Procedures**

When an accident occurs:

- assess the situation
- move child / adult to safe place if appropriate
- clear space from onlookers

For minor injuries / accidents, those trained in basic First Aid should administer basic First Aid as follows:

- Use protective gloves (a fresh pair for each child)
- Wash wounds using a sterile pad and apply dressing if necessary / appropriate
- Elevate and rest suspected sprains
- Apply ice pack to bumps and / or swellings, avoiding direct contact with the skin
- Do not apply any medicated creams, etc.
- Complete the appropriate Incident and Illness book.

If the incident is more than minor, only those trained in paediatric First Aid should administer basic First Aid as follows:

- Use protective gloves (a fresh pair for each child)
- Administer First Aid as above
- Notify the Head teacher / Deputy Head
- Contact parents and advise they seek further appropriate medical advice.
- Complete the Incident and Illness book kept in the school office
- Contact emergency services if required.

Should a child need to be taken to hospital and parents cannot be contacted, only the Head teacher or other senior member of staff with business insurance should do this and must be accompanied by a second adult.

For minor incidents, those NOT trained in basic First Aid should act as follows:

- Assess the situation and carry out a dynamic risk assessment.
- Minor cuts and grazes - To be cleaned and treated by staff member using disposable gloves and medical wipe (Where graze is not deep).
- Minor grazes or cuts – provide child with a sterile wipe and plaster and ensure they apply correctly. Check they dispose of waste properly and follow basic hygiene rules.
- Complete the Incident and Illness book kept in the school office
- Notify the designated first aider that treatment has been given.

If the incident is major, those NOT trained in basic First Aid should act as follows:

- Immediately seek support from a trained first aider if incident is deemed major i.e. head trauma/bruises/sprains/heavy blood loss/ choking/loss of consciousness/ cardiac arrest or seizure.

All waste from injuries and accidents must be cleared away as follows:

- Sprinkle all spillages with absorbent granules.
- Sweep up with First aid brush & pan. Place in plastic bag, seal and place in bin in the medical room.
- Clean floor / surface using sterilising solution
- Waste disposed of using specified bin (Medical waste, sharps etc.)

#### Pupil accidents involving the head

Within the Taff Bargoed Learning Partnership, we 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.

All cases of injury to the head should be treated by as follows:

- Ask a First Aider to assess the situation.
- Contact parents so that they can make a decision and advise they seek appropriate medical advice.
- Complete the Incident and Illness book kept in the School office.
- Notify the Head teacher / Deputy Head, who will undertake a risk assessment investigation as appropriate to prevent further incidents.
- Class teacher must follow up any incidents that have required the child attend hospital.

Should a child need to be taken to hospital and parents cannot be contacted, only the Head teacher or other senior member of staff with business insurance should do this and must be accompanied by a second adult.

#### Administering medicines in school

Within the Taff Bargoed Learning Partnership we do not administer any medication apart from that which is included in a Child's specific care plan. Should medication be a requirement of a child's care plan, administration will only be carried out by staff who have received the appropriate training.

Please see the 'Administration of Medicines' policy for further information.

### Asthmatics

Children must have immediate access to inhalers as they require them & should not have to wait. If the attack is severe an adult should fetch the inhaler for the child. In severe cases, the child will carry medication at all times. Parents are requested to complete a permission form before pumps are brought into school. Please note that preventer inhalers (Brown pump) are not brought into school and that it is only the reliever inhaler (blue pump) that should be brought in.

### Children with specific medical needs

Should we admit a child with specific medical needs; all staff will be informed and offered appropriate training and support.

In any case where medication is required as part of a care plan, responsibility for ensuring medication is within date is that of the parents/carer of the child. No school within the Taff Bargoed Learning Partnership is responsible for replacing or renewing any medication.