



# First Aid Policy

**BLEAN PRIMARY SCHOOL**

**Policy Review date: Autumn 2023**

**Headteacher: Mr I Rowden**

**Chairs of Governors: Mr H Samuelson**

**Date of Next Review: Autumn 2025**

## **Policy Statement**

The Governors and Headteacher of Blean Primary accept their responsibility under the Health and Safety (First Aid) regulations 2013 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

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

## **Statement of First Aid organisation**

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

- The Governing Body has a duty to approve, evaluate and review the policy.
- All employees have a duty of care where First Aid is concerned.
- All accidents reported will be recorded and, where appropriate, investigated and reported to the relevant authority.
- All occasions when First Aid is administered to employees, pupils and visitors will be recorded.
- The school will provide suitable space, equipment and materials to carry out First Aid treatment.
- The school will make arrangements to provide training to employees and will maintain a record of that training to be reviewed annually.
- The school will establish a procedure for managing accidents in school which require First Aid treatment.
- The school will provide information to employees on the arrangements for First Aid.
- The school will undertake an annual review of the First Aid requirements of the school.

## **Aims**

- To ensure that the welfare and wellbeing 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.
- 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.

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

- The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (section 58). <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

- First aid boxes are also located throughout the school corridors and Hall
- The contents of the First Aid boxes and refill cupboard will be checked on a regular basis by a member of the administrative team
- An up to date first aider list can be found in the Medical Room and Staff Rooms

### **First Aiders will:**

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
2. When necessary, ensure that an ambulance or other professional medical help is called.

In selecting appointed First Aiders, the Headteacher has considered the person's:

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

Staff training on School Emergency First Aid and Paediatric First Aid will be provided every three years and named teaching and support staff will be invited to attend.

- The school's current First Aid recording / Incident and Illness log is located in the main Medical Room. Archived records are secured and located in the archive room by the Site Managers Office.

### **Offsite activities, Out of School Hours Clubs and Extended School**

- 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 and will be in school while Out of School Hours Clubs are being held.

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

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

1. the date and method of reporting
2. the date, time and place of the event
3. personal details of those involved and
4. a brief description of the nature of the incidents, accidents or illnesses requiring First Aid

The school's current First Aid recording / Incident and Illness log is located in the main Medical Room. Archived records are secured and located in the archive room by the Site Manager's Office.

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.

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

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

1. Any school activity, both on or off the premises
2. The way the school activity has been organised or managed
3. Equipment, machinery or substances
4. The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring these accidents are reported to the health and safety team by a First Aider within 5 calendar days as follows by completing form HS157s- Online Accident Reporting for School which can be found on KELSI

The contents of the Incident and Illness book will be checked on a termly basis by a member of SLT and trends / issues will be discussed with the Headteacher.

## **Monitoring and Review**

This policy will be reviewed and its effectiveness monitored bi-annually

Any significant information gained from its review will be reported to the Governors along with recommended changes to this policy.

## Location of First Aid Boxes

