

FIRST AID POLICY

Reason for the Policy

It is the duty of the Board of Trustees of Children of Success Schools Trust to ensure that adequate and appropriate First Aid equipment and facilities are provided in our place of work (The Willows Primary School, Haveley Hey Community School and The Bridge) in line with Health and Safety (First Aid) regulations 1981. It is also our commitment to follow the procedures for the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within our establishments will be in accordance with the DFEE's Guidance on First Aid for Schools.

This policy informs all employees at the school of the following:

1. First aider numbers and qualifications and display
2. Location of first aid boxes and who responsible for checking/replenishing the contents
3. First aid on trips/off site activities
4. First aid out of hours
5. Accident reporting - how we do this (Appendix 3 - flow chart)
6. Pupil accidents involving their head
7. Calling emergency services (transport to hospital or home)

All members of staff will be made aware of the Trust's first aid policy during their induction or at a staff meeting/briefing. All policies are then put on the individual schools staff only drives.

First Aider Numbers and Qualifications

Notices with the green and white cross logo are displayed around the establishments detailing the various first aiders in each building.

The schools will train the appropriate number of First Aiders in one of three qualifications

First Aid at Work – three day course renewable every three years with a one day course

Emergency First Aid at Work – 1 day course renewable every three years

Paediatric first Aid – one day course specifically designed for young children

The schools and Bridge will maintain the following numbers of First Aid trained staff

Schools		
First Aid at Work	Emergency First Aid	Paediatric First Aid
2	At least 4 in KS2 including SLO's and one cleaner or caretaker	At least 2 in nursery At least 3 across reception & KS1

Bridge

First Aid at Work	Emergency First Aid	Paediatric First Aid
1		1

Location of first aid boxes and Appointed Persons who check them

First Aid boxes are available in the following locations with the minimum contents detailed in Appendix 1:

Haveley Hey Community School

Main Office
 Early years kitchen
 Disabled toilet on KS2 corridor
 School's main kitchen

The Willows Primary School

Main Office
 Nursery kitchen
 KS1 disabled toilet
 KS2 – Willow Room
 School's main kitchen
 Cookery room/ASP

The Bridge

Cookery room at Bridge
 Bridge Office

The contents of the kits/boxes will be checked twice per half term by Trust Services Manager. The SLO's will also maintain first aid supplies at lunchtime stations with plasters, gloves and sterile wipes.

Defibrillators

These are located at the main office at each school and they are checked monthly by the Trust Services Manager or the School Administrator

First Aid Rooms

The designated First Aid room at Haveley Hey is the Reading recovery room. At the Willows the treatment room acts as the First Aid room.

First aid on trips/off site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication including inhalers.

A person who has been trained in first aid will accompany all off site visits where deemed necessary.

First aid out of hours

At least one first aider will be available during the establishments opening hours. If a building was to be let outside establishment hours then first aid provision must be provided by the hirer.

Accident reporting - (Appendix 2 - flow chart)

The Trust will implement the LA's procedures for reporting:

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

The Trust is aware of its statutory duty under RIDDOR to report the following:

- An accident that involves an employee being absent from work for more than 7 consecutive days.
- An accident which requires admission to hospital by an employee in excess of 24 hours
- Death
- Major injury such as a fracture, amputation, dislocation of shoulder, hip, knee or spine.

A copy of all accidents/injuries recorded in the main accident book will be emailed to the LA.

Employees within each establishment will follow the reporting procedure as per appendix 2

Pupil accidents involving their head

The Trust recognises that accidents involving a bump to a pupils head can be difficult to detect because there may be no sign of an injury and the effects of that injury may only become noticeable after a period of time.

Therefore, where emergency treatment is not required, a slip will be sent home, following a phone call to the parent/carer, of the accident. A copy of the slip is retained in school.

Calling emergency services (transport to hospital or home)

The Headteacher or First Aider at Work will determine what the reasonable and sensible action to take is. Where an injury is an emergency an ambulance will be called. The office staff will make contact with the parent/carer. If the parent/carer can't be contacted then a member of staff will escort the pupil to hospital in the ambulance.

Where hospital treatment is required but not an emergency, the parent/carer will be contacted and advised that medical attention/advice is required.

If the parent/carer cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only 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

Appendix 1

Minimum contents for first aid boxes

- A leaflet giving general advice on first aid (see list of publications in Annex A);
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- Burns dressing for kitchen kits

Equivalent or additional items are acceptable.

ACCIDENT REPORTING IN SCHOOL

