

First Aid Policy



INTRODUCTION

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. (Welsh Office 1998)

Pennard Primary School has developed their own policies and procedures, based on an assessment of local needs. This guidance draws on existing good practice and ensures that the school meets their statutory duties.

Our aim is to provide first aid provision at all times while people are on school premises, and also off the premises whilst on school visits. This policy has been written with advice from the Welsh Office, the City and County of Swansea and the School Health Service.

RESPONSIBILITIES

Health & Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises (including teachers, non-teaching staff, pupils and visitors). The LA, as the employer, is primarily responsible for health and safety matters. The Head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The headteacher must arrange adequate and appropriate training and guidance for staff who volunteer to be first-aiders/appointed persons. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

DUTIES

First Aiders: Mr Owen Price, Mrs Tracy Davies

- must have completed a training course approved by the Health and Safety Executive (HSE).
- 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.
- look after the first aid equipment e.g. restocking and locating of first aid containers.

SCHOOL OBLIGATIONS

The Health & Safety (First Aid) Regulations 1981 set out employers obligations. Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils, staff and visitors and make allowance for them when drawing up policies and deciding on the numbers of first aid personnel.

Governing body and/or head teacher to review school's first aid needs to ensure adequate provision. Head Teacher or nominated person to inform all staff of first aid arrangement, including location of equipment, facilities and first aid personnel and procedures for monitoring and reviewing first aid needs.

RISK ASSESSMENT & CONCERNS

Schools normally include staff, pupils and visitors when carrying out risk assessments for first aid needs.

Points to Consider

- size of school or group
- specific hazards or risks on site
- specific needs relating to staff or pupils with special health needs or disabilities and age range of school
- number of first-aid personnel required. HSC provide guidance in a lower risk place of work with 50 to 100 employees should consider at least one first aider
- schools should base their provision on the results of their risk assessment
- when considering the number of first aiders required, the governing body/head teacher should consider:
- provision during lunch and break times provision for leave and absences provision for off-site activities i.e. trips provision for practical department i.e. P.E.
- provision for out of school activities i.e. sports club, after school Club contractors e.g. school meals
- provision for trainees working on site selection of first-aiders contacting first-aid personnel - all staff to know how to contact first aider.
- Procedures need to be in place that are known, understood and accepted by all

QUALIFICATIONS & TRAINING

First aider holds a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE, West Glamorgan Fire Brigade. Certificates are only valid for 3 years and refresher training should be arranged 3 months before expires. If not, individuals undertake another full course.

At Pennard, 4 staff have received training regarding the extended course and all other staff have received Basic first Aid training.

FIRST AID EQUIPMENT

Employers must provide proper materials, equipment and facilities with the equipment clearly labelled and easily accessible. At least one fully stocked first-aid container should be provided for each site, with all containers marked with a white cross on a green background. Contents of First-aid box The HSE recommends that a minimum provision of first aid items would be:

- * a leaflet giving general advice on first aid;
- * 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 un-medicated wound dressings;
- * two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- * one pair of disposable gloves
- * anti-bacterial cleansing wipes

TRAVELLING FIRST AID CONTAINERS

The HSE recommend that where there is no special risk identified a minimum stock of first aid items for travelling first aid containers is:-

- * a leaflet giving general advice on first aid;

- * six individually wrapped sterile adhesive dressings;
- * one large sterile un-medicated wound dressing – approx 18cm x 18 cm;
- * two triangular bandages;
- * two safety pins;
- * individually wrapped moist cleansing wipes;
- * one pair of disposable gloves.
- * anti-bacterial cleansing wipes

FIRST-AID AREA

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment/assessment and for the care of pupils during school hours. The area should be appropriate for medical purposes, contain washbasin and reasonably near a W.C.

The areas allocated at Pennard are the Rainbow Room and the Staffroom.

HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff to have access to disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. The school adopts the County's Guidelines for the exclusion of children with infectious diseases.

REPORTING ACCIDENTS & KEEPING RECORDS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include:- date and method of reporting, date, time and place of event, personal details of those involved and a brief description of event or disease.

What accidents to employees need to be reported?

Schools should follow LA's procedures; therefore serious/significant accidents may need to be reported carefully.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work or self-employed people working on the premises:

1. accidents resulting in death or major injuries (including as a result of physical violence)
2. accidents which prevent the injured person from doing their normal work for more than 3 days (including acts of physical violence).
3. any reportable disease (as outlined by the RIDDOR Regulations of 1995) on confirmation by a qualified medical examiner.

How should schools report them?

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

What about pupils and other people who are not at work?

Accidents to be reported if a person involved is killed or taken to hospital AND the accident arises out of or in connection with work.

Like fatal and major injuries these accidents must be notified to HSE without delay and followed up in writing within 10 days on Form 2508.

STATUTORY ACCIDENT RECORDS

Employers with 10 or more employees must keep readily accessible accident records in written or electronic form. Records to be kept for a minimum of 3 years.

This record is not the same as the Department of Social Security B1510 statutory accident book or the RIDDOR record, although the 3 might be combined, providing all the information required by the legislation is included in the replacement record.

Schools should keep a record of any first-aid treatment given by first-aiders and appointed persons. This should include:

- * date, time and place of incident
- * name (and class) of injured/ill person
- * details of injury/illness and treatment given
- * what happened to the person immediately afterwards, eg. Went home, resumed normal duties, back to class, hospital etc.
- * name and signature of first-aider/person dealing with the incident.

The information in the record file can:

- * help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- * be used for reference in future first-aid needs assessments >
- * be helpful for insurance and investigate purposes.

In emergencies, head teacher/first-aider should have procedures for contacting child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents, eg. by sending a letter home or telephoning the parents.

HEALTH CARE PLANS

The school will work with parents and the School Health Service to support the regular attendance at school of pupils who need to take medication while at school. See also Administration of Medicines Policy.

If a pupil has a long term medical condition the school will, in partnership with medical advice, draw up a health care plan to enable the pupil to participate as fully as possible in the life of the school.

The Health Care Plan will be reviewed at least once a year or sooner if medical needs change. The plan will be a written agreement with the parent and will set out for staff, parents and pupils the help that the school can provide and receive.

Role of the Headteacher:

- To determine, in discussion with parents and the School Health Service, whether or not the school is able to meet the medical needs of the pupil.
- To ensure that staff who agree to administer medicine will receive support and advice on any necessary training.
- To ensure that ALL teaching, support staff and supply teachers who may need to deal with a medical emergency arising from a child's medical needs know the child's needs and the procedures to be followed.
- To arrange secure storage of medicines and ensure that the storage is kept locked and that all staff know where the key is kept and that all children who require medication know where their medicine is stored and who has the key.

Role of Staff

It is recognised that the administration of medicines by staff is a voluntary activity which staff undertake for the welfare of pupils in this school.

Staff who administer medicines will:

- * check the pupil's name, date of birth, prescribed dose and expiry date of medicine before administration;
- * record details of the medicine given;
- * ensure that the parent/carer is informed if a pupil refuses to take medicine;
- * return any unused medicine to parent;
- * follow basic hygiene procedures and wear protective gloves when dealing with spillages of body fluid or when disposing of dressings;
- * if there is any medical concern about a pupil, parents/carers will be contacted immediately.

Role of Parents

The cooperation of parents is sought to ensure that the child's safety and welfare is foremost. For this reason non-prescribed medicines will only be administered in exceptional circumstances with the agreement of the Headteacher. If the Headteacher is concerned about giving the medication requested advice will be sought from the School Health Service. It is very important that parents provide the school with sufficient relevant information about their child's condition eg. if there are any side effects of taking particular medication, if any precautionary measures need to be taken prior to physical exercise etc.

Parents should:

- * complete an administration of medicines request form, if they wish medicine to be administered at school;
- * bring medicines to school in the original container, clearly labelled with the pupil's name and date of birth;
- * ensure the medicine is in date -give written instructions preferably from the GP;
- * ensure that if more than one medicine needs to be given, each is in a separate container;
- * ensure that the school has a contact telephone number.

SCHOOL VISITS

Whenever possible pupils will be encouraged to participate in school visits even if on medication. In certain circumstances parents may be asked to assist the school by accompanying the pupil on the visit. If the Headteacher is concerned about whether or not the school can provide for the child's safety or the safety of other pupils, then advice will be sought from the School Health Service or the child's GP.

SPORTING ACTIVITIES

All pupils are encouraged to take part in Physical Education and games; for most children physical activity is of benefit for the child's social, mental and physical health. If there are any restrictions on a pupil's ability to participate in Physical Education these should be included in the individual Health Care Plan. If child need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication, staff will be made aware of this. Staff who are supervising sporting activities will be made aware of emergency procedures.

EQUALITY IMPACT ASSESSMENT

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school

Review

This policy was updated in January 2024 and will be reviewed biannually or sooner if legislation changes or circumstances warrant.

Next Review Date: January 2026

Kerina Hanson (Headteacher)

Signature: *Kerina Hanson*

Ally Demicoli (Chair of Governor's)

Signature: *Ally Demicoli*