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| <b>POLICY NAME:</b>  | <b>First Aid/Illness/Injury at School Policy</b> |
| Frequency of review: | Every two years                                  |
| Reviewed On:         | May 2023   |
| Reviewed By:         | Kerry Darby                                      |
| Next review (date):  | May 2025   |

This policy is written as an extension of the School's Health and Safety Policy, endorsed by its Governors.

### **Policy Statement**

The Pines Primary School and Pine Cones Pre-School will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all children and members of staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities or injured on School premises.

### **Aims/Objectives**

The aims and objectives of this policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises as identified in individual risk assessments.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid at all times, and in all relevant locations, and that an accident book of legally required design is available in which to record first aid administered.

- Ensuring the above provisions are transparent and clear to all who may require them.

### **Responsibilities**

- The Headteacher will ensure that the First Aid Policy and Procedures are reviewed every two years.
- The Headteacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- A sufficient number of teaching and non-teaching staff will be offered First Aid training, including all Midday Supervisors.
- The Headteacher will ensure that First Aiders are offered training to a competent standard, which includes refresher training.
- The school's Office Manager will, in conjunction with the trust financial director, ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The school's office staff will ensure that suitable first aid equipment is provided.
- The school will ensure that a first aid notice is displayed in the school office which lists the names of First Aiders and their contact details.
- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.
- Confidential details of all pupils must be recorded and stored correctly as per data protection guidance.
- Teachers will ensure that the policy is followed and that first aid arrangements are catered for during activities such as project work in the school grounds, play times and field trips.
- The Headteacher will notify the relevant organisations of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the school's care and act upon any advice given.
- First aid boxes will be available at all times with the appropriate content to meet the needs of children.

### **Arrangements/Procedures for administering first aid.**

- Records of the risk assessments will be held centrally.
- First aid course booking forms will be processed by the school's Office Manager.
- Trained Teaching assistants are responsible for administering first aid to the pupils within the class in which they are working.
- During break times, the responsibility for administering first aid is the first aider on duty (teaching assistants or midday supervisors)

## **Recording accidents and injuries**

- All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years.
- A written accident slip be provided to the parent when a child has received any first aid in school.
- Serious or significant incidents will be reported to parents by direct contact with the parent or carer.
- In case of head injuries, the parent or carer will be notified by phone as well as provided with a written record.
- In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

## **Hygiene and infection control**

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV
- All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

## **Reporting accidents to the HSE**

- The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):
- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than three days.