



# Highfields Primary School

## First Aid Policy

Last Reviewed: February 2023  
Adopted by Governors: February 2023  
Next Review: February 2024

As a Rights Respecting School, our policies are all developed and reviewed taking into account UN conventions and the rights of every child. Articles that relate to our English policy are:

Article 3- The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 24- Every child has the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well.

Article 39- Every child has the right to help if they've been hurt, neglected or badly treated.

### First Aid Policy Statement

The Governors and Head-teacher of Highfields Primary School 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 the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed.....Head-teacher

Signed.....Chairperson of the Governing Body

Date.....

## Statement of First Aid organisation

The school's arrangements for carrying out the policy include the following key principles.

- . Places a duty on the Governing body to approve, implement and review the policy.
- . Place individual duties on all employees.
- . To report, record and where appropriate investigate all accidents.
- . Record all occasions when first aid is administered to employees, pupils and visitors.
- . Provide equipment and materials to carry out first aid treatment.
- . Make arrangements to provide training to employees, maintain a record of that training and review annually.
- . Establish a procedure for managing accidents in school which require First Aid treatment.
- . Provide information to employees on the arrangements for First Aid.
- . Undertake a risk assessment of the first aid requirements of the school.

## Purpose of First Aid

- . To preserve life
- . To limit worsening of the condition
- . To promote recovery
- . To provide first aid as necessary from trained adults
- . To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- . To encourage every child and adult to begin to take responsibility for their health needs

## First Aid Arrangements

### Trained & Qualified First Aiders

- a. Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work or Paediatric First Aid) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.
- b. The First Aid Certificate is valid for three years and has to be updated by means of a refresher course.
- c. The duties of the trained and qualified first aiders are:
  - i. to assess the situation where there is an injured or ill person
  - ii. to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
  - iii. To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
  - iv. Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes, and the contents of first aid boxes are replenished after use and the items are not used after the expiry date which is shown on the packets.
  - v. Complete the appropriate First Aid documentation and/or accident reporting/near miss form and report to parents where appropriate
  - vi. to ask children to clarify if they have received a head bump in situations where this is likely and taking the child's age and development into account.
  - vii. The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid, please refer to Medicines Policy
- d. There will always be at least one person who has a current paediatric first aid certificate on site at all times.
- e. A member of staff qualified in paediatric first aid will always accompany children in Early Years on any off-site visits.

### Triage

- a. Triage staff are a number of other teaching and non-teaching staff have completed a basic introduction to first aid course, which does not qualify them as certified First Aiders but does allow them to treat very minor bumps and bruises (triage).
- b. The duties of 'triage staff' are:
  - i. To assess whether a qualified first aider is needed e.g. for any head bumps or cuts or wounds where blood is flowing and refer to relevant member of staff.
  - ii. To offer treatment in the way of comfort e.g. cold compress for bumps or bruises, medi-wipe to clean grazes
  - iii. Complete the appropriate in school documentation

f. the names of the trained and qualified first aiders are as follows:-

Teresa Slim	Sarah Garratt (Paediatric)
Michelle Kennedy	Malgorzata Kochmanska
Louise Hodgetts (incl. Paediatric)	Hayley Harris (Paediatric)
Artemis Pearson	Matt Kenny
Helen Morton (Paediatric)	Paul Malek
Mandy Smith	Andrea Bennett
Andrea Parkes	Sue Acampora
Emma Saunt (incl. Paediatric)	John Hipkiss (Paediatric)
Gemma Drury (Paediatric)	Maria Lewis (Paediatric)

#### **First Aid Boxes**

First Aid boxes are located in:-

Reception classroom	Learning Zone (KS2)
Discovery Den	Staffroom
Front school office	Year 1
Year 2	

#### **First Aid Room**

For incidents, which require this, the following rooms are used for administering First Aid. The conservatory area by the Nursery door is used for EYFS; the conservatory area in year 2 for key stage 1 and the Discovery Den for key stage two.

#### **Defibrillator**

An Automated External Defibrillator is held on site in the hall, in a locked cupboard facing the front window. The key is retained in the Key Box no.1 in front reception, number 10.

#### **Reporting Administration of First Aid to Parents/Guardians**

School will pass a copy of the administration of first aid record (red slip) to parents/guardians on the same day as the incident. This refers only to incidents that have been deemed 'first aid' and treated by a fully qualified first aider.

For incidents that have been triaged e.g. small bumps or grazes, in school documentation will still be completed although 'red slips' are not necessary.

If, for whatever reason, this is not done, a telephone call will be made to inform the parents of the detail of the accident.

### **Off site activities**

At least one first aid kit will be taken on all off site activities

A person who has been trained in first aid will accompany all off site visits, and in the case of Early Years, a member of staff trained in paediatric first aid will accompany the visit.

### **Information on First Aid arrangements**

The Head-teacher will inform all employees at the school of the following:

- . The arrangements for recording and reporting accidents
- . The arrangements for First Aid
- . Those employees with qualifications in First Aid
- . The location of First Aid kits

In addition the Head-teacher will ensure that signs are displayed throughout the school providing the following information:

- . Names of employees with First Aid qualifications.
- . Location of First Aid boxes

All members of staff will be made aware of the school's First Aid Policy.

### **Accident Reporting**

The Governing body will implement the LA's procedures for reporting accidents, incidents of violence and aggression, and near miss incidents.

1. Copies of the Health and Safety Incident Reporting Form should be submitted to the Corporate Health and Safety Team based at the Council House in Oldbury, within 10 working days of the incident.
2. Serious incidents involving anyone on site or accidents involving a member of staff where resulting absence from work is likely to last for more than 3 days or an accident/incident where the injured person is sent to hospital should also be notified to the team immediately via fax, on 0121-569 3728. This is to enable a report of the incident to be made to the Health and Safety Executive within 10 working days, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.

It is advisable for any witness statements to be taken at the time of the incident if deemed appropriate and to be held on file for possible future use.

**Contact with the Ambulance Service**, the nearest doctor and the nearest hospital

If an Ambulance is required:

Dial 999 or the emergency number shown on the number label

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

#### **The nearest doctor**

The nearest doctor to the school is in Regis Medical Centre, Darby Street, Rowley Regis, West Midlands. B65 0DA, telephone number 0121-559 3957.

#### **The nearest hospitals**

The nearest hospitals to the school are:-

Russells Hall Hospital, Dudley, West Midlands. DY1 2HQ, telephone number 01384 456111.

Sandwell District General Hospital, Lyndon, West Bromwich, West Midlands ,B71 4HJ, telephone number 0121 553 1831

#### **Other Useful Guidance**

Implementation Procedures For The Safe Handling Treatment And Disposal Of Body Fluids (Sandwell Extranet under Health & Safety Topics)

Highfields Primary School (including EYFS) Policy for Pupils with Medical Needs

Guidance on First Aid For Schools - a good practice guide issued by Department for Education and Employment