



First Aid Policy

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3	Feb 19	Review and update policy	Isabel Webb
4	Feb 20	Review policy	B Southam
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Approval		
Meeting	Date	Chair
Full Governors	15.07.14	Darryl Rodgers
Resources Committee	21.02.17	J. McCarthy
Full Governors	21.03.24	W. Hyde
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Policy statement

The Governors and Headteacher of Wirksworth Junior 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 Local Authority (LA)'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 LA's guidance on First Aid in School (February 2013).

Statement of First Aid organisation

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

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

Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (2000).

The location of First Aid kits in school are:

- In the hall
- In each classroom
- In the school office
- In Medway block

The contents of the kits will be checked on a regular basis by Midday Supervisors.

Appointed person for First Aid is Mrs Isabel Webb

Staff training on First Aid (whole day course) will be undertaken every three years and all teaching and support staff will be requested to attend.

Offsite activities

At least one first aid kit will be taken on all off-site activities, along with individual pupils' medication such as inhalers, EpiPens etc.

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

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

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

In addition, the Headteacher 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:

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

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

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

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury.
- Where an accident in school requires immediate emergency treatment at hospital.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the LA will be sought.

Where a pupil has a reportable accident it will be reported to the LA. (Reportable accidents are detailed in the school Health and Safety file).

All accidents to non-employees (e.g.) visitors, which result in injury will be reported to the LA.

Head injuries

The Governing Body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- All accidents involving the head or spine will be reported directly to parents after the accident and a bump note will be sent home with the child.

Transport to hospital or home

The Headteacher will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital.

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

- Only staff 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.