

First Aid Policy

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine 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.
- Records 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.

Arrangements for First Aid

Materials, equipment and facilities.

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

The locations of First Aid Kits in school are;

- Kitchen
- Staff facilities area
- Each Classroom

The contents of the kits will be checked on a regular basis by: see Appendix A

There is a Defibrillator in school and this is located in the lobby between the Hall and the School Office.

Appointed persons for First Aid are listed in Appendix A. Appointed first aiders take charge when someone is injured or becomes ill. They also ensure that an ambulance or other professional medical help is summoned when appropriate.

Whole staff training on First Aid will be undertaken every three years and all teaching and support staff will be invited to attend.

Pupil Specific Information is displayed in the Staff Room, along with a copy of the First Aid policy. This will be reviewed annually to ensure it is current and relevant.

Each Classroom will have relevant pupil specific information and medication (including inhalers) kept with the First Aid kits.

Recording

All accidents are recorded in the 'Accident Books'. These are located in the Disabled Toilets.

Off-site activities

At least one First Aid Kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epi-pens etc.

A person who has been trained in First Aid will accompany all off site visits.

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 and Defibrillator.

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



Head of School:
Rachel Swindell

Deputy Head:
Philippa Holdsworth

Chair of Governors:
Stephen Thomson

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Accident Reporting

The Governing body will implement the LEA'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 (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 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 such as 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, or;
- It is an accident in school which requires immediate emergency treatment at hospital

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

Where a pupil has an accident it will be reported to the LEA.

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

Transport to hospital or home

The Head teacher (or Deputy if absent) 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 Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents 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 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.

Appendix A

The contents of the kits in each Classroom will be checked on a regular basis by the Class Teaching Assistant.

Contents in the First Aid areas will be checked on a regular basis by Lisa Wright.

Appointed First Aiders:

Virginia Boys
Margaret Bye
Debbie Calver
Philip Dodson
Lucy Hawkes
Claire Kerrison
Sarah Kirby
Andrew Long
Sarah Reeves
Brenda Rose
Karen Smith
Lisa Wright

Add any additional Teaching Assistants who have completed training, along with any members of office staff as appropriate.

This policy was reviewed in October 2017 and will be reviewed every 2 years.