



**Richard de Clare
Community Academy**

First Aid

Reviewed:	2018
Next review date:	2020

RICHARD DE CLARE COMMUNITY ACADEMY

FIRST AID & REPORTING/RECORDING OF ACCIDENT/INCIDENT POLICY

INTRODUCTION

'First aid can save lives and prevent minor injuries becoming major ones... teachers and other staff in charge of pupils are expected to use their best endeavors 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. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

DFEE Guidance on First Aid for schools p. 4 2008

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

PROVISION OF FIRST AID PERSONNEL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. All members of staff are appointed persons but not necessarily first aiders. Members of staff should not give first aid treatment for which they have not been trained.

A number of teachers and TA's are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' at morning play and lunch time; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

WHAT ARE A FIRST AIDER'S MAIN DUTIES

First aiders must complete an approved course. At school, the main duties of a first aider are to: Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, to ensure that an ambulance or other professional medical help is called.

WHAT IS AN APPOINTED PERSON?

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- an appointed person does not always have to be first aid trained, but it is good practice that they are.

The names of First Aiders will be displayed around the school to inform any school user of their role. They will attend 'refresher' courses to keep their qualification up to date and valid every 3 years. In addition, a number of staff in Foundation will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

Children with specific medical needs are highlighted in registers, in the staffroom, office and in a folder in the First Aid cupboard. All school staff should be aware of these children and summon help from a first aider in the event of an emergency.

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

PROVISION OF FIRST AID EQUIPMENT

First Aid equipment is located in the office and infant staff area. It is the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing the Health & Safety coordinator must be informed.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be

taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

RECORDING AND REPORTING ACCIDENTS/INCIDENTS

In the event of a child bumping their head or other significant injury, parents will be informed by phone and a letter sent home.

Minor bumps and scrapes will be reported by the child or class teacher as necessary.

All incidents will be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/ went home etc. Records must be signed and will be kept for 3 years.

In the event of an incident where a pupil deliberately harms another pupil or adult parents will be informed in line with the significant injury procedures above.

In the event of a serious accident/incident involving a child or member of staff, the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995 procedure will be adhered to.

To be reviewed 2020