

Oakham Primary School

First Aid Policy



Approved by Governors on:

18/03/24

Signature of Chair of Governors:

A handwritten signature in black ink, appearing to read "S Stretton".

Lead Personnel:

S Stretton

Date to be reviewed:

18/03/26

The Governors and Head-teacher of Oakham 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.

The administration and management of First Aid and medication in school is managed by Miss Sandra Stretton.

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 aider's 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/carers where appropriate.

vi. 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 when children are present.

e. A member of staff qualified in paediatric first aid will always accompany children in Early Years on any off-site visits.

Triage

Triage staff are a number of other teaching and non-teaching staff who 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).

The duties of 'triage staff' are:

- 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.
- To offer treatment in the way of comfort e.g. cold compress for bumps or bruises and support to clean grazes.
- Complete the appropriate in school documentation.

A list of paediatric and first aid at work trained staff is held centrally and displayed in most rooms. This training is reviewed regularly.

First Aid Boxes

First Aid boxes are located in:-

- The FS/KS1 medical room
- KS2 first aid treatment area
- Squirrels before and after school club
- Each class also has a basic first aid kit
- First aid kits are available for trips in the first aid cupboard in the resource room.

PPE

Staff must wear appropriate PPE if necessary when administering first aid – gloves, aprons & face masks are available in KS1&2 First Aid treatment areas. Additional supplies are available from the school office/ medical supplies cupboard in the resource room.

PPE should be 'doffed and donned' correctly following the instructions in the first aid areas and disposed of using the appropriate medical waste bins.

Defibrillator & Resuscitation Masks

An Automated External Defibrillator is held on site in the school administration area, on the wall next to the main school office.

Resuscitation masks are stored in RED WALL MOUNTED CASES by Class 7 (KS1) and on the wall in the KS2 first aid treatment area.

Reporting Administration of First Aid to Parents/Guardians

School staff will pass a copy of the administration of first aid record 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.

If, for whatever reason, this is not done, a telephone call will be made to inform the parents of the detail of the accident. In addition, parents/carers will be contacted if a head injury has occurred, bad graze, the injury is minor but has left visible marks, or swelling etc.

If in doubt, school staff should ask for assistance by a member of the SLT.

Off-site activities

At least one first aid kit will be taken on all off site activities – available from the First Aid cupboard in the school administration area. 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 Deputy Headteacher 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 Deputy 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 accidents, incidents of violence and aggression, and near miss incidents.

The Health and Safety Incident Reporting Form should be completed and submitted to Jess Clarke, Business Manager, who will review and escalate as required.

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 be reported 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
- 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 Oakham Surgery, 213 Regent Rd, Tividale, Oldbury B69 1RZ - 01384 458968

The nearest hospitals

The nearest hospitals to the school are:-

Russell's 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)

Oakham 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