



St Martin's School

First Aid Policy



Introduction

St Martin's School is committed to caring for and protecting the health, safety and welfare of its pupils, staff and visitors.

First aid will be provided to any person to whom we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There will be sufficient paediatric first aiders on site at all times and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Policy Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

Legislation and guidance

This policy has been written using guidance from Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, (employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees).
- The Management of Health and Safety at Work Regulations 1999, (employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, (certain accidents must be reported to the Health and Safety Executive (HSE) within set timeframes and records must be kept of all accidents).
- The School Premises (England) Regulations 2012, (suitable space is provided to cater for the medical and therapy needs of pupils).

Roles and responsibilities

All schools must have and appointed person who is responsible for the provision of first aid within the school including:

- Ensuring the training of first aiders is up to date (within 3 years).
- The restocking of first aid kits.
- Mapping first aid locations.
- Ensuring that accident records are kept.
- Analysis of accident trends.

At St Martins this is **Mrs Carole Doherty**.

A number of staff are first aid trained (a minimum of 2 on site at any time, one of whom should hold a paediatric first aid certificate and at least one accompanying any off-site activity.) They are responsible for:

- Providing appropriate care for pupils, staff or visitors who are ill or sustain injury.
- Ensuring that an ambulance or other professional medical help is called, when necessary.
- Recording accidents on an accident form and filing this appropriately.
- Ensuring that parents are contacted as soon as possible in the event of any injury to the head, however minor.
- Ensuring that a copy of the accident form completed on Engage and a notification sent to parents that day.

First aid equipment

A first aid kit should be available in all classrooms as well as in communal areas including the playground. The person on duty in each playground must ensure that a first aid kit is close by.

The appointed person will check supplies in first aid kits half termly, other first aiders should ensure that they report any shortages immediately.

At least one first aid kit (or larger) should be taken to off-site activities. The first aider accompanying the trip is responsible for checking the contents before leaving school.

Medical and therapy facilities

St. Martin's has a medical room which can be used when required and children will be accompanied by 2 school staff. Children undergoing therapy sessions do so in the 'Happy Hub' in the staff room. Both of these areas are under the jurisdiction of the Operations Manager.

First aid procedures

Any child or staff member who witnesses an accident or need for first aid should locate a first aider, in the event of difficulty the school office should assist. A first aider will

- Provide immediate first aid and summon additional help as needed.
- Arrange swift contact with parents if necessary and always in the case of a head injury, suspected fracture, fall from height, dental or eye injury, anaphylaxis and following the administration of an Epi-pen, epileptic seizure, severe hypoglycaemia, severe asthma attack or difficulty breathing, loss of consciousness or any condition requiring the attendance of paramedics.
- An ambulance should be called for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.
- Record full details of the injury.

Record-keeping and reporting

All accidents (including to staff and visitors) requiring the first aid (including off-site) must be recorded using Engage and a notification sent to parents the same day. In the event of multiple children needing first aid there must be one form per child. The first aider who provided treatment is responsible for filling in the form.

Parents should be swiftly informed of illness or injury as detailed in First aid procedures.

According to the regulations set out by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) by law any of the following accidents or injuries to pupils, staff, visitors, members of the public or other people not at work requires notification to be sent to the Health and Safety executive by phone, fax, email or letter. Major injuries

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.

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4. Loss of sight (whether temporary or permanent)
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
7. Any other injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours
8. Any other injury lasting over 3 days
9. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
10. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin: • Acute illness requiring medical treatment; or • Loss of consciousness
11. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
12. Death
13. A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Contagious Diseases

Contagious diseases will be treated in line with the Public Health Agency's 'Guidance on infection control in schools and other childcare settings'.

This includes children with diarrhoea and vomiting being required to exclude from school for 48 hours after the last episode of diarrhoea and vomiting

Medical Conditions

A list of children with medical conditions including allergies is available on Engage, all staff should be aware of these children. This information is reviewed annually in September and updated if necessary. Additional information is collected for children who develop a new condition. Emergency care plans (and treatment boxes where necessary) should be kept in the child's classroom. These should accompany the child on any off-site. Medication is administered according to our policy Administering Medication.

Written by: Mrs Doherty (Assistant Head)

Ratified by: Governors

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