First Aid Policy

Owner:	Business Manager
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1. Claycots School Values

1.1 The aim of Claycots School is to be a high achieving school at the heart of the community where children and staff learn effectively and everyone is valued as an individual, treated fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

1.2 We aim to embed our school values in all that we do at Claycots. This policy has been written with these values in mind:

Integrity Kindness Respect Curiosity

2. Aims

2.1 The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

3. Legislation and Statutory Responsibilities

3.1 This policy is based on the:

statutory framework for the Early Years Foundation Stage
first aid in schools
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
The School Premises (England) Regulations 2012
Health and Safety at Work etc. Act 1974 and any other relevant legislation

. Roles and Responsibilities

4.1 **The First Aid Coordinator**

The First Aid Coordinators are the school's appointed persons, who are responsible for:

- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensuring emergency services have been contacted where necessary.
- Ensuring relevant training is in place and refreshed appropriately.
- Informing the Senior Leadership Team if the emergency services have been called.

4.2 **First Aiders**

First Aiders are trained and qualified to carry out the role and are available to:

- Act as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Call an ambulance, if appropriate.
- Complete incident reports on Medical Tracker on the same day as, or as soon as is reasonably practicable, after an incident.

The school has a trained First Aid at Work qualified member of staff on each site, in line with the Health and Safety (First-Aid) Regulations 1981.

4.3 **The Local Authority and Governing Board**

Slough Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Business Manager and staff members.

4.4 **The Business Manager**

The Business Manager is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of trained first aiders are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary.

4.5 **Staff**

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the First Aid Coordinators and First Aiders in school are
- Completing incident reports via Medical Tracker for all incidents they attend to
- Informing the Business Manager or their manager of any specific health conditions or first aid needs

5. First Aid Procedures

5.1 **In-school Procedures**

See First Aid Flow Chart (Appendix 1) In the event of a minor, significant or serious illness or injury

5.2 **Off-Site Procedures**

When taking pupils off the school premises, staff will make sure that they always have the following:

- A portable first aid kit.
- Information about the specific medical needs and allergies of pupils.
- Emergency Medication and Individual Healthcare Plans.
- Parents/carers contact details.
- Completed Risk Assessment by the Trip Leader.

First aid provision will always be considered for trips and off-site activities which will be detailed in the risk assessment.

As part of the first aid equipment, the school has an Automated External Defibrillator, and Bleed Kit which is located in the school office.

First aid kits are stored in:

- The medical room
- The school kitchens
- School vehicles

6. Hygiene and Infection Control

6.1 All staff will follow basic hygiene procedures when in contact with bodily fluids. Staff will have access to relevant PPE and handwashing facilities. Disposable gloves must be worn at all times when dealing with blood or other bodily fluids or when disposing of dressings or potentially contaminated equipment. Bodily fluid spill kits should be located in all year bases.

7. Record-Keeping and Reporting

7.1 Accident and first aid records are reported to Slough Borough Council by the Facilities Manager.

7.2 **Accident/Illness Reporting**

- An incident report will be completed on Medical Tracker by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- Records held for adults will be retained by the school for a minimum of 3 years, and for pupils until the age of 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

7.3 **Reporting to the HSE**

The Facilities Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Facilities Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.
Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

7.4 **Notifying Parents/Carers**

In the case of minor injuries, parents/carers are made aware via Medical Tracker. Parents must be contacted if the injury is any of the following:

- Facial Injury
- Head Injury, where there is a visible mark, lump or bruise
- Swelling to a body part
- Significant Bleeding
- Any occasion where there is concern for the child, either at the time or later in the day

If the parent/carer does not answer, please leave a message asking them to contact the school and let the office know so that they can continue to try and contact the parent.

7.5 **Reporting to Ofsted and Child Protection Agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Slough Borough Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

8.1 All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The First Aid Coordinators will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

The school will ensure that at least one person with a current full Paediatric First Aid (PFA) certificate is on site and available at all times when EYFS children are present, and accompanies EYFS children on outings. The school will also ensure that EYFS staff meet the paediatric first aid qualification requirements of the current EYFS Statutory Framework, including requirements for staff counted within statutory ratios. PFA certificates will be renewed every three years.

9. Medicines Administration in Schools

9.1 First aid at work does not include giving non prescribed tablets or medicines.

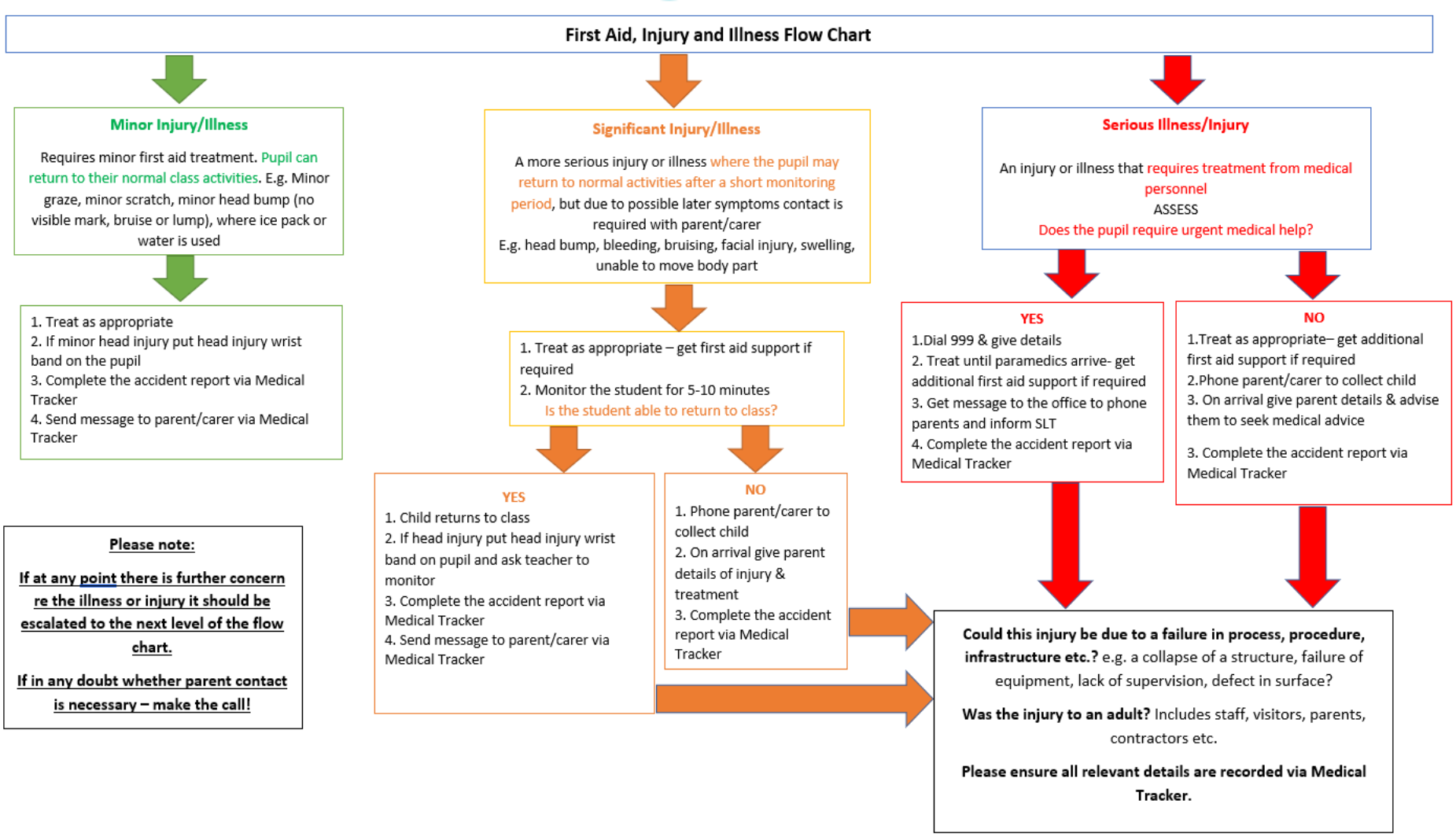
For further information on medicine administration in school refer to the Supporting Pupils at School with Medical Conditions and Allergies Policy.

11. Links with other policies

11.1 This First Aid Policy is linked to the:

- Health and Safety Policy
- Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Supporting Children with Allergies Policy
- Educational Visit Policy

Appendix 1


First Aid, Injury and Illness Flow Chart
Minor Injury/Illness
Requires minor first aid treatment. Pupil can return to their normal class activities. E.g. Minor graze, minor scratch, minor head bump (no visible mark, bruise or lump), where ice pack or water is used
1. Treat as appropriate
2. If minor head injury put head injury wrist band on the pupil
3. Complete the accident report via Medical Tracker
4. Send message to parent/carer via Medical Tracker
Significant Injury/Illness
A more serious injury or illness where the pupil may return to normal activities after a short monitoring period, but due to possible later symptoms contact is required with parent/carer
E.g. head bump, bleeding, bruising, facial injury, swelling, unable to move body part
1. Treat as appropriate – get first aid support if required
2. Monitor the student for 5-10 minutes
Is the student able to return to class?
YES
1. Child returns to class
2. If head injury put head injury wrist band on pupil and ask teacher to monitor
3. Complete the accident report via Medical Tracker
4. Send message to parent/carer via Medical Tracker
NO
1. Phone parent/carer to collect child
2. On arrival give parent details of injury & treatment
3. Complete the accident report via Medical Tracker
Serious Illness/Injury
An injury or illness that requires treatment from medical personnel
ASSESS
Does the pupil require urgent medical help?
YES
1.Dial 999 & give details
2. Treat until paramedics arrive- get additional first aid support if required
3. Get message to the office to phone parents and inform SLT
4. Complete the accident report via Medical Tracker
NO
1.Treat as appropriate– get additional first aid support if required
2.Phone parent/carer to collect child
3. On arrival give parent details & advise them to seek medical advice
3. Complete the accident report via Medical Tracker
Please note:
If at any point there is further concern re the illness or injury it should be escalated to the next level of the flow chart.
If in any doubt whether parent contact is necessary – make the call!
Could this injury be due to a failure in process, procedure, infrastructure etc.? e.g. a collapse of a structure, failure of equipment, lack of supervision, defect in surface?
Was the injury to an adult? Includes staff, visitors, parents, contractors etc.
Please ensure all relevant details are recorded via Medical Tracker.