



# Hampton Hargate Primary School

## First Aid Policy

Date: AUTUMN 2021  
Review date: AUTUMN 2022

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

## **Purpose:**

To ensure that the welfare and wellbeing of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed annually.

## **Aims**

- To identify the first aid needs of Hampton Hargate Primary School in line the Health and Safety at Work Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## **Objectives**

- To appoint the appropriate number of suitably trained First Aiders to meet the needs of the school.
- To provide relevant training.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report on PRIME to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **Relationship to other policies**

This policy should be read in conjunction with the school's Health & Safety policy and the school's policy relating to educational visits.

## **Roles and Responsibilities**

The **Headteacher** is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. The Headteacher should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

First Aiders are volunteers, however they must attend refresher training every 3 years. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at
- school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In identifying First Aiders, the Headteacher should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency

### **Arrangements for monitoring and evaluation**

The governing body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

### **Re-assessment of first-aid provision**

As part of the School's annual monitoring:

- There will be a review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- School will monitor the number of trained first aiders, and provide refresher first aid training when required and also monitor the emergency first aid training.

Termly:

- School will check and monitor the contents of the first aid boxes.

### **Providing Information**

The Headteacher will:

- Ensure that all staff are informed about the schools' first aid arrangements.
- Provide information on first aid arrangements for new staff as part of their induction.
- Ensure that a H&S/first aid notice board is maintained for staff reference.
- Ensure that all staff receive information on the location of equipment, facilities and first aid personnel.

### **Provision**

#### **How many first aid personnel are required?**

The Headteacher will consider the findings of a first aid needs risk assessment in deciding on the number of first aid personnel required. The Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular consideration to the following will take place:

- Off-site PE and sports activities
- School trips
- DT room
- Adequate provision in case of absence, including trips
- Out of hour's provision, e.g. Afterschool clubs.
- Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on the school premises.

## **Qualifications and Training**

The school is responsible for making sure whoever trains staff is competent and qualified to do so.

## **First Aid materials, equipment and facilities**

The Headteacher must ensure that an appropriate number of first aid kits for the site are available. This can be decided by the level of risk identified in risk assessments and the first aid needs risk assessments.

## **Accommodation**

The Headteacher must provide a suitable room for medical treatment and care of unwell children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

## **Hygiene / Infection control**

Staff must follow basic hygiene procedures. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

## **Reporting accidents**

First Aiders must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and a
- Brief description of the nature of the event or disease. This record can be combined with other accident records and must be reported on PRIME.

The following accidents must be reported to the health & safety executive and Local Authority:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

## **Involving pupils and visitors:**

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity.

I.e. if it relates to:

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accidents to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR.

The Appointed Person or First Aider must complete incident report form on-line available at <https://www.reportincident.co.uk/peterborough>

### **Record keeping**

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

A record must be kept of any first aid treatment given by first aiders. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The School must have in place procedures for ensuring that parents are informed of significant incidents.

### **Monitoring**

Accident records can be used to help identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Governing Body should establish a regular review and analysis of accident records.

The Policy will be reviewed annually and agreed by the Governing Body.

Governing Body signed ..... Date .....