



## First Aid Policy

This policy was ratified on: January 18

Implemented on: January 18

Review date: Spring '20

Signed by the Headteacher: Rachael Schofield

Signed by the Chair of Governors: Sam Spreadbury

## **Introduction**

This policy outlines Bassingbourn Community Primary School's (BCPS) responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed regularly.

## **Aims**

To identify the first aid needs of the BCPS in line with the Management of Health and Safety at Work Regulations 1999. 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 people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- 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 to the HSE as required under the Incident reporting system (replaced IRF96) – see [www.reportincident.co.uk](http://www.reportincident.co.uk)

## **Duties and responsibilities**

**The Headteachers** are responsible for:

- The health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
- Ensuring that risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- Ensuring that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- Ensuring that the policy is put into practice
- Developing detailed and effective procedures.
- Ensuring that the policy and information on the school's arrangements for first aid are made available to parents.

**Teachers and other staff** are expected to do all they can to secure the welfare of the pupils.

**The First Aider** will:

- Take charge when someone is injured or becomes ill.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- Ensure that first aid equipment is appropriately stocked e.g. restocking the first aid boxes;

First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. A minimum of two trained paediatric First Aiders will be appointed from amongst volunteers on the school staff (currently Vicky Tyas, Eloise Mills, Jane Holcroft). One of these adults must accompany any reception trip. The Headteacher will consider the findings of the risk assessment in deciding on the number of First-Aiders required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Aspects of the curriculum which include specific risk e.g. DT
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover by First Aiders is available at all times when people are on school premises. Many staff have attended one day "Emergency First Aid at Work" training. Most teachers and some TAs attend annual first aid training as required for teaching swimming in the school pool. In addition, most staff receive annual additional training to ensure correct procedures are followed for children with severe allergies / health issues e.g. diabetes, epilepsy and anapylaxis. Other additional training will be arranged by the Headteachers to ensure the correct response to children with additional needs.

### **Risk assessments / Individual Care Plans**

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Committee. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher and Governors. Individual medical health care plans to be drawn up for children with specific or high level of need e.g. diabetic and approved by medical team / parents. Plan to be reviewed termly and shared with all concerned.

Affixed to class registers will be a list of pupils with specific medical conditions / dietary requirements to ensure that all supply / cover teachers are aware of, and can identify, key children with additional needs. Children with food allergies wear designated lanyards into the dining room to aid identification.

### **Monitoring and Evaluation**

As part of the Federation's annual monitoring and evaluation cycle, the Health and Safety Committee reviews the School's first-aid needs following any changes to staff, building/site, activities, etc. The Health and Safety Committee monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

The Health and Safety Committee also monitors the emergency first-aid training received by other staff and organises appropriate training. A First Aider checks the contents of the first-aid boxes (and bags) at least termly.

First-aid materials, equipment and facilities:

- All first-aid containers must be marked with a white cross on a green background
- First aid containers must accompany teachers off-site
- Bum-bags to be used by staff on the playground
- Spare stock should be kept in school and use-by dates adhered to.

### **Providing information**

The Headteacher will ensure that staff are informed about first-aid arrangements. Information packs for new staff are given as part of their induction programme.

### **Accommodation**

A suitable venue for medical treatment, and care of children during school hours, is provided, which is close to a toilet and contains a washbasin.

### **Hygiene/Infection control**

- Basic hygiene procedures must be followed by staff.
- 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. A sharps bin is provided for diabetic pupils.

### **Administration of drugs and medicines**

Please see separate policy.

### **Reporting accidents**

Staff have a duty to report all incidents where harm has, or clearly could have, occurred. This should be within five days of the incident occurring. Incidents should be reported to the system at [www.reportincident.co.uk](http://www.reportincident.co.uk) where:

- People are physically hurt
- People are distressed / upset / concern (e.g. verbal abuse)
- People are made ill, become unconscious etc. due to a work related activity

### **Record keeping**

The Headteacher must ensure that a record is kept of any first aid treatment given to pupils or staff.

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 e.g. icepack
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The main first aid book should remain in the office (stored securely) until required and collected by the first aider. The book is an official and confidential record and should be treated as such. Smaller individual record books should be stored confidentially in classrooms e.g. in locked filing cabinet.

Children who receive a bump to the head must take a 'bumped' letter home and have a bumped head arm band attached.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents e.g. injuries to face. Near miss events should be recorded in the blue book, stored in the office.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. A termly review and analysis of accident records is conducted by the Health and Safety Committee.

### **GDPR**

GDPR Article 6 1b details that the following data must be processed in order for the 'performance of a contract to which the data subject is party':

- Storing records of staff first aid training on SIMS
- Storing first aid records as a bound paper record
- Recording the details of any incident / accident via [www.reportincident.co.uk](http://www.reportincident.co.uk)

Bassingbourn Community Primary School,  
Brook Road,  
Bassingbourn,  
Royston,  
SG8 5NP  
01763 242460  
office@bassingbourn.cambs.sch.uk

Date:

Dear Parent

Your child \_\_\_\_\_ has had an accident at school today.

They received a bump to the head during \_\_\_\_\_ and has been well for the rest of the school day. We have given them an icepack and recorded the incident. However, it is important that you watch for any signs or symptoms in your child, which might indicate a more serious injury.

**PLEASE WATCH FOR:**

**Drowsiness that is unexpected.**

**Vomiting more than once.**

**Any signs of blood or watery fluid coming from the nose or ears.**

**Any complaint of headache.**

**Any complaint of 'seeing double' or 'blurred eye-sight'.**

*If any of these signs develop, then you should contact your doctor for further advice.*

*Mrs Schofield and Mrs Brown*  
Headteachers

### **Child Protection Statement**

At Bassingbourn Community Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

### **Equalities Impact Statement**

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| 1. Has this policy fully considered the School's Equality objectives and statement?            | <b>Yes</b> |
| 2. Are there any impacts of the School's Equality objectives and statement on this policy?     | <b>No</b>  |
| 3. If "Yes", are these clearly described and their impact assessed within the policy document? | <b>N/A</b> |