

## FIRST AID POLICY

### 1. INTRODUCTION

This policy outlines École Jeannine Manuel's ("the School") responsibility to provide adequate and appropriate first aid to the children in their care, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

This policy is also applicable to the Early Years Foundation Stage (EYFS).

### 2. Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999; National Minimum Care Standards 2000 and The Education Act 2002.
- To ensure that first aid provision is available at all times while people – children, staff, visitors and contractors – are on school premises, and also off the premises whilst on school visits.

### 3. OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons for first aid 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 for the administration of first aid;
- To inform staff and significant others of the School's First Aid arrangements; and
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### 4. PERSONNEL

The School is responsible for the health and safety of employees and anyone else on the premises. This includes the Head and other teaching staff and pupils. The School must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed procedures around first aid. They will ensure that the policy and information on the School's arrangements for

first aid are made available to significant others (these may be parents or carers of the children attending the school).

Teachers, teaching assistants and other staff are expected to do all they can to secure the welfare of the children in their care.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training in relation to the size and risk of the organisation appointed persons are considered adequate measures for safeguarding. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Should there be any doubt about the need for medical assistance, an ambulance should be called immediately.

## PROCEDURES

### 1. RISK ASSESSMENT

Reviews are required to be carried out at least annually and when circumstances alter, by the School's Board of Governors. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head. Each child is also assessed individually and systematically to identify risk of injury and the potential need for first aid.

### 2. RE-ASSESSMENT OF FIRST-AID PROVISION

As part of the Schools' annual monitoring and evaluation cycle

- The Head will review the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.;
- The Appointed Person monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions;
- The Appointed Person also monitors the emergency first-aid training received by other staff and organises appropriate training; and
- The Appointed Person checks the contents of the first-aid boxes termly.

### 3. PROVIDING INFORMATION

The Head will ensure that staff are informed about the Schools' first-aid arrangements in their Induction Training. All staff are made aware of the locations of the first aid boxes and defibrillator on

initial induction at the School. First Aid boxes, defibrillators and the names of key First Aid contacts are clearly signposted throughout the School premises.

## 4. PROVISION

There are full risk assessments in place for the evaluation of risk, which aims to minimise them. The Head will consider the needs of specific times, places and activities in deciding on their provision of first aid.

In particular they should consider:

- Off-site PE, sports and After School Clubs
- School trips
- Science labs
- Art rooms

During PE lessons pupils are taken to leisure facilities that have their own first aid equipment and accompanying staff will bring additional equipment, so if any incident occurs there, the facility and/or the staff will have the appropriate equipment to deal with the issue. In terms of Art and Craft and Science lessons, these take place in the school and are risk assessed according to the pupils and the staffing ratio. Should there be an incident where first aid is required there are appointed persons and the available equipment to deal with the situation.

On school trips the Designated Group Leader (assigned by the Head) must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In a situation where expert medical help is not readily available at least one member of staff should be a competent appointed person. On School trips with EYFS pupils, at least one accompanying adult will be trained in Paediatric First Aid.

It is the School's Designated Group Leader's responsibility to ensure that they have each child's correct medicines and are fully aware of all medical conditions. A member of staff may, if necessary, take copies of medical records.

It is ensured that the required level of cover of appointed persons is available at all times when people are on and off the school premises. Most staff undertake at least one half-day emergency first-aid training course. Members of staff working in the EYFS setting will undertake Paediatric First Aid training. The School will also ensure that at least one person per site is trained in First Aid at Work or above. First Aid training will be renewed every three years.

## 5. FIRST-AID MATERIALS AND EQUIPMENT

The Head ensures that there are an appropriate number of first-aid containers available onsite. They will also make sure that staff are informed of where these are situated. All first-aid containers are marked with a white cross on green and are kept near to hand washing facilities. The responsibility for checking and restocking the first-aid containers lies with the Board of Governors and the Head, who may delegate day-to-day responsibility to an Appointed Person.

## 6. HYGIENE/INFECTION CONTROL

The School has a separate ‘**Managing Bodily Fluids Policy**’, which describes good practice with regards to cleaning up bodily fluids. This should be read in conjunction with this policy and in regards to hygiene and infection control.

Staff must follow basic hygiene procedures. There are single-use disposable gloves in the first aid box and at various other points at school. These must be worn when treatment involves blood or other body fluids no matter how minor. Care will be taken when disposing of dressings or equipment, as per the Managing Bodily Fluids Policy.

## 7. REPORTING ACCIDENTS

### 7.1. Reporting to the authorities

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE, Ofsted, DfE and the pupils Local Authority.

The School must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE, Ofsted and DfE.

#### *Involving employees or self-employed people working on the premises:*

- 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 seven days

For definitions, see [HSC/E guidance on RIDDOR 2013](#), and information on ‘Reporting School Accidents’ (Annex A).

#### *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 work, i.e. if it relates to

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

HSE, Ofsted and DfE must be notified of fatal and major injuries and dangerous occurrences without delay. The Responsible Individual is responsible for ensuring this happens. The Responsible Individual will complete the RIDDOR Form online at <http://www.hse.gov.uk/riddor/report.htm> and email a copy to the relevant individuals as indicated on the form.

## 7.2. Reporting to parents

Parents will be informed of any head injuries as soon as reasonably practicable.

Parents will also be informed if any medication, whether prescribed or non-prescribed, is administered to pupils.

Parents of EYFS pupils will be informed of accidents no matter the nature of the injury.

## 8. RECORD KEEPING

Statutory accident records: the Board of Governors ensures that accessible written accident records are kept for a minimum of seven years.

The Head ensures that a record is kept of any first aid treatment given by Appointed Persons to either children, staff or other visitors/contractors. Please refer to the School's "Accident and First Aid Log."

This is done through an '**Accident and First Aid Log**' which includes:

- The date, time and place of incident;
- The name of the injured or ill person;
- Details of their injury/illness and what first aid was given; and
- Name and signature of the person dealing with the incident.

## 9. PUPILS WITH SPECIFIC MEDICAL CONDITIONS

The Head will inform teachers and relevant staff of any particular medical conditions affecting pupils, where this information is relevant for the member of staff concerned.

The School Nurse will also circulate information regarding allergies and allergy management to relevant members of staff.