



SOUTH WITHAM ACADEMY

First Aid Policy

Policy Statement

The Governors and Head of School of South Witham Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the procedures in place for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include the following principles:

- Duty of care by the Governing Body to approve, implement and review the policy annually
- School will appoint a lead first aid contact, as at March 2017 this will be Janine Costello.
- Individual duties placed on all employees, with an obligation to administer first aid or find another member of staff if not comfortable with the situation themselves
- Procedures established to report, record and, where appropriate, investigate all accidents
- Records maintained as appropriate, occasions when first aid is administered to employees, pupils and visitors
- Materials provided as necessary to carry out first aid treatment
- First aid boxes in class areas should be replenished by the Teaching Assistant in that area. Orders for new stock to be given to the School Business Manager.
- Arrangements in place to provide training to employees, maintain a record of that training and review annually
- Information provided to employees on the arrangements for First Aid (Staff Handbook)
- Risk assessments undertaken for the first aid requirements of the school

Arrangements for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of first aid kits in school are;

- a cupboard in the staff room – to include kits for break times
- reception
- all areas of the school in secure places, inaccessible to children

Teaching Assistants working in each area are responsible for the replenishment of all first aid resources. If stocks are low, they should inform the school office for re-ordering.

Medication for individual children should be kept in the classroom in easily identifiable boxes. The box should also contain a register, for all children for whom medication is kept in school and regularly reviewed by the school staff.

An inhaler for "general" use is kept in the school office. This is for emergencies only, and should be used in the event of a child's personal inhaler not being in school.

All staff at South Witham Academy are trained in paediatric first aid procedures and refresher courses are carried out annually, as soon after the start of the academic year as possible.

Appointed first aider, who has carried out enhanced training is: Mrs Janine Costello

Off site activities

A first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

It is the responsibility of the activity lead teacher to make sure the first aid kit taken is appropriately stocked.

Information on First Aid arrangements

Information for all staff about the following is found in the Staff Handbook, which forms part of the Staff Induction process:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in first Aid

- The location of first aid kits
- The school's First Aid Policy

In addition, the Head of School will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications.
- location of first aid boxes

Accident Reporting

Reporting forms for minor accidents can be found in all class areas. These consist of duplicated entries, one copy to be sent home for parents/carers and the other to remain in school. Any bumped head incident, **no matter how small**, requires parental contact via Parentmail or directly, as well as recording on the appropriate reporting forms. **It is the responsibility of the member of staff dealing with the incident to ensure that contact is made.** The Accident book and RIDDOR reporting forms, for more serious accidents, can be found in the school office.

The Governing body and Head of School will implement the Academy's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression

The Governing body and Head of School are aware of their statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or Spine

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital
- Following a risk assessment on the circumstances surrounding the accident

For each instance where the Head of School considers an accident to a visitor or pupil is reportable under RIDDOR, the incident must be reported immediately to the Chair of the Local Governing Body by the Head of School.

Where a pupil has an accident it will be reported to the Chair of the Local Governing Body.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the Chair of the Local Governing Body by the Head of School.

Pupil accidents involving their head

The Governing body recognise that accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parent/carers. together with the copy of the page from the classroom accident reporting book. Please also see "Accident Reporting".

Transport to hospital or home

- The Head of School will determine what is a reasonable and sensible action to take in each case
- Where the injury is an emergency, an ambulance will be called by the Admin staff, following which the parent will be called
- Where hospital treatment is required, but it is not an emergency, the Admin staff will contact the parents for them to take over responsibility for the child
- If the parents cannot be contacted then the Head of School may decide to transport the pupil to hospital
- Where the Head of School makes arrangements for transporting a child then the following points will be observed:
 - only staff cars insured to cover such transportation will be used
 - no individual member of staff should be alone with a pupil in a vehicle
 - a second member of staff will be present to provide supervision for the injured pupil