



First-Aid Policy

Last revised: November 2018

Policy Owner: School Business Manager

Policy Statement

This is a whole school policy and applies to all members of Lyndhurst School.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In Lyndhurst School, this includes responsibility for the Headmaster and teachers, non-teaching staff, pupils and visitors (including contractors). This policy is produced with respect to the Health and Safety at Work etc. Act 1974 and with reference to the DfE *Guidance on First Aid for Schools (February 2014)*.

Associated Documents and Policies

- Health and Safety Policy
- Early Years Policy Being Healthy
- Fire Risk Prevention and Fire Evacuation Procedures Policy
- *DfE Guidance on First Aid for Schools (February 2014)*
- HSE guidance: Incident Reporting in Schools (accidents, diseases and dangerous occurrences (October 2013)

Responsibilities

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The Directors and Governors are responsible for ensuring that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

The Headmaster is responsible for putting this policy into practice for developing detailed procedures. The Headmaster is also responsible for making sure that parents are aware of the school's health and safety policy, including arrangements for first aid. The Headmaster is also responsible for reviewing the school's first-aid needs annually, and after any changes, to ensure provision is adequate, including making sure the numbers of trained first-aiders is adequate.

Teachers and other school staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils.

This policy contains guidance on:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified person on each school site when children are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;



- arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with the spillage of body fluids;
- guidance on when to call an ambulance;
- reference to RIDDOR.

First Aiders

All staff hold a valid certificate for first aid, issued by an HSE approved supplier. In addition, Early Years staff have a full paediatric first aid certificate. At least one person who holds a current paediatric first aid certificate in on the premises and available at all times when children are present and will accompany Early Years pupils when they are on outings. Details of these training courses and renewal dates are attached as an appendix to this document.

All First-Aiders hold a valid certificate for first aid, issued by an HSE approved supplier, these qualifications are refreshed every three years.

The first-aiders main duties are to:

- 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 help is called.

However all appointed persons at Lyndhurst School have had emergency first aid training covering the following:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding.

Appointed Persons

The School Secretary, Mrs Kris Lawrence, and the Head of Early Years, Mrs Vicky Tutchter, are the appointed persons on site.

An appointed person is not necessarily a first-aiders, they do not give first aid treatment for which they have not been trained.

The appointed person's main duties are to:

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

Providing information

First-aid notices will be displayed in prominent places, including in the staff room.



First Aid Boxes

All First-Aid containers are marked with a white cross on a green background.

It is the responsibility of all staff who use the first-aid boxes to report to the appointed person when they use items and to ensure that the items are kept in a good condition.

Number and Location of First Aid Boxes

On-site First Aid Boxes:

- School Kitchen (x1)
- Lyndhurst Early Years (x 1)
- Reception Classroom (x1)
- Front Kitchen (x1)
- Games Shed (x1)
- Year 2 classroom (for playground) (x1)
- First Aid Room (x1)

Travelling First-Aid Bags:

- First Aid Room (x 3)

First Aid Accommodation

The school's first-aid room, which has a washing facility, bed and is near to a toilet, allows for the medical examination and treatment of pupils and for the short term care of sick and injured pupils.

Reporting and Recording

Correct procedures must be followed in the event of accidents reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). A copy of **Incident Reporting in Schools (accidents, diseases and dangerous occurrences)** is kept by the Deputy Head.

Accidents not reportable under RIDDOR are recorded as listed below.

Administering and Recording First Aid

Any minor incidents dealt with in situ (e.g. on the playground, at the sports field) shall be recorded in the minor injuries book kept within the first aid bag. More major incidents or incidents which may require monitoring, such as head bumps should be reported to the school secretary.

Any child who is unwell in school is assessed by Class Teacher and the school secretary and, if necessary, arrangements made for child to be collected by parents. Details will be recorded as before. The child is booked "Off Premises" in the paper register

Head injuries must be recorded in the **School Accident File** in the school office. The child is given a sticker given to wear during school day Parents must be informed at the time of the



accident and, on collection, to sign to acknowledge they have been informed of the injury and be given a head injury advice sheet.

Significant injuries to school employees must be recorded in the **Yellow Accident Book** marked "Staff", and records kept as instructed in the book. This accident book is in the School Office

Medicines in School

The Office Staff will administer any prescription medicines which are due within the school day, only on receipt of written instructions from parents. Medicines are located in locked first-aid cupboard, or stored in a separate fridge to which pupils have no access.

Simple Analgesia may also be administered by the Office staff, following written instructions, and provision of medicine itself. No stock is kept for general use.

Inhalers are generally kept in the child's possession for use as required, though spare ones may be left with a teacher or the school office.

Epipens should be carried by the child in designated carrier, and spare one kept in the First Aid Store. Epipens must be taken for all off-site education, including to the games field and swimming pool.

Any medicine administered is recorded in the **Medicine Log**, with signature.

Early Years

Details of specific arrangements for First Aid for Early Years, including procedures for responding to Early Years children who are ill or infectious and administration of medicines can be found in the Early Years policy: Being Healthy.

Medical Records/Allergy Information

Medical information given by parents, is stored in child's file (Engage) in School. A copy of available to all staff. This information together with contact details, is carried on school trips and away matches.

Allergy information is available to all staff.

Arrangements for off-site activities/trips

A suitable first-aid container must be taken on all trips / lessons occurring off site. In case of minor injuries, the staff accompanying the children will administer basic first aid and record the incident on the form in the first aid container, to be copied into the appropriate First-Aid book on return to school.

In case of more serious incidents, one member of staff will stay with the injured child at all times. A second member of staff will stay with the other children. If necessary the appropriate emergency services will be called. As soon as is practicable and safe the school will be informed who will contact the child's parents. Staff will carry the school (or approved personal) mobile phone for emergency contact.



The office will supply a copy of the children's medical forms to be carried on all trips.

Additional information about off-site activities / trips can be found in the **Educational Visits Policy**.

Raising the alarm in case of emergency

Each classroom contains a laminated red triangle. To summon help in case of medical or other emergencies staff should send the triangle immediately to the office.

When to call for an ambulance

An ambulance should be called if an appointed person feels that further medical provision is required in circumstances such as:

- a broken limb where the child cannot be transported comfortably;
- any loss of consciousness following an incident or allergic reaction;
- a severe injury to the head;
- any potential injury to the neck or spine.