



# Rye Community Primary School Policy

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Policy Title:	First Aid
LT Responsibility:	Head of School
Review Body:	Executive Headteacher
Date:	Spring 2019
Review:	Spring 2020

## Context

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid lies with the employer. Aquinas Church of England Education Trust is the employer at Rye Community Primary School.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Executive Head is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

**This policy should be read in conjunction with the school's Administration of Medicines Policy.**

## Aims

The school aims to ensure that:

- All legal requirements for first aid are fulfilled;
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage;
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

## Action plan

In discharging its duty of care the trust delegates to the Executive Headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
  - Consideration of the size of the school and its layout and location;



- Specific hazards or risks on the site;
- Specific needs;
- Accident statistics;
- Selection of first aiders, and number required;
- Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits;
- Reassessment of first aid provision;
- Providing information as required;
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties;
- Any specific health and safety issues (e.g., hazards on the premises);
- First aid arrangements in the school.

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE);
- Be aware of the details of all first aiders and the location of all first aid boxes (see Appendix 1 at the end of this policy);
- 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;
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment;
- Ensure that an adult witness is present if tending an intimate part of the body;
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)';
- Record first-aid issues, accidents and illnesses in the approved manner.
- The school records all first aid incidents on a first aid reporting form;
- A period of illness that results in non-attendance should be reported by parents / carers to Rye Primary. This information will be recorded on the child's absence record;
- Parents/ Carers are encouraged to inform the school through dialogue with the class teacher or via the communication book of any minor injuries / illnesses which might have an impact on their child's school day;
- Complex medical needs are recorded on an Individual Healthcare Plan;



- Systems for recording notifiable diseases are followed as per the guidance from DFE and Public Health England;
- At least once a month, an appointed first aider, Mrs Ruffhead, will check the following and arrange for stocks to be replenished where necessary:
  - The number of first aid containers the school has and their contents;
  - That there are sufficient first aid containers;
  - Travelling first-aid containers;
  - First aid accommodation.

All first aiders have a responsibility to inform Mrs Ruffhead when stocks need to be replenished.

**The school's nominated First Aid Officer is Mrs Ruffhead.**

### Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers:

- A leaflet giving general advice in first aid;
- 20 individually wrapped sterile adhesive dressings;
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings;
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

### Procedure for sick pupils

Pupils who feel unwell should be taken to the **Office** to explain the nature of their illness. The decision to send a sick pupil home will be made by the duty member of the leadership team on the recommendation of the **first aider who has assessed the child**. If a member of the leadership team is not available, the **Phase Leader** will make an informed decision. Unwell pupils must be signed out when leaving school for fire regulations.

Pupils with medical needs must be brought to the attention of the Assistant Headteacher / Assistant SENCO and relevant teachers and colleagues in team meetings, and to the attention of all supervisory colleagues and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

Care Plans for pupils with EpiPens and who are insulin dependent are kept in the **medical room, inclusion office and the class base of the relevant children**. EpiPens will be kept in **classes**. **Spare epi pens are kept on site**. PE staff and staff supervising visits off-site should be particularly mindful of pupils with EpiPens.



Monitoring equipment and medication for pupils with Type 1 diabetes will be located as per their care plan.

**This policy should be read in conjunction with the school's Risk Management Plan – Anaphylaxis.**

## Accident procedures

Outside of class time, pupils should report to the office if they have sustained an injury. If the injury requires first aid treatment, a member of the office team will inform a first aider who will provide the relevant treatment.

During lesson times, if colleagues are unable to deal with the injury, then the pupil should be sent to the **Office**, if necessary accompanied by another adult or in exceptional cases another pupil.

All accidents/injuries must be reported by the person who initially dealt with the incident. All head bumps or head injuries must be reported in the first aid record.

Where it is appropriate for the school to communicate directly with the pupil's parent/carer,

A brief description of the incident will be recorded on the First Aid / Accident Record for all injuries.

A copy of the First Aid / Accident Record is sent home with the pupil and a copy kept in school.

A bumped head sticker will be issued when a head / facial injury is sustained.

Parents / Carers will be informed of a significant head or facial injury through telephone communication from the school. The first aider who has administered the treatment will inform the Parent / Carer of the head injury and record which parent has been spoken to regarding this.

A telephone call from the school will be given when there is a serious injury.

If the medical officer believes that the injured person requires medical treatment, they will consult with the duty member of the leadership team (or other nominated person) and:

- Arrange for the emergency services (999) to be called if necessary;
- Arrange for parents or family to be informed;
- Arrange for the injured person to be transported to A&E by ambulance or by family.

All colleagues will be informed of first aid arrangements and made aware of this policy.

## Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual key stages / departments are also required to discuss and record their response to first aid matters on a termly basis.

## Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.



## DATA PROTECTION

*Rye Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*



## Appendix 1: First aiders

Our school has the following trained **first aiders**:

Name	Class	Qualification	Awarding Body	Date awarded:	Date Expired:
Vicky Isted	Reception	Paediatric First Aid	Ofqual	10.10.17	9.10.20
Abbie Lee	Sardines	Paediatric First Aid		14.5.19	
Teri Shackel	Stingrays	L3 First Aid at Work	Ofqual	18.9.17	18.9.20
Maria Mewburn	Minnnows	Paediatric First Aid	St John's	5.2.19	4.2.22
Sheliegh Kimmitt	Sardines	Paediatric First Aid	St John's	7.12.16	6.12.19
Tyler Webb	Clownfish	L3 First Aid at Work Care & Control of Medicines	Ofqual	12.1.18	11.1.21
Michelle Baker	Sea Turtles	First Aid at Work		19.10.16	18.10.19
Lucy Budd	Sea Turtles	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Hannah Lage	Barracudas	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Elaine Leach	Stingrays	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Stella Paine	KS 2	First Aid at Work	Ofqual	13.7.16	12.7.19
Karen Beeching	Killer whales	L3 First Aid at Work	Ofqual	12.1.18	11.1.21
Drew Jenkinson	Jellyfish	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Laura McDonald	Marlin	L3 First Aid at Work	Ofqual	12.1.18	11.1.21
Sue Minords	Sharks	First Aid at Work	St John's	13.7.16	12.7.19
Colleen Crouch	Dolphins	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Katie Banister	Nursery Manager	Paediatric First Aid	St John's	14.6.17	13.6.20
Fran Rattray	Nursery Deputy Manager	Paediatric First Aid	Ofqual	22.7.16	20.7.19
Michaela Wood	Nursery	Paediatric First Aid	St John's	9.9.16	8.9.19



Carly Pearson	Nursery	Paediatric First Aid		14.6.17	13.6.20
Sophie Blattman	Nursery	Paediatric First Aid	Ofqual	22.7.16	22.7.19
Ann Shepherd	MDSA	L3 First Aid at Work First aid annual refresher	Ofqual First Aid Team	7.9.17 4.2.19	7.9.20
Judith Ruffhead	Assistant SENCO	First Aid at Work	Ofqual	12.1.18	11.1.21
Sharon Manktelow	FLO	L3 First Aid at Work	Ofqual	12.1.18	11.1.21
Suzanne James	Office	First Aid at Work		13.7.16	13.7.19

### Location of first aid kits:

- General Office;
- Medical room;
- Nursery;
- All classrooms have emergency first-aid pouches.