



First Aid Policy

This Policy applies throughout the academy from the EYFS to Year 6.

Aim:

To set out clearly the principles and procedures for first aid at Carr Lodge Academy.

Reference:

- Health and Safety (First Aid) Regulations 1981
- Public Health England: Guidance on Infection control in academies and other childcare settings (2014)
- The Education (academy Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 1992
- Data Protection Act 1998

Status

The Governors and Head accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the academy.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

First Aid Organisation

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

- Governors' duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of significant occasions where First Aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out First Aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in academy which require First Aid treatment
- Provision of information to employees on the arrangements for First Aid
- Undertaking a risk assessment of the First Aid requirements of the academy.

Medical Room

In compliance with The Education (academy Premises) Regulations 1996, the Governors will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Smooth-topped work surfaces
- Range of First Aid equipment and proper storage
- Chairs
- Low bed, blankets and pillows
- Soap
- Clean protective garments for First Aiders
- Suitable refuse container (foot operated) lined with appropriate bag
- Appropriate record keeping systems and facilities
- Telephone.

Practical First Aid Arrangements

First Aid boxes in the academy are located as follows:

Kitchen, academy office, EYFS Stage, Key Stage 1 and Key Stage 2.

In addition, there are travel kits for visits. The contents of these boxes vary according to location and are checked on a regular basis by the Principal First Aider who retains a log of the contents of each box/kit. Key lunchtime supervisors will also be equipped with a basic first aid pack

Staff attending an accident should use the nearest First Aid box to access materials to deal with the accident, if possible. The nearest box to the playground is in the Main Building corridor. If the teacher requires assistance, they should send the accompanied pupil to the academy Office for attention from the Principal First Aider or send a pupil to request that she comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the Principal First Aider.

Reporting to Parents

If a pupil receives more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents from the academy office.

Bumps to the head suffered by all pupils must always be reported to parents who should be given the choice whether or not to collect them from academy.

Head Bumps

Bumps to the head suffered by all pupils must be reported to parents who should be given the choice whether or not to collect them from academy.

If your child should bump their head whilst at school, we will take the following action:

- Where the bump is considered minor and gives no cause for concern, a standard text will be sent to the main parental contact, from the academy office, informing them that their child has sustained a bump

to the head and to look in the child's bag for the associated accident slip. There is no requirement for parents to attend the academy at this time unless they want to assess the injury themselves.

- Should we have any concerns regarding the injury, a member of staff will telephone the parents to inform them of the injury and advise them of what steps, if any, need to be taken i.e. collect from school for observation at home.
- In the case of a severe bump causing serious concern, the school will immediately call the ambulance service and inform the parents by telephone.

All children sustaining a head bump will receive a completed accident slip informing parents of the date, time and nature of the bump, stating how it was received and what treatment was given. We inform parents when a child bumps their head so that parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours.

Pupils who begin to feel unwell during the academy day should be sent to the academy Office if unable to participate in class activities. The Principal First Aider will assess them and decide whether or not parents need to be informed or be asked to collect them from academy.

Transport to Hospital or Home

The Principal First Aider will determine the sensible and reasonable action to take depending on the circumstances of each case.

Where the injury is an emergency an ambulance will be called, following which the parents will be called.

Where hospital treatment is required but not in an emergency, the Principal First Aider will contact the parents in order for them to take over responsibility for the pupil.

Duties of Staff

The academy is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the academy Office for a minimum of three years. Departments should not retain copies for longer than necessary in order to comply with the requirements of the Data Protection Act 1998.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and academy activities must be reported to the Health and Safety Co-ordinator or through the Principal First Aider. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a academy activity is involved. A regular report is to be made to the Governing Body by the Office Manager.

Accident/incident report forms produced by The Health and Safety Executive (HSE) are used. Action required by staff of Years 1 to 6 pupils is as follows:

- The person reporting the accident/incident completes the relevant parts of the form and submits it to the Principal First Aider who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day
- Near incidents/accidents are reported in the same way
- The Principal First Aider maintains a central log of all accident report forms

- The Principal First Aider considers the report and decides on any further action required before filing the form for retention in the folder of Accident Records in a lockable cabinet
- Another copy is placed in the pupil's individual file
- Serious accidents/incidents should be reported verbally as quickly as possible.

Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it."

The safe disposal of clinical waste is a shared responsibility of the Principal First Aider and the academy Site Supervisor. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the academy by an authorised contractor.

Responsibilities

There are several members of staff who have undertaken Paediatric First Aid Training within the last 3 years, and at least one of these is always present on the premises when pupils are present and also accompanies their visits.

The Head Teacher appoints the Principal First Aider and the relevant section of his/her job description is described below.

In general, the Principal First Aider will:

- Take charge when someone becomes injured or ill
- Look after the First Aid equipment, including restocking when required
- Check all First Aid materials are within their 'use by' date
- Ensure that an ambulance or other further professional medical help is summoned when appropriate
- Oversee records of all First Aid incidents at the academy
- Manage records of First Aid training

In order to provide First Aid for pupils and visitors, the Health and Safety Co-ordinator will undertake a risk assessment to determine, in addition to the Principal First Aider, the number and relevant training of First Aiders required. In implementing the outcome of the risk assessment, the Governors acknowledge that, unless First Aid support is part of a member of staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

Administration of First Aid

Information on First Aid Arrangements

The Health and Safety Co-ordinator will inform all employees at the academy of the following:

- The arrangements for reporting and recording accidents
- The arrangements for First Aid
- Those employees with First Aid qualifications
- The location of First Aid boxes

In addition, the Health and Safety Co-ordinator will ensure that signs are displayed throughout the academy providing the following information:

- Those employees with First Aid qualifications
- The location of First Aid boxes

Reporting

The Governing Body are aware of their statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the HSE as it applies to employees:

1) The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

2) Specified injuries to workers

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3) Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

4) Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. As we are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

5) Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Detailed information on RIDDOR reporting requirements can be found here:
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

The Office Manager or, in his absence, his assistant (after checking with the Head), is responsible for notifying the Health & Safety Executive in applicable cases.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). For out-of-hours incidents involving work-related death, serious incident causing multiple casualties or major disruption, ring the duty officer on 0151 922 9235.

Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known.

It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

First Aid Training

Staff all receive basic First Aid training every three years. The Principal and additional First Aiders receive advanced training every three years.

Arrangements for pupils with particular medical conditions

Parents are required to give details in writing and discuss with the academy Office staff any long term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the academy; has the necessary medication and that the appropriate information is recorded and held on record.

Staff are given lists of pupils with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of children with allergies attached to their photographs.

Pupils suffering with asthma are required to have an in date inhaler/reliever in academy.

Pupils suffering with allergies who have been prescribed epi-pens are required to have an in date epi-pen plus Piriton in the academy.

Communicable Diseases

The academy Office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as Chicken Pox or Measles.

The academy will then inform any parents of children who may have been in contact with this child.

Return to academy after Illness

If a child is ill/unwell he/she should remain away from academy until able to fully participate in the academy day. In particular if he/she has had diarrhoea or vomiting within the last 48 hour period or if the child has had a higher than normal temperature, this must be registering with the normal range for a 48 hour period before returning to academy.

Review of First Aid Policy

The Health and Safety Committee and staff will review the First Aid policy on an annual basis and make recommendation, where appropriate, to the Governors for changes to the academy's policy.