



***RATIONALE***

The Health and Safety (First Aid) Regulations came into effect on 1 July 1982 and apply to all employees, both teaching and non teaching who work in schools. The Regulations do not apply to non-employees, although the Health and Safety Executive (HSE) has recommended that employers should consider making some provision for them. The education sector is unusual in that non-employees, i.e. pupils, normally outnumber employees. The Health and Safety at Work Act 1974 (HSW Act) imposes a general duty on employers to ensure that their establishments are safe and health places.

***RESPONSIBILITIES***

The responsibility for Health and Safety, which includes First Aid, rests with the Trust Board. The Principal in each academy is responsible for putting the policy in place. All staff should be aware of available first aid personnel, facilities and the location of first aid boxes and information.

First Aid provision must be available at all times, including out on school trips, during PE and other times the school facilities are used e.g. Parents evenings.

Adequate first aid cover will be provided in all school buildings as well as during break times.

Staff attending first aid courses must attend a recognised course approved by (HSE) and attend refresher courses every three years. All staff are invited to receive an emergency first aid certificate.

***PROCEDURES***

Each academy has a nominated first aider and a good ratio of staff have up to date Emergency First Aid certificates (See Appendix 1). This is renewed every three years.

**First Aid Containers**

The main first aid containers are stored in the school office

The main first aid stock is located in Out of School Club Cupboard. (Classroom off the hall)

There are first aid containers in each classroom.

Portable 'trip' kit bags are also stocked for use on excursions (Staff take their classroom first aid kit also)

**Minor Injuries**

**In class time**

Support staff (where classrooms have allocated support) are to treat minor injuries occurring in the classroom, if support not available then support should be sought from an adjoining classroom. Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

### **In the playground at break times**

There is an allocated First Aider on duty at every playtime. This person will administer the appropriate first aid. This member of staff will have a portable First Aid kit with them (kept by the LKS2 entrance) and will administer First Aid by the LKS2 entrance. Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

If dealing with a more serious injury, staff on duty will send a pupil to the office to alert a member of SLT to come out and assist.

### **In the playground at lunch times**

Children are to be brought into school by the mid-day supervisor on duty. All MDS will wear a waist bag containing basic first aid equipment to deal with on the spot minor injuries. (Kept in the main office first aid cupboard). Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags. If a child needs to sit down for First Aid to be administered this will be done by the LKS2 entrance.

If dealing with a more serious injury, staff on duty will send a pupil to the staff room to alert a member of staff to come out and assist in the first instance. Other staff will then alert SLT. MD staff will then alert class teachers if first aid has been administered and record this on CPOMS.

### **Bumped Heads**

The child must be asked if they feel sick or dizzy. Any bump to the head should result SLT being informed and in the parent being notified by telephone.

All bumps to the head or face are notified and recorded in the accident book. The accident slip must then be photographed and sent to the parents via Seesaw. The accident slip must be left in the book to provide a chronology for school. As much details as possible should be recorded in the book stating what part of the head or face was hurt, if any swelling occurred, what, if any, treatment was carried out.

Parents are contacted by a member of staff regarding all bumps to the head or face. If it has not been possible to contact a parent/family member a message will be sent on ParentHub. The incident should then be recorded on CPOMS.

### **Injuries requiring Emergency First Aider assistance**

In the event of more serious injuries, where the equipment in the basic first aid containers are not appropriate, the injured person is to be taken to a named first aider who will administer the appropriate treatment. In the event that the injured person cannot be moved, the first aider will go to the injured person. (see below for how to report this)

### **Accident Reporting**

All minor or major accidents and incidents which occur on the premises including staff, contractors, visitors and members of the public must be recorded in the whole school accident book located in first aid cupboard in the office.

All minor accidents are to be recorded in the Class Accident books. Any accident requiring further medical treatment (e.g hospital or GP) must be recorded in the whole school accident book in the main office. A Calderdale Health and Safety Accident form must also be completed and both must be e-mailed to the COO.

All accidents which meet the criteria below must be reported to the Chief Operations Officer within 2 hours of the incident occurring. The COO will notify CYPS H&S Accident Dept.

- a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
- b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
- c) **Any major injury** or illness reportable to the HSE
- d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work.
- e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non employee.

- All HSE reportable accidents will be reported by the Corporate Health and Safety Section.

Should further treatment be required, staff are to attempt to contact the parents/guardians. Should this prove impossible, then the appointed person will decide whether to take the child for further treatment, either to transport the injured person to A&E or to call emergency services. On no account must children be transported in cars without appropriate insurance and the permission of either the Principal or Vice Principal of School. Two members of staff will be required for such journeys.

#### **Off-Site Visits**

An identified member of staff holding a First Aid certificate must accompany all school visits off site and must be named in the risk assessment. A basic first aid container is to be taken on all off site visits and is to be held by the identified first aider. 'Lead staff' for the visit need to be aware of the first aid facilities of the site they are visiting.

#### **Pandemic Influenza**

The decision to close the school due to pandemic would be made by the Principal or their nominated representative.

The school will notify the Local Authority and the Environmental Health Dept.

Any pupil showing symptoms of pandemic flu at school will be isolated from other pupils and arrangements made for them to be collected and taken home.

If the school is aware of a large number of children with specific symptoms information will be sent out to all parents to minimise the spread of infection whilst the school remains open.

Advice to follow to minimise infection:

- Cover nose and mouth when coughing or sneezing using a tissue when possible
- Dispose of dirty tissues promptly and carefully
- Wash hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. door handles) frequently using a normal cleaning product

#### **Medication -Temporary**

Where a child needs to be given medication for children during the school day that is where the prescribed dose is 4 times a day, parents need to complete the 'Parent request for school to administer medicine (temporary)' form. The medicine is then to be stored in the main office, in either the fridge or office cupboard. When administering the medicine, the adult giving it to the child must record the details on the medicines administration form (Form D) and sign and date accordingly.

### **Medication – Regular**

If a child requires medication on a regular basis, parents will be requested A copy of this will be kept in the school office in the 'Medicines in School' file and a further copy will be kept in the class register.

If a child requires an inhaler, the parent is required to complete an 'Asthma Care Plan' along with the option of signing the 'Emergency Salbutamol Inhaler' plan. Copies of the Asthma Care Plans are kept in the plastic pocket with the child's inhaler , in the yellow class pastoral file and in the medical needs file in the office. Emergency consent forms are also kept in this file, but a summary of who has given consent in on the asthma register which is located in the staffroom and inside the cupboard door next to the emergency inhaler. When swimming, class teacher's are responsible for ensuring that Inhalers and plans are taken with the class. Class Teachers are responsible for inhalers.

### ***LINKS WITH OTHER POLICIES***

Emergency Management Policy – Pandemic sheet

Health and Safety Policy

Asthma Policy

Medical Policy

Allergies Policy

Staff Handbook

Date reviewed and agreed: September 2020

## Appendix 1

September 2020

Appointed Person	First Aid Certificate
Sally Scott	Fiona Gardiner Sally Scott Anita Hemsworth Gemma Graham Dawn Butler Kathryn Banks Danielle Kelliher Tara Holden Lisa Oldfield Adele Beevers (Paediatric) Janet Bean (Paediatric) Angela Emmott (Paediatric) Sarah Lawrence (Paediatric) Rebecca Taylor (Paediatric)