

 <p>The Redway School</p>	<p>The Redway School</p>
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Policy Document: First Aid in School Policy

Name of person responsible: Rachel Farrow Assistant Head Teacher

Last Review date: October 2018

Next Review date: October 2019

The Redway School First Aid Policy

Introduction

The Governors and Head teacher of The Redway School 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 authority's procedure 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 nine key principles.

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.

7. Establish a procedure for managing accidents in school that require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of 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'.

Location of First Aid Boxes in school are:

- Every classroom has a first aid box
- Staffroom
- Reception
- Swimming Pool
- PE office
- MILE Room
- Every class has a going out bag with small first aid bag

The contents of the first aid box are checked by a named member of each class and a list of requirements is given to relevant head of care who allocates required first aid items.

Inhalers and Emergency Medications for epilepsy and epipens are kept in locked medical boxes in each classroom, medications should be signed out and signed back in by two members of classroom staff.

Each classroom and public areas have a poster with named first aiders across school.

Off site

All emergency medications are to be taken off site and relevant signing in and out protocols to be followed. As well as first aid bag. All staff are trained to administer emergency medication for epilepsy and epipens and will follow the off site protocol for calling an ambulance if needed and leadership team will also be notified.

Information on First Aid arrangements

The Head teacher will inform all employees at the school of the following:

- 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.
- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy. Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.
- The Governing body is aware of its 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 that 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.

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

- When a pupil has an accident it will be reported to the LA.

- All accidents to non-employees (e.g.) visitors that result in injury will be reported to the authority

Accidents involving a possible head injury

The Governing body recognise when accidents involve a bump or injury to the pupil's head any effects that indicate more serious underlying damage may only become noticeable after a period of time.

- Where emergency treatment is not required, a note in the home/school book and a phone call to parents.

Transport to hospital

- SLT 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 immediately followed by the child's parents/carers.
- Where hospital treatment is required but it is not an emergency the parents will be contacted and expected to take responsibility for their child.
- If the parents cannot be contacted then the Head teacher may decide to appoint members of staff to transport the pupil to hospital

When a child is transported the following points will be observed:

- Only staff cars insured to cover such transportation would be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

School Nurse

The School is allocated a school nurse. This person has a lead role for ensuring that pupils with medical conditions are identified and properly supported in school. They will support the school staff on implementing a pupil's Healthcare Plan.

Medication

Routine medication is administered by the school nursing team. Medication is given once parents have signed a medical consent form, nursing staff will follow the care plan. All medication needs to have the pharmacy label and pupils name on it.

Policies to read in conjunction with this one:

Guidance on First Aid in Schools D of E

Administrations of Medications Via External Feeding Tubes - The Redway School Policy

Administrations of Oral Medicines of Children in the Community - The Redway School Policy

Managing Health Care Needs - The Redway School Policy

Supporting Pupils with Medical Needs - The Redway School Policy