

First Aid Policy

Linton Heights Junior School



September 2024

Review Date: February 2026

Introduction

1. This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

2. The first aid appointed persons are Christine Benjamin – school secretary. Additionally, as of September 2023, 13 other staff members are paediatric first aid trained.

Aims of the policy

3. First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

- staff are appointed to take charge of first aid arrangements;
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

Procedure

4. First aid will be available at all times while children and adults are on the school premises and also off the premises while on school visits.

5. The school's First Aid Policy will be made available for scrutiny by the Local Authority and all recognised teacher and staff unions.

Risk assessment

6. On behalf of the Governing Body the appointed person will conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

7. From this assessment a judgement will be made as to how many trained first-aiders are required to provide an effective and safe response to accidents and injuries.

8. Specific consideration will be given to staff or pupils who have special health needs or disabilities.

9. In determining the level of provision the appointed person and the Governing Body will consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;
- the provision for practical lessons and activities, e.g. science, design technology, home economics and physical education.

Qualifications and training

10. All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

11. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

12. The school will consider annual refresher training to maintain first-aiders' basic skills and keep them up to date with changes.

13. The appointed person does not necessarily have to be one of the certificated first-aiders.

14. The appointed person will:

- look after the first aid equipment, restocking first aid containers when required and replacing out-of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

First aid materials, equipment and facilities

15. First aid containers will be:

- marked with a white cross on a green background;
- located near hand-washing facilities;
- stocked in accordance with HSE recommendations.

16. Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

17. Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

18. The school medical area is **the school office/ entrance foyer**. Although this area is used for other purposes, the provision of first aid and medical usage will have absolute priority.

Information and notices

21. First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders will be prominently displayed in:

- staff rooms and other common rooms;
- main corridors;
- school hall.

22. The school will make every effort to ensure that first aid notices are clear and easily understood by all.

23. Information on the school's first aid provision will be included in the staff handbook.

24. Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and infection control

25. All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

26. All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

Recording accidents and injuries

27. All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years.

28. The record of any first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- the name and signature of the first-aider or person dealing with the incident.

29. Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

30. In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Reporting accidents to the HSE

31. The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents which require a victim to go to hospital/ receive urgent medical attention;
- accidents that prevent the injured person from doing their normal work for more than three days;

Review of first aid provision

32. The Governing Body and the headteacher and or the appointed person will review first aid policy and provision at least once every two years.

Headteacher:	James Puxley	Date	1.9.24
Governing Body:	Gillian Powell	Date	1.9.24

