Kea C P School
First Aid Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and Responsibilities

- All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- Anyone on the school premises is expected to take reasonable care for their own and others' safety.

3.1 Appointed person(s) and first aiders

The school's appointed person is the headteacher. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- In consultation with the headteacher/member of SLT arrange sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

3.2 The local authority and governing board

Cornwall Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility to the school's governing body. The governing body delegates this daily responsibility to the headteacher.

3.3 The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons/and first aiders present in the school at all times
- Ensure first aiders have the appropriate qualifications and are competent
- Ensure there will always be one paediatric first aider on the premises at all times
- Ensure one paediatric first aider is always present on trips/visits when EYFS children are in attendance.
- Ensure all staff are aware of first aid procedures
- Ensure appropriate risk assessments are completed, and appropriate measures are in place
- Ensure there is adequate space to cater for the medical needs of pupils
- Reporting specified incidents Cornwall Council when necessary

3.4 Staff

School staff are responsible for:

- Following first aid procedures
- Knowing who are the school's first aiders and appointed person(s).
- Completing accident reports for all incidents they attend
- Informing the headteacher/line manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the injury and provide first aid treatment if trained or will seek assistance from a qualified first aider
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position

- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.
- If emergency services are called, school office staff will contact parents immediately
- The first aider will complete an accident report form the same day

4.2 Off-Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the trip organiser and submitted to the educational visits co-ordinator as per how to book a school trip guidance.

5. First Aid Equipment

The components of the school's first aid kids are based on HSE recommendations. No medication is kept in first aid kits.

First aid kits are stored in:

- Each classroom, school & SEN office and staffroom have a first aid box
- First aid bum bags for staff to wear during breaks/lunchtimes (stored in the staffroom)
- Only paediatric first aid trained staff are permitted to remove splinters using disposable tweezers.

6. Record-Keeping and Reporting

6.1 First Aid and Accident Record Book

- An accident form will be completed by the first aider the same day of the incident
- Records held in the first aid log are transferred to CPOMS and the accident book logs are recorded on Assessnet.

6.2 Reporting to the Local Authority/HSE

The School Administrator will log any reportable injuries, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) to the Local Authority via Assessnet. Refer to the reporting and investigations of incidents appendix

Cornwall Council's Health & Safety Department will report these to the HSE on the school's behalf within the correct timescales.

6.3 Notifying Parents

School office staff will inform parents of any accident or injury sustained by a pupil, and first aid treatment given, on the same day, for injuries that require more than minor first aid treatment.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed training and hold a valid certificate of competence. The school administrator keeps a register all first aiders and arranges renewals when required.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate.

8. Monitoring arrangements

This policy will be reviewed annually.

Appendix A

The Reporting and Investigation of Incidents

Introduction

This document is designed to provide advice and guidance for managers to enable them to comply with the Council's Policy on the Reporting and Investigation of Incidents.

Training

Managers are recommended to attend the following training:-

Managers Incident and Accident Training

What Needs to be Reported?

If in doubt – report it!

Contact number 01872 323138

Type of injury	Report on Line?	Phone to HSW Services?
Minor injuries Any injury to anybody arising out of a work or school activity This will include incidents which: • Occur during any organised work or school activity • Occur due to a defect in property or equipment. • Required first aid treatment This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes & bruises are not included. A paper-cut to someone working in an office is not included, etc.	Yes	No
Violent Incidents Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained.	Yes	No
Over 7 day injuries Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).	Yes	No
Hospitalisation of Non-Employees Any injury incident to a person not at work (e.g. Pupil or Client) taken from the scene of the accident to Hospital or other Medical facility	Yes	No

Type of injury	Report on Line?	Phone to HSW Services?
Specified Major injuries Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (below).	Yes	Yes
Death Death of anyone arising out of, or in connection with, any of the Council's undertaking.	Yes	Yes
Specified Dangerous Occurrences Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	Yes
Specified Occupational Diseases Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	Yes
Near Miss Any incident that, while not causing harm, has the potential to cause injury or ill health.	Yes	No

How should Incidents be Recorded?

Incidents should be recorded on the Council's on-line Incident Reporting system - AssessNet

https://app1.assessweb.co.uk/version3.2/security/login/frm_lg_entry.aspx

To report an incident you will need to be registered on the system. If you are not registered or wish to find out who is registered for your establishment please contact the HSW helpdesk on healthsafetyandwellbeing@cornwall.gov.uk – who will be able to set you up or put you in touch with a registered user.

How Should Incidents be Investigated

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future.

Managers are expected to carry out preliminary incident investigations. In addition all incidents will be reviewed by a qualified Safety Professional and, if necessary, a detailed investigation will be carried out.

Where a Safety Professional carries out an investigation the employee will be given the option to invite a union representative to participate in the process.

If a Death, specified Major Injury or Specified Dangerous Occurrence occurs – make the area safe but try to preserve the scene of the incident as much as possible until you have contacted Health, Safety and Wellbeing Services – they will advise you of any further action required.

What about "Near Misses"

If an incident is reported to you where no-one was injured but there was the potential for serious injury you should investigate it as if it was an injury incident.

Specified Major Injury

Specified Major Injury to anyone at work arising out of or in connection with work.

Note: A "suspected" specified major injury must be treated as a specified major injury (i.e. if it is suspected that someone has broken their leg, the procedure below must be followed - even if, at a later date, it is discovered that the leg was not broken).

Condition	**Detail**
Amputation	Amputations
Bone Fracture	other than fingers, thumbs or toes
Burns	Serious burns (including scalding) which: A) covers more than 10% of the body; B) causes significant damage to the eyes, respiratory system or other vital organs
Crushing	Any crush injury to the head or torso causing damage to the brain or internal organs
Eye & Eyesight	Any injury likely to lead to permanent loss of sight or reduction in sight
Loss of Consciousness	Any loss of consciousness caused by head injury or asphyxia
Scalping	Any scalping requiring hospital treatment
Any Other Injury	leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
Hospitalisation	Any injury to a person WHO IS NOT AN EMPLOYEE is reportable to the HSE if it causes them to be taken to hospital DIRECT from the site of the incident.