

NEW HALL PRIMARY AND CHILDREN'S CENTRE

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NEW HALL PRIMARY AND CHILDREN'S CENTRE

Introduction

At New Hall we recognise our responsibility to provide adequate appropriate facilities, equipment and procedures in First Aid to pupils, staff and visitors. This policy outlines both provision and procedures to meet our requirements.

Aims

- To ensure and maintain First Aid Provision at all times on school premises.
- To ensure and maintain First Aid Provision at out of school activities, and School trips

Objectives

- To inform staff, pupils and parents of our school's First Aid arrangements and procedures.
- To maintain and monitor both provision and procedures.
- To keep relevant accident records and reports to the HSE under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995,

The Head Teacher/Governing Body

- Responsible for putting the policy into practice.
- Ensuring information on the schools arrangements are written in the School's Prospectus.
- To ensure staff are aware of procedures and location of equipment.

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Risk Assessment

- Staff will at all times do all within reasonably possible to secure the welfare of our pupils.
- Risk Assessment will be carried out at least annually and in the event of change of circumstance. E.g. Pupil ratio's, Staff changes.
- Scrutiny each half-term of First Aid Records to identify any recurring environmental factor which may be contributing to accidents.
- Staff will highlight any factor environmental/other they feel may be a compromise to children's safety.

Named First Aiders

Certificates valid until July 2011

- Tina West
- Kate Finlan
- Debbie Charles
- Carol Busby
- Jill Ronan
- Andrea Butler
- Anna Jaremko

Named Paediatric First Aiders

Certificate valid until March 2012

- Tracey Haigh
- Marie Treveylan
- Lydia Enefer
- Karen Pearson

Lunchtime Supervisors

- Tina West
- Alison Selmes
- Debbie Charles

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Contacting First Aid Personnel

- Lists displayed Under the stairs First Aid Station, Staff Room, Swimming Pool, Library ICT suite
- **Red Alert Card** in each class/area. Staff to send child if they need assistance.
- Staff will use when using isolated area. E.g. playing field.

First Aiders Main Duties

- Complete Training Course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

Source: Department for Education and Employment June 2009
(Guidance on First Aid at Schools) p5 A GOOD PRACTICE GUIDE

Care of medication - please refer to Medication Policy

Hygiene /Infection control

- Staff will follow basic Hygiene procedure.
- Put blood, bodily fluids into yellow bags.
- Handed to caretaker for disposal.
- Always use disposable gloves when appropriate.
- Used Ice- paks need to be given to caretaker for disposal.

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First Aid Boxes

It is recommended that all first aid boxes include the following:

- Leaflet giving general advice on first aid
- 20 individual wrapped adhesive dressings, assorted sizes.
- 2 sterile eye pads.
- 4 individually wrapped bandaged
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wrapped dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 1 pair of disposable gloves.

Kate Finlan will check each half-term. Within this time staff may need to make requests for further supplies should they be required.

First Aid Boxes are located in the Station under the stairs, on each landing area and one in each key stage.

School Trips and Offsite activities/Sports Fixtures

- First Aid containers with a minimum stock should accompany any journey out of school.
- Adequate provisions must be made to maintain sufficient **First Aiders** remain in school whilst off site activities are taking place.

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Reporting Accidents and record keeping

- Under the Reporting of injuries, diseases and dangerous occurrences, 1995,(RIDDOR), some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of event, personal details of those involved and a brief description of the nature of the event or disease.
- The HSE must be notified of fatal and major injuries and dangerous occurrences without delay e.g. by telephone. This must be followed up within ten days with a written report on form 2508.
- Other Reportable accidents do not need immediate notification but they must be reported to HSE within 10 days on form 2508.

Source: Guidance for First Aid for Schools. A Good Practice Guide (Department for Education and Employment) - June 2009 P11

- All accidents which require a child to be sent to hospital or via an ambulance, an **Accident Report Form** must be completed within five working days of the accident. (Forms kept by Administration Staff)
- Also **Medical Emergency Report** form completed and returned to the Specialist Community Children's Health Care. (Forms kept by Kate Finlan)
- Minor injuries are to be recorded in accident book and parents notified by bumped head/accidents notes

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Signed.....

Date.....