Houghton Primary School

*Working hard to achieve our best*

# Policy and Guidance for First Aid

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| Date reviewed and adopted: | September 2024 |
| Reviewed and adopted by: | FGB |
| Signed: Headteacher | Andrew Spencer |
| Date of next review: | September 2025 |

Reference: Guidance on First Aid in Schools (DfE)

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Schools and Local Authorities develop their own policies and procedures for first aid based on assessment of local need.

**The minimum first-aid provision is:**

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid
- information for employees on first-aid arrangements

This minimum provision must be supplemented with a risk assessment to determine any additional provision. First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

**Policy and Guidance for First Aid at Houghton Primary School**

**Roles and Responsibilities**

**The Governing Body**
The Governing Body is responsible for ensuring that there is a First Aid policy in place.

**The Headteacher**
The head teacher is responsible for reviewing and putting the policy into practice and for developing detailed procedures. The head teacher also makes sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The headteacher ensures that adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons is arranged. The headteacher ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The headteacher ensures that there are insurance arrangements in place which will provide full cover for claims arising from actions of staff acting within the scope of their employment.

**Teachers and other school staff**
Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

**First Aid in Houghton Primary School**
In planning for the provision of first aid at Houghton Primary School we have considered the level of risk in school and its location in terms of medical services. The level of supervision at playtimes and lunchtimes, together with the standards of behaviour in and around school ensures a category of low risk during the times when children are in school. All staff are aware of health and safety regulations regarding reduction of risk (for example: working with ladders, using electrical appliances etc). There is an accident and emergency facility at Hinchingbrooke Hospital in Huntingdon.

In accordance with our context, we ensure we have a minimum of three staff who are first aiders. This ensures that we have first aiders on site throughout every school day and cover if a first aider is ill. One of our first aiders is the nominated ‘Appointed Person’ for managing and organising the day-to-day systems for First Aid within our school setting. We do not use a member of the teaching staff as a

first aider during the hours children are in school as it is often more difficult to release a teacher from their duties to attend a first aid incident. The first aiders will provide first aid to both adults and children on site and on school visits or at sporting events that our children participate in.

At Houghton Primary School we have Early Years provision within our Foundation Stage class and therefore we have at least one member of staff on site at all times who has had full Paediatric First Aid training.

The names of these members of staff are displayed in the staffroom and 'medical' room.

All teaching assistants and midday supervisors have the opportunity to attend one day basic first aid training which is renewed every three years.

**Safeguarding**
We have a separate policy for supporting pupils with a medical condition and for intimate care. All staff must follow the Code of Conduct for All Adults in relation to providing any care for children.

**First Aider's Duties**
All staff who volunteer to be a first aider must complete a training course approved by the Health and Safety Executive (HSE). This training is organised by the headteacher.

At Houghton Primary School, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called.

**Appointed Person's Duties**
The appointed person:

- takes charge when someone is injured or becomes ill
- looks after the first-aid equipment e.g. re-stocking the first-aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

**Informing People**
The headteacher ensures that all staff know the first aid arrangements in school. This information includes; the location of equipment, facilities and first-aid personnel, procedures for monitoring and reviewing the school's first aid needs. This information is displayed in the staffroom at Houghton Primary School. All children are told about the first-aid arrangements within their class or through assemblies.

**First Aid Equipment and Accommodation**
First Aid equipment is stored in the 'Medical Room' at the end of the KS2 atrium. This room has a sink with access to running water and waste disposal bins. The First Aid equipment is located in a drawer unit and is clearly labelled and easily accessible. We hold one fully stocked First Aid container for use in school, together with a number of smaller, portable kits which are used outside at lunchtime and for school trips. We follow the Health and Safety Executive guidance and ensure that as a minimum we hold the following equipment:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves.

The School Appointed Person examines the contents of the first aid containers frequently and ensures that they are re-stocked as soon as possible after use. We keep a small supply of spare stock in school.

Our travelling first-aid containers contain the following items as a minimum:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages; two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

The contents of the travelling containers are reviewed depending on the 'trip' or visit they will be used on.

**Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

**Reporting Accidents and Record Keeping**

**Reporting Accidents**

At Houghton Primary School we keep a record of any injury sustained on school property or on a school visit where a pupil, visitor or member of staff has been required to seek medical attention off-site at https://www.reportincident.co.uk

- date and time
- place of the event
- details of those involved
- brief description of the nature of the event
- details of any treatment given
- details of who has been told of the injury

Following reporting to, some accidents may be required to be reported to RIDDOR.

If an employee was injured in an accident while at work, we will report it to the Full Governing Body in termly reports and the Health and Safety Executive for:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

In these cases, the HSE will be informed without delay by telephone.
All reportable accidents would be reported online.

If an accident happens to children or visitors in school (or during a school visit) it would be reported to the on online at http://www.hse.gov.uk/riddor/report.htm

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay online as above.

In all such cases the accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances on the premises;
- the design or condition of the premises.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

As there are more than 10 employees at Houghton Primary school we keep accessible accident records in a log book in the Medical Room. These records are kept for a minimum of 3 years.

**Recording First Aid**
At Houghton Primary School we keep a First Aid Log Book in the Medical Room. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- names of the people who have been informed
- name and signature of the first aider or person dealing with the incident.

We inform all parents of any first aid treatment given at school by carbon copy of the first aid record. We contact parents/named contacts as soon as possible by telephone if we feel there is any further treatment needed e.g. doctor/dentist visit. We always contact parents if there has been an injury to the head.

This log book is reviewed regularly in order to identify trends and possible areas for improvement in the control of health and safety risks. It also helps us to identify future first aid needs assessments.

**This policy is reviewed at least annually.**

**Next review: Autumn 2025**