



## First Aid Policy

Lead member of staff	Helen Williamson
Chair of Governors	J Newton Smith
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### Policy Statement

The Governors and the Head teacher of Billingshurst Primary 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 Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulation 1995.

The provisions of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

### Statement of First Aid Organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school, which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## **Arrangements for First Aid**

The school will provide materials, equipment and facilities as set out in DfE "Guidance on First Aid for schools" (appendix 1).

The locations of the First Aid Kits in school are:

- Reception (Main Entrance)
- Key stage 1 First Aid room
- Key stage 2 West Wing

The relevant full First Aiders will check the contents of the kits on a regular basis for KS1 and KS2.

The appointed persons for First Aid are the members of staff who have undertaken the 3-day course on 'First aid at Work' training.

Whole staff training on 'Emergency First Aid at Work' (1 day course) will be undertaken every three years and all teaching and support staff will be invited to attend.

In addition there will be at least three members of staff who have undertaken the 2-day course 'Early Years with Emergency First Aid'.

The latest whole school staff First Aid Training was held in October 2013.

## **Off site activities**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

## **Information on First Aid arrangements**

The Head teacher will ensure all employees at the school are aware 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.

### **Accident Reporting**

The Governing body will implement the LEA's procedure for reporting:

- All accidents to employees.
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR (a copy of this guidance is kept in the main office) 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, which 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.

Where a pupil has an accident it will be reported to the LEA.

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

### **Pupil accidents involving their head**

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

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- In KS2 where emergency treatment is not required, a "Head bump" letter and sticker will be sent home to the child's parents or guardians.
- In R/KS1 children's parents will be called soon after the incident to inform them.

### **Transport to hospital or home**

- The Head teacher 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 following which the parents will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will 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.

### **Personnel**

Appointed persons see overleaf

A comprehensive list is kept by the School Business Manager and in the Child Protection file.

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### First Aid at Work - 3 day course

		<b>Certificate date:</b>	<b>Valid until:</b>
Katie White	Office	22 January 2019	21 January 2022
Claire Everett	Office	22 January 2019	21 January 2022

### Paediatric First Aid - 2 day course

Cheslea			
Milner	YR	15 July 2019	14 July 2022
Daisy Tanner	YR	15 July 2019	14 July 2022
		20 February	19 February
Sarah Skinner	YR	2018	2021
Nikki		21 November	20 November
Bracknell	Y5	2017	2020

### Emergency First Aid at Work

Katja Scurr		04 December	03 December
	ELSA	2019	2022
Sarah		06 November	05 November
Johncock	Office	2018	2021
Octavia		04 December	03 December
Holmes	Office	2019	2022
Chantal		04 December	03 December
Dewell	Yr 1	2019	2022
Daniel		04 December	03 December
Bayford	Yr 1/PE	2019	2022
Sarah Douglas		06 November	05 November
	Yr 2	2018	2021
Faye Langley		14 February	13 February
	Yr 3/PE	2017	2020
Lucy Harvey-		06 November	05 November
Gaye	Yr 4	2018	2021
Helen Pullen	Yr 4	21 March 2017	20 March 2020
Karen Marr		04 December	03 December
	Yr 4	2019	2022
Ieuan Griffiths		06 November	05 November
	Yr 5/PE	2018	2021
Sharon		04 December	03 December
Bradley	Yr 6	2019	2022
Amanda Clyne		14 February	13 February
	Yr 6/PE	2017	2020

### Emergency Paediatric First Aid

David		03 September	02 September
Timmins	AH	2018	2021

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## Mental Health First Aid

Susie

Clitheroe

SBM

19 September

2019