



FIRST AID POLICY

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

We will undertake a risk assessment of First Aid needs to ensure adequate provision is available. This will include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment recorded in the accident book
- Risk assessments have been conducted in all areas of Oakleigh House to reduce the risk of accidents and identify hazards. Such assessments must be monitored on a termly basis – copies of Fire Risk controls are available in every room.
- Children in the school must adhere to rules to minimise the risk of accidents e.g. walking within the school and to the playground – no running.
- **First Aiders** are to administer first aid, preferably with another adult to witness.
- All First Aid administration must be recorded in the First Aid book.

Responsibilities

- The responsibility for Health and Safety, which includes First Aid, rests with the School
- The Head Teacher is responsible for putting the policy in place, including informing staff and parents.
- All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.
- First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.
- Adequate First Aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson then they must have access to a telephone in order to summon help.
- First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it must have an understanding of what is involved. First Aiders can use Epi pens if trained to do so. Children should not be allowed to self-administer medicines without an adult being present. It is important that children using inhalers etc. are monitored and records maintained.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment

It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person:

Miss K Saunderson / Mrs J Baker

Training

Oakleigh House School is committed to ensuring the safety and welfare of its pupils and staff by regularly undertaking first aid training. The following staff members have received 3 day First Aid at Work training:

Katie Saunderson

valid until March 2017

Robyn Stanley

valid until November 2018

The following staff attended one day Schools First Aid training:

Valid until September 2017

Miss N Begum

Mrs C Wanless

Mrs K Furlong

Mrs I Hartnoll

Mrs C Garner

Mrs E Owen

Mrs R Hazel

Mr A Hodder

Valid until January 2018

Mrs J Baker

Mrs L Brock

Mrs T Slee

Mrs C Wendon

Mr C Haynes

Valid until March 2019

Mrs R Ferriman

Mrs V Napier

The following staff have completed a course in Paediatric First Aid which is valid until September 2018.

Mrs C Wood

Mrs T Slee

Mrs E Saunders

Miss S Thomas

Miss N Begum

Miss Leah Davies-Alli

In addition, all staff are regularly offered Epi-pen and asthma training.

First Aid Bags/ Cabinets are situated in the:

The Medical room

Every classroom

Reporting & Recording of Accidents

Oakleigh House School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following accidents must be reported to the HSE Involving employees or self-employed people working on the premises:

- 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 Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of Cognita will be sought.

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

All accidents to non-employees, eg visitors, which result in injury will be reported to Cognita.

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data. **Please Accident Reporting policy.**

Administration of Medicine

Temporary administration e.g. antibiotic courses.

Medicine should only be administered if there is written specification of dosage, timing etc.

The medicine administration form is signed by parent/guardian.

No medication, other than long term as listed below, will be administered during Holiday Club.

Please see Administration of Medication policy.

Long Term e.g. asthmatics, diabetics, allergic pupils

An up to date list is kept in the office of all children with medical conditions requiring extra attention.

Staff must keep the office informed of any relevant information at all times.

These are potentially serious categories of illness and all staff must be made aware of these pupils.

All children with long term illnesses have a Health Care Plan. See appendix 1.

Procedures

At Oakleigh House School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher /Head Teacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required and if necessary summon external third party medical help.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident book is kept in the office. The First Aider should complete the relevant sections, detach the 'Accident/ Injury Record Sheet' and place it in the Incident Log that is situated in the Office. Records should be stored for three years after the child has reached 18 years of age.

All accidents / near misses will be reported in the annual Health & Safety Review at the policy review date or as requested.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

- In the event of an accident the teacher/assistant must first assess the gravity of the situation.
- Disposable gloves must be worn when dealing with open wounds.
- For minor cuts and abrasions thorough washing of the affected area with tap water should be used to clean the wound and a covering plaster applied where appropriate.
- Bumps/swellings should be treated by application of an ice pack.
- Any bumps, bangs or knocks to the head will be communicated personally to parents.
- Injuries should be monitored at regular intervals and the appropriate action taken if the need arises.
- Nosebleeds – the child should be seated with the head slightly forward and pressure applied to the top of the nose.
- Musculoskeletal (Bones and Muscles) injuries – the injured person must be kept still with the injured part supported and raised where necessary. Parents must be notified and medical assistance sought.
- No intrusive aid must ever be attempted e.g. the removal of a splinter or object in the eye. In such instances the child must be made as comfortable as possible and the parent notified.
- In the event of a serious incident where the casualty appears to have ceased breathing the resuscitation sequence must be followed and the emergency services summoned through a '999' call.
- In the instance of an emergency where hospital treatment is deemed necessary the casualty will be accompanied by two members of staff together with their confidential medical details. In such instances parents must be informed immediately.

The Appointed Person

The Appointed Person / First Aid Coordinator at Oakleigh House is Miss K Saunderson.