

FIRST AID POLICY

Name of School	Church Crookham Junior School
Date of Policy Issue/Review	Sept 2019
Name of Headteacher	Pam Meek
Signature of Headteacher	

Policy Statement	
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Church Crookham Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

The responsibility for first aid at Church Crookham Junior School is held by the headteacher, who will nominate the health & safety coordinator as the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims	
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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

Legislation and guidance	
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This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety 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

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- [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

Roles and Responsibilities	
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Appointed person(s) and first aiders

The school's appointed person is the School Business Manager. 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 (see section 7) 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
- 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The local authority and governing board

Hampshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

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- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

In-school procedures	
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In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the school business manager or administration officer will contact parents/carers immediately
- The first aider/relevant member of staff will enter the relevant details on the CPOMS system on the same day as the incident. The School Business Manager will complete the online incident/accident report to county on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

- A portable first aid kit

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- Information about the specific medical needs of pupils (if on a residential trip or if the child has a more complex medical need)
- Parents/Carers' contact details (if on a residential trip or if the child has a more complex medical need)

Risk assessments will be completed by the teacher in charge prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

First aid equipment	
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A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical room which contains all medical supplies required as part of the Premises First Aid Box.
- An emergency medical kit in each of the 4 buildings on site
- 2 Defibrillators – one located in the main building medical room and one located in the Year4/5 building staffroom
- Four travel first aid kits – included in the Leader's Packs – for use on off-site trips. These are stored in the Caretaker's room.

Record-keeping and reporting	
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First aid and accident record system

- The accident details will be entered on to the CPOMS system on the day of the incident.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

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- Records held in the first aid and accident book or on the CPOMS System will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The nominated person will complete the online incident report form for all reportable accidents/incidents. HCC will ensure that any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) is reported to the HSE.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Notifying parents/carers

The nominated first aiders will inform parents/carers of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

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

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring arrangements	
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This policy will be reviewed by the Health & Safety coordinator every 3 years.

At every review, the policy will be approved by the Governing Body Resources Committee

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Staff member's name	Role	Contact
Jo Bickerstaff	School Business Manager	01252 617664
Sharon Sliney	LSA	01252 617664

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Emergency First Aid in Schools	Jo Bickerstaff	08/02/2017	Feb 2020
<i>Emergency First Aid in Schools</i>	Sharon Sliney	27/11/2018	Nov 2021
<i>Basic First Aid</i>	Janey Blaszkowicz	28/02/2017	Feb 2020
<i>Defibrillator Training</i>	Jo Bickerstaff Michelle Parker Nick Halton Ali McBarron Louise Barnes	19/10/2017	Oct 2020
<i>First Aid in Schools</i>	Alison Hier Helen Halton Sophie Benton Helen Tomlinson Becky Haw Nicola Gibbons Kirsty Bazen Sarah Gibbs Ruth Flint Vicki Picton Laureen Ogle Paula Oldham Jackie Holland Bev Williams Sara Sanderson Ruth Roberts Kirsty Cook Trish Smith Louise Clarke	19/10/2017	Oct 2020

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	Adam Nosworthy Amy Jones Suzanne Booth Pam Meek Lyndsey Robertson Michelle Pickett Laura Parker Sarah Harris Callum Donaldson Ali McBarron Kirsty Smith Laura Jakobitsch Nick Halton		
Diabetic Training	Laura Parker Jo Bickerstaff Becky Haw		