



First Aid Policy

Communicating Love; Inspiring our
Community to Flourish

2018-2019

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Contents

<i>Context</i>	<i>3</i>
<i>Aims</i>	<i>3</i>
<i>First Aid Provision</i>	<i>4</i>
<i>School Visits</i>	<i>5</i>
<i>First Aid Boxes</i>	<i>5</i>
<i>Recording and Reporting First Aid Treatment</i>	<i>6</i>
Parent Communication	7
RIDDOR	7
Storing and reviewing reports	8
<i>Medicines in School</i>	<i>8</i>
<i>Bodily fluids</i>	<i>9</i>

Context

St. Gabriel's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. At St. Gabriel's we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users. To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 6 First Aiders and 2 Paediatric First Aiders.

Person	Qualification
A Taylor	First Aid at work
R Roberts	Emergency First Aid at work
B Garner	Paediatric First Aid
S Reed	Paediatric First Aid
H Wilmot	Emergency First Aid at work
G Bailey	Emergency First Aid at work
H Wright	Emergency First Aid at work
C Carter	School First Aid

The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision. A qualified First aider will always be present in the school building and with any groups of pupils off-site at all times.

St. Gabriel's first aid training needs are reviewed on an annual basis by the Office Manager and particularly after any changes, to ensure the provision remains adequate.

School Visits

Portable First Aid kits must be taken on all school visits and are available in each classroom. A qualified First Aider is required to go on any school visit and a Paediatric First Aider will accompany children under 8 years old. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit.

First Aid Boxes

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. Our first aid boxes are located in the main school office, ideas lab, Reception classroom (King) and medical room. Portable First Aid kits are placed in each classroom; King, Bell, Hopper, Jackson. Our Office Manager is responsible for ensuring first aid kits are kept fully stocked. The Head Teacher will authorise the ordering of supplies.

Recording and Reporting First Aid Treatment

All accidents and first-aid treatments are recorded in our MIS (Management Information System) Scholarpack for pupils, staff and guests. The following will be logged.

The context – e.g. in lesson / playtime / work related

Injury type and location.

Treatment.

Log of the date, time and time out (e.g. minutes missed out of school, if applicable).

Log of the nature of the accident e.g. hit head on wall.

Log of who dealt with it – qualified first aiders

Log of the outcome - e.g. what happened afterwards.

Log of the follow up, if applicable e.g. discussed slippery floor with caretaker.

Log of location

Log if the student was sent home, or not.

Three types of accident reporting will all be collected in this way:

Pupils – minor accident book (non-reportable accidents)

Adults – minor accident book (non-reportable)

Reportable accidents – accidents serious enough to require paramedic/hospital attention will be logged as **Reportable**.

All reportable accidents must be brought to the attention of the Headteacher or in their absence, a member of the senior leadership team.

In the event of a serious accident, the office manager will contact the emergency services and request an ambulance. If possible and timelier, two members of staff may transport a casualty to the hospital. The office manager will contact the child's parents

or carers as soon as possible using emergency contact details or for an adult their emergency contact. A member of staff will accompany the child to hospital in an ambulance if their parents are not available.

Parent Communication

With due regard to the procedure outlined above for serious incidents, parents are informed of any treatment administered by a First Aider for *minor* injuries by text message using our information management communication system.

More serious injuries that *do not* require immediate transport to hospital but give cause for concern, e.g. a strong bump on the head, will result in the school office *telephoning* the child's emergency contact to inform them. It will be at the parent's discretion whether to collect.

RIDDOR

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Under the following circumstances the Trust will report to the Health and Safety

Executive:

Incidents resulting in death

Accidents that result in 7 days absence from work or school

Accidents that result in loss of sight

Accidents that result in broken limbs

Accidents that result in amputations

Incidents involving gas

Dangerous near misses

Occupational diseases

Accidents to visitors

Storing and reviewing reports

All collected information is encrypted and password protected using Scholarpack login details, permissions granted depending on user status. The Senior Leadership team will review accident reports on a half-termly basis. The Trust will review First-aid reports as part of their health and safety briefing at director meetings.

Medicines in School

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents or carers must provide a written request for the medicine to be administered in line with the prescription and once held, the medicine will be recorded in the pupil profile on the management information system.

The member of staff administering the medicine must record on the pupil profile the time, date and dose administered.

Bodily fluids

When dealing with bodily fluids: blood, vomit, urine, faeces or mucus; staff should use the designated bodily fluids kit found in the medical room or staff room. Gloves must be worn when dealing with incidents involving bodily fluids. Materials contaminated with bodily fluids will be disposed of using sealed bags.