



CEO of Inspire Partnership: Robert Carpenter
Head Teacher: Kate Taylor
Delce Academy, The Tideway Rochester ME1 2NJ

DELCE ACADEMY FIRST AID POLICY

This policy outlines Delce Academy's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all pupils in the school, including EYFS. The policy will be reviewed annually.

Aims

- To identify the first aid needs in line with DfE guidance, Health and Safety regulations and the Health and Safety at Work act
- To ensure that first aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits

We aim to ensure that our policy is in line with the DfE Guidance on First Aid for Schools – A Good Practice Guide.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of the training needs
- To provide sufficient and appropriate resources and facilities
- To make the School's first aid arrangements available for staff and parents on request
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Responsible Personnel

The Governing Body of the school are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher and teaching staff, non-teaching staff, pupils and visitors (including contractors).

The Governing Body must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place.

The Governing Body should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on first aid is available for parents on request.

Teachers and other staff are expected to do all they can to secure the welfare and safety of the pupils.

Appointed Persons

The appointed person should be a First Aider and have undertaken the four day first aid at work training.

They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes
- In an extreme emergency an ambulance may be called. A person will be detailed to receive the ambulance at the nearest point of entry to the school

The First Aider must have completed and keep up-dated a training course approved by the HSE. They will give immediate help to casualties with common injuries or illnesses and those



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arising from specific hazards at school. They will also, when necessary, ensure that an ambulance or other professional medical help is called. Casualties with suspected fractures or back or neck injuries must not be moved unless the ambulance personnel are present.

Qualifications and Training

First aiders hold a valid certificate of competence, issued by an approved organisation. The majority of staff hold a 2-day first-aid certificate especially designed for schools entitled "Paediatric First Aid". All Early Years staff must hold this certificate to be counted as part of staffing ratios, as per legislation.

First Aid Materials, Equipment and Facilities

The Head Teacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background.

- The school should ensure that a qualified first aider always accompanies classes on school trips and must carry a first-aid bag
- First aid containers should be kept near to hand-washing facilities
- Spare stock should be kept in school
- Responsibility for checking and re-stocking the first-aid containers is that of the appointed first aiders who are four day trained

First aid containers are found in every classroom and in the medical room.

Anyone requiring first aid will be seen in the first instance by an appointed first aider on the respective floor where the injured person may be.

If it is necessary to send a child home, the parent or primary carer will be contacted.

It is the school policy that when a child has either been physically sick or has had a temperature or diarrhoea, he or she must be kept at home for 48 hours following either the end of the sickness or the return to a normal temperature.

Written permission will be obtained for each and every medicine to be given to any child with the parent informed of the time the dosage was given.

Parents of children will be informed of every incident/accident and of any first aid applied, using the appropriate forms.

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 dressing or equipment.

In relation to hygiene procedures for spillage of body fluids, a bio-hazard pack should be obtained from the first aid room for the disposal of body fluids.

Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE and the Local Authority.

The school must keep a record of any reportable injury, disease or dangerous occurrence.

This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records. If deemed necessary by the appointed first aider, parents will be informed of an accident.



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The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:-

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents as specified on standard procedure SP137.

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to:

- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone and be followed up in writing within 10 days on HSE form 2508. The Head Teacher is responsible for ensuring this happens. The designated person must complete the RIDDOR Form and email/fax it. It can also be completed on-line.

Identification and Treatment of Pupils with Particular Medical Conditions

Parents complete a medical form when registering their child. The original is kept in the pupil's file. Any regular medicines are named and kept in the medical room. They are stored in a locked first aid cupboard with the exception of antibiotics which are stored in the fridge. Details of medicines dispensed are kept in a separate book.

Record Keeping

The school ensures that readily accessible accident records, written or electronic, are kept for a minimum of three years.

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head Teacher ensures that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of accident / incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

Monitoring

Accident records can be used to help the Head Teacher, Medical Lead and the Child Protection and Safeguarding lead identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head Teacher should establish a regular review and analysis of accident records and report on the effectiveness of this policy to the Governing Body annually.



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Specific Guidance related to COVID-19

A child shows signs of COVID-19

The staff member who believes there are signs of COVID-19 being displayed by a child (a high temperature, and/or a new, continuous cough, and/or a loss of taste and smell) they must tell an SLT member at school. That child will be seen to straight away and if SLT agree there is a concern, they will be walked to the nearest Isolation room with their belongings. PPE will be located within these rooms for use. The SLT member will be responsible for keeping an eye of the child from a safe distance (SLT member outside the door). The office will telephone the parent/carer to inform them of their child showing signs of COVID-19. That parent/carer will be instructed to pick the child up and to self-isolate in line with government guidelines. Any siblings of the child in school will also be instructed to go home to self-isolate in line with government guidelines.

An adult or staff member shows signs of COVID-19

The adult or staff member who believes they are showing signs of COVID-19 (a high temperature, and/or a new, continuous cough, and/or a loss of taste/smell) should tell an SLT member at school and make their way home. The adult or staff member should then follow regular absence procedures, and self-isolate in line with government guidance.

A child falls ill (no COVID-19 symptoms)

If a child falls ill and there are no signs of COVID-19, then the normal procedures take place. They will be checked by a first aider who will then decide next course of action. Staff should use appropriate PPE, especially if dealing with bodily fluids.

To be reviewed in June 2022