

# Robert Arkenstall Primary School

## Policy and Guidance for First Aid

It is the aim of Robert Arkenstall Primary School to provide a broad curriculum and education of the highest quality within a happy, safe, secure and stimulating environment, which enables each child to experience success; to equip them with skills as thoughtful, caring and active citizens, eager to explore the possibilities of the world.

*Pursue possibilities; love learning*

This policy is published on the School website, stored on the Network and is available on request from the school office

Governor Committee	Full Governing Body
Reviewer	K Bonney
Ratified	March 2022
Review period	1 year
Next review due	March 2023

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **Robert Arkenstall Primary School Policy and Guidance for First Aid 2022**

### **Our What 3 Words for the school location are: PLUNGER, POLITICAL, PROCEEDS**

Reference: Guidance on First Aid in Schools (DfE)

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Schools and Local Authorities develop their own policies and procedures for first aid based on assessment of local need.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid
- information for employees on first-aid arrangements

This minimum provision must be supplemented with a risk assessment to determine any additional provision. First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

## **Policy and Guidance for First Aid at Robert Arkenstall Primary School**

### **Roles and Responsibilities**

#### **The Governing Body**

The Governing Body is responsible for ensuring that there is a First Aid policy in place. At Robert Arkenstall Primary School the governors work with the Headteacher, staff and parents in the development and review of this policy.

#### **The Headteacher**

The Headteacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The Headteacher also makes sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher arranges adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The Headteacher ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Headteacher ensures that there is insurance arrangements in place which will provide full cover for claims arising from actions of staff acting within the scope of their employment.

## **Teachers and other school staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **First Aid in Robert Arkenstall Primary School**

In planning for the provision of first aid at Robert Arkenstall Primary School we have considered the level of risk in school and its location in terms of medical services. The level of supervision at playtimes and lunchtimes, together with the standards of behaviour in and around school ensures a category of low risk during the times when children are in school. All staff are aware of health and safety regulations regarding reduction of risk (for example: working with ladders, using electrical appliances etc). There is a minor injuries clinic at The Princess of Wales, Ely. There are an accident and emergency facilities at both Hinchbrook Hospital in Huntingdon and Addenbrookes hospital in Cambridge.

We offer basic first aid training to all teaching, teaching assistants, mid-day supervisors and administrative staff, updated on a bi-annual basis. We believe that the best interests of the pupils and adults in our school is served by a well-trained and informed workforce. Therefore, the number of first aiders in school or off site with children exceeds that required by law. This ensures that we have first aiders on site throughout every school day and cover if another first aider is ill.

One of our first aiders is the nominated 'Appointed Person' for managing and organising the day-to-day systems for First Aid within our school setting. Three members of staff maintain an advanced first aid qualification, updated on a bi-annual basis.

All first aiders will provide first aid to both adults and children on site and on school visits or at sporting events that our children participate in. Basic first aiders can ask for the support of an advanced first aider should circumstances on site require.

At Robert Arkenstall Primary School we have Early Years provision within our Foundation Stage class and therefore all early years staff have full Paediatric First Aid training. In addition to which many other member of staff elect to undertake the training on a voluntary basis.

First Aid will be administered in line with the school's Intimate Care Policy and first aiders have been briefed on the safeguarding issues they must consider.

The staff in each categories of first aid qualifications are detailed in Appendix A.

## **First Aider's Duties**

All staff who volunteer to be a first aider must complete a training course approved by the Health and Safety Executive (HSE). This training is organised by the Headteacher.

At Robert Arkenstall Primary School, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

### **Appointed Person's Duties**

The appointed person:

- takes charge when someone is injured or becomes ill beyond the assistance of basic first aid;
- looks after the first-aid equipment e.g. re-stocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate

### **Informing People**

The Headteacher ensures that all staff know the first aid arrangements in school. This information includes; the location of equipment, facilities and first-aid personnel, procedures for monitoring and reviewing the school's first aid needs. This information is displayed in the staff workroom at Robert Arkenstall Primary School. All children are told about the first aid arrangements within their class or through assemblies.

### **First Aid Equipment and Accommodation**

First Aid equipment is stored in the 'Medical Room' section of the Staff Work Room opposite the school main reception. This room has a sink with access to running water and waste disposal bins. The First Aid equipment is located in a cupboard units and is clearly labelled and easily accessible. We hold several stocked First Aid bags for use in school and outside at lunchtime, together with a number of smaller, portable kits which are used for school trips and off site learning. We follow the Health and Safety Executive guidance and ensure that as a minimum we hold the following equipment:

- a leaflet giving general advice on first aid
- guidance on identification of concussion
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves.

The School Appointed Person examines the contents of the first aid containers frequently and ensures that they are re-stocked as soon as possible after use. We keep a supply of spare stock in school.

Our travelling first-aid containers contain the following items as a minimum:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

The contents of the travelling containers are reviewed depending on the 'trip' or visit they will be used on.

### **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Reporting Accidents and Record Keeping**

#### **Reporting Accidents**

At Robert Arkenhall Primary School we follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995, RIDDOR). We keep a record of any injury sustained on school property or on a school visit online [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

- date and time
- place of the event
- details of those involved
- brief description of the nature of the event
- details of any treatment given
- details of who has been told of the injury

If an employee was injured in an accident while at work we will report it to the school Health and Safety Committee and the Health and Safety Executive if it is an:

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

In these cases the HSE will be informed without delay by telephone.

All reportable accidents would be reported within 10 days using a written report on Form 2508.

If an accident happens to children or visitors in school (or during a school visit) it would be reported to the HSE on online at <http://www.hse.gov.uk/riddor/report.htm> if

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay online as above.

In all such cases the accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances on the premises;
- the design or condition of the premises.

As there are more than 10 employees at Robert Arkenstall Primary School we keep accessible accident records in a log book in the school office. These records are kept for a minimum of 3 years.

### **Recording First Aid**

At Robert Arkenstall Primary School we keep separate First Aid Log Books for Key Stage 1 and Key Stage 2 in the First Aid Treatment Room. These includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the cause, nature injury/illness and what first aid treatment was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- names of the people who have been informed (in order that parents will be informed in the case of pupils);
- name and signature of the first aider or person dealing with the incident

We inform all parents of any minor first aid treatment given at school in person by classroom staff at the end of the day, or by phone if the child is not collected by parents/carers.

We additionally include a letter regarding head bumps and symptoms of concussion to watch for where a child has been treated for a head bump.

We contact parents/named contacts as soon as possible by telephone if we feel there is any further treatment needed e.g. doctor/dentist visit.

This log book is reviewed regularly in order to identify trends and possible areas for improvement in the control of health and safety risks. It also helps us to identify future first aid needs assessments.

## Appendix A

### First Aiders in School

Name	(3 years) First Aid Date	(3 years) First Aid Paediatric	Managing Emergency Medication	Gastronomy Awareness Training	Diabetic Awareness Training	Designated Person First Aid Full 2 day course
Allen – Carolyn	02/09/2021	N/A	19/10/2016			N/A
Beaumont – Eve	02/09/2021					
Bonney – Katherine	02/09/2021	19/05/2015	19/10/2016			N/A
Carless – Daniel	02/09/2021	N/A	23/09/2014			N/A
Daniels – Rebecca	02/09/2021	19/05/2015	N/A			N/A
Fisher – Robert	02/09/2021	N/A	23/09/2014		03/09/2021	N/A
Gale – Karen	02/09/2021	N/A	19/10/2016			N/A
Hew-Martin Natasha	02/09/2021	N/A	N/A			N/A
Hodge – David	02/09/2021	N/A	19/10/2016		03/09/2021	N/A
Jaworski – Lisa	02/09/2021	N/A	19/10/2016		07/05/2021	N/A
Layfield – Rebecca	02/09/2021	N/A	N/A			N/A
Lloyd – Aiysha	02/09/2021	N/A	N/A			N/A
Maynard – Lucy	02/09/2021	N/A	N/A			N/A
Nock – Denise	02/09/2021	N/A	N/A			N/A
Ritchie – Alix	02/09/2021	N/A	N/A			N/A
Sharpe – Sally	05/02/2015	19/05/2015	23/09/2014			N/A
Swift – Hazel	05/02/2015	19/05/2015	23/09/2014			N/A
Dew – Suzanne	02/09/2021	N/A	05/10/2015		03/09/2021	N/A
English – Sarah	02/09/2021	N/A	N/A			N/A
Irwin – Emma	02/09/2021				07/05/2021	
Hutt – Haydn	02/09/2021	N/A	N/A			N/A
Brown – Wendy	N/A	N/A	05/10/2015			N/A
Gander – Cheryllear	N/A	N/A	N/A			N/A
Collins – Valerie	N/A	N/A	N/A			N/A
Lowe Mary-Ann	N/A	N/A	N/A			N/A

Name	First Aid Date	First Aid Paediatric	Managing Emergency Medication	Gastronomy Awareness Training	Diabetic Awareness Training	Designated Person First Aid Full 2 day course
Ludbrooke - Dawn	N/A	N/A	N/A			N/A
Bradley - Elizabeth	02/09/2021	28/05/2020	N/A		07/05/2021	N/A
Chambers – Karen	02/09/2021					
Groom – Nicola	02/09/2021	N/A	N/A	18/11/2020		N/A
<b>Harris – Claire</b>	02/09/2021	N/A	N/A	18/11/2020	03/09/2021	<b>20/01/2022</b>
Hibbett – Sarah	05/02/2015	N/A	19/10/2016			N/A
Holland - Denise	02/09/2021	19/05/2015	23/09/2014			N/A
Johnson - Laura	02/09/2021	N/A	N/A			N/A
Kirsten – Tanya	02/09/2021					
Low - Katy	02/09/2021	N/A	N/A			N/A
Miller – Paul	02/09/2021	N/A	N/A		03/09/2021	N/A
Ryan – Nicola	02/09/2021	N/A	05/10/2015			N/A
Threadgold – Victoria	02/09/2021	19/05/2015	N/A			N/A
Wells – Alison	02/09/2021	N/A	N/A			N/A
<b>Wilkerson – Alison</b>	02/09/2021	N/A	19/10/2016	18/11/2020	03/09/2021	<b>20/01/2022</b>
<b>Woor – Melanie</b>	02/09/2021					<b>20/01/2022</b>
Boswell – Melisa						
Ciliberto – Lisa	02/09/2021	N/A	N/A			N/A
Dennis – Jayne	23/03/2017	N/A	N/A			N/A
Dunford – Katrina	02/09/2021	N/A	N/A			N/A
Hew-Martin Jessica						
Johnson - Joanne	02/09/2021					
Markwell – Sally	23/03/2017	N/A	05/10/2015			N/A
Spencer - Erica	02/09/2021	N/A	05/10/2015			N/A
Thrower - Francesca	07/03/2018	07/03/2018	05/10/2015			N/A