

Our Lady's Preparatory School

First Aid Policy

(Revised September 2009)

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

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should 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 given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Trustees.

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 all school buildings, as well as during break times. If a staff member is alone on duty in the playground or during a PE lesson then they must have access to a Teacher on call in order to summon help. If a staff member is alone on a school trip then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course 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.

First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so.

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.

All staff should have First Aid training.

First Aid Cabinets are situated in the first aid room, at the top of the Prep stairs in the main kitchen and in the Day Nursery. First Aid Kits are available for use during P.E. lessons and educational visits.

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

Reporting & Recording of Accidents

Our Lady's School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

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.

Procedures

At Our Lady's 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.

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.

An accident book is kept in the First Aid room and in the Day Nursery. The First Aider should complete the relevant sections. Records should be stored for three years.

The Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed.

At Our Lady's School, each member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid Cabinets / Kits is the responsibility of:

The Headteacher

If the First Aid Cabinets/Kits
need additional supplies please
contact:

Mrs Robinson

RIDDOR – Incidents to be reported

Accidents resulting in death or major injury

Accidents which prevent normal duties for more than 3 days

Loss of consciousness due to asphyxia or absorption of harmful substances

Fractures / Dislocations

Amputation

Loss of sight – temporary or permanent

Chemicals or hot metal burn to eye

Penetrating eye injury

Electric Shock

Injury leading to hypothermia

Unconsciousness needing resuscitation / hospital admission for over 24hrs.

Signed: Helene Robinson

Dated: 4th September 2009