

Bramley Sunnyside Junior School

First Aid Policy

Headteacher:

Mrs H Headleand

Policy adopted:

September 2014

Reviewed:

January 2017

Next Review:

January 2018

Rotherham Metropolitan Borough Council Education
Department





Bramley Sunnyside Junior School

Our Vision

Every day we come together to make exciting discoveries, take risks and find answers to the questions about ourselves and the world around us that we are yet to learn.

When you visit, we hope you find us:

Happy and Safe

Honest and Respectful

Keen to learn more

A community dedicated to the growth of independent, imaginative and inquisitive young people.





Bramley Sunnyside Junior School

Our Values



Life Skills



Responsibility



Creativity



Outstanding Achievements



Exciting Discoveries



Perseverance



Respect

 **Believe it. Achieve it.**

First Aid Policy

The Governors and Headteacher of Bramley Sunnyside Junior School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

The provision of first aid within school will be in accordance with the Local Authority's guidance on first aid in school.

Statement of First Aid Organisation

The school's arrangements for carrying out the policy include the following principles:

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require first aid treatment.
- Undertake a risk assessment of the first aid requirements of the school.
- Provide information to employees on the arrangements for first aid.

Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for Schools'. All classrooms are equipped with basic first aid kits (teachers/support staff take this kit out with them for P.E. lessons and when they are on break duty). A comprehensive first aid kit is in the medical room situated next to the school office.

During morning break, the medical room is the designated room for first aid and minor incidents. During the lunchtime period, the library is the designated room for all first aid. Whole support staff training (4 hour course) will be undertaken every three years. The next whole school training will be organised for February 2016. Bramley Sunnyside Junior School has two appointed persons for first aid:

Mrs Glynis Ashton
Mrs Susan Davis

Both members of staff have undertaken the Emergency First Aid (three day) training course which is renewed every three years (refresher course to be taken November 2015).

Off Site Activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for first aid.
- Those employees with qualifications in first aid.
- The location of the medical room/first aid kits/emergency equipment (eg epipens)

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees.
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or:
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving their head

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, an accident slip will be completed and given to the child to take home.
- Parents/carers must be contacted for all bumps/marks/grazes to the head informing them of the incident.

Transport to hospital or home

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Headteacher may decide to transport the pupil to hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured person.