



First Aid Policy

November 2023

KELVEDON HATCH COMMUNITY PRIMARY SCHOOL FIRST AID POLICY

Policy Statement.

The governors and headteacher of Kelvedon Hatch Community Primary 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 authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (<http://www.hse.gov.uk/riddor/>). The provision of First Aid within the 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 nine key 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.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are;

- The Office
- Main Hall
- Library
- Kitchen
- Classrooms

The Office will hold all pupils medicines in a labelled bag but asthma pumps will be kept securely, but accessible in classrooms. Parents must fill in a medical form in order for the school to administer prescribed medication to a child. Medicines will be checked for dates but it is the parents' responsibility to ensure they are in date.

Whole staff training on First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend.

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 Head teacher will inform all employees at the school of the following:

- The arrangement for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

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 LEA (via ECC H&S online form).

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority(via ECC H&S online form).

For further information, see HSP 12.0 Incident Reporting and Investigation.

Pupil accidents involving their head

We 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, a 'Head bump' letter will be handed to the adult who collects at the end of the school day by the class teacher or learning support assistant. If there is a visible injury, or the injury is deemed severe enough, a phone call home will be made.
- Head bump forms are kept in the office.

Transport to hospital or home

- The headteacher will determine what is a reasonable and sensible action to take in each case.
- 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, the headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, the headteacher may decide to transport

the pupil to hospital

Where the headteacher makes arrangements for transporting a child, 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.
- a second member of staff will be present to provide supervision for the injured pupil.

Emergency First Aiders:

The majority of staff are first aid trained.

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