Hill Top Academy

'Every child, Every chance, Every day!'

First Aid Policy

HILL TOP ACADEMY

First Aid Policy

Compiled by: B.A. Nixon

Dated: November 2015

Governors agreed on 10/01/2017 that this policy will be reviewed on a 3 yearly basis

Reviewed September 2018 by Mrs H Rotherforth

Amended April 2019

To be reviewed September 2021

Hill Top Academy
First Aid Policy

Policy Statement.

The Governors and Principal of Hill Top Academy 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 academy.

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 1995.

The provision of First Aid within the academy will be in accordance with the Authority's guidance on First Aid in academy.

Statement of First Aid Organisation.

Hill Top Academy 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 academy 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 academy.

Arrangements for First Aid.

<u>Materials, equipment and facilities.</u>

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

The location of First Aid Kits in academy are;

- Medical Room
- Foundation Unit
- School Office
- Each year group has a First Aid kit which has been allocated to one of the Teachers for Safe Keeping (This is not top be used for everyday First Aid, pupils should continue to go to the First Aid Room, this is for trips and visits or evacuation situations)

The contents of the kits will be checked on a regular basis by Mrs C Stanley.

All support staff have undertaken a whole day appointed persons emergency aid course and this will be renewed every three years . Foundation Unit staff have undertaken the Paediatric First Aid Training which will be renewed every three years.

Foreign objects in the eye

Where any foreign object is in the eye, eye wash will be used to flush the eye to see if the object can be removed. Only the eye was will be used – no fingers, cloths etc. The parents will be contacted immediately to ask them to come and collect their child and seek medical attention to check if there is any damage to the eye

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, together with any child's individual medical plans. (refer to Managing Medicines Policy) A person who has been trained in first aid will accompany all off site visits.

Information on First Aid Arrangements.

The Principal will inform all employees at the academy 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 First Aid kits.

In addition the Principal will ensure that signs are displayed throughout the academy providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

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

Accident and Injury Reporting.

All first-aid incidents should be recorded in the first-aid record book which is located within the medical room or foundation unit. Wherever possible staff should speak to the parent/carer concerned. Where a child has a serious injury or injury to the head, the staff member should inform the Principal or a senior teacher who will decide whether parents should be contacted immediately. . Also, where a pupil, staff member or visitor has been injured more seriously and parents need to be contacted or an ambulance called an Incident Form and Accident Report Form should be completed and handed into the office by the end of that day as a matter of urgency.

The Governing body will implement the LEA'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 seven 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 academy which requires immediate emergency treatment at hospital

For each instance where the Principal 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 Local Authority. 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, a 'Head bump' letter will be sent home to the child's parents or guardians.
- Parents/Carers will be contacted if an injury to the head is deemed to require further treatment
- A wrist band will be provided to the pupil that has had a head bump so the teacher / LSA is aware and to alert the staff member to observe this pupil. This will then be left on at the end of the day as the wrist band will have head bump written on the band. The parents will still be given the head bump note as this has the details of what to do after a head bump.

Transport to hospital or home.

- The Principal 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, then the Principal will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Principal may decide to transport the pupil to hospital

Where the Principal 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 should sit alongside the pupil in the back of the vehicle to provide supervision and care for the injured pupil during the journey.

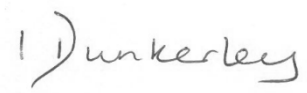
Pupil accident which result in the pupil fitting

Where a child starts fitting as a result of an accident and this is not a condition recorded on their personal record, medical advice will be taken by contacting 111 as well as following usual procedures of contacting parents/carers.

If a child continues to fit for more than 2 minutes, 999 emergency services will be contacted irrespective of the condition being known on the child's record.

This policy was reviewed by Governors at meeting 02/10/2018 and agreed that it now be reviewed on a 3 yearly basis

Signed _____ **_____ Principal**

Signed ____ ___  **__ Chair of Governors**

Dated 07/05/2019

This policy will be reviewed September 2021