



## Church Valley Schools Federation Policy - First aid

### **Rationale**

Church Valley Schools federation will comply with the relevant legislation with regard to the provision of first aid for all and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for first aid provision at Church Valley Schools Federation is held by the Headteacher who is the responsible manager. This is delegated to all trained first aiders, the teachers, teaching assistants and other nominated staff. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Purpose**

The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

### **Responsibilities**

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

First Aid cover will be provided in both school buildings, as well as during break times.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3





years. All staff will receive basic First Aid training.

### **First Aid Provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- b) First Aid is administered in the School Office or as and where required
- c) Portable First Aid kits are taken on educational visits
- d) The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

### **Head Injuries**

Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians. Where possible, staff should discuss this with parents. Head bump forms are kept with the accident book in the First Aid area..

### **Transport to hospital or home.**

The head teacher will determine what action to take in the event that a pupils needs to be transported to hospital or home. Where the injury is an emergency an ambulance will be called following which the parents will be called.

Where hospital treatment is required but it is not an emergency, then the Head teacher 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.
- a second member of staff will be present to provide supervision for the injured pupil.

### **Medicines**

(see Administration of Medicines Policy)

### **Asthma**

Staff should check medical forms for written instructions from parents regarding the treatment of children in their class.

Information regarding a child's access to its inhaler should also be written on the Medical form.



A central list of children suffering with asthma and other medical conditions is compiled annually.

### **Educational Off-Site Visits**

Travel first aid kits and a trained First Aider are present on all trips.

### **Designated First Aiders**

These staff are on site at all Church Valley Schools. This person has the responsibility of taking charge during an incident and summoning help if needed.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the Headteacher/SLT if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of staff should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and contact details for staff are located in the school office.

### **Recording and Reporting an Accident**

Bath & North East Somerset Council has a secure on-line incident reporting scheme which enables staff to report an accident; dangerous occurrence; violent aggressive or threatening behaviour incident, near miss incident or occupational disease. The system will automatically bring this to the attention to the responsible manager, usually the line-manager.







### **TO REPORT AN INCIDENT** (who, where, when, what happened):

- Click on "Health & Safety" listed under Working for the Council on the right of the screen
- Click on "Report an Incident or Accident" listed under the Schools Information column
- This opens the on-line incident report screen.
- Please carefully read the introduction page.
- Ensure you have readily available all the information required to complete the form, as partial entries cannot be saved. Click on "Next".
- Complete the form as appropriate, by either using the mouse or tab key to move between text boxes; pressing the space bar between radio buttons and using the enter key for "Next" or "Previous"
- Carefully check details are correct on the summary screen. If necessary go back to alter any entry, as once submitted this record cannot be changed.
- Once satisfied the report is complete and correct click on "Submit".
- Wait for the system to register and take a note of the unique Health & Safety Reference Number. There is an opportunity at this point to print a copy of the information submitted.
- There is no requirement to keep a printed copy, but any printed documentation must be kept in a secure place to comply with the Data Protection Act.

### **Health Care Plans**

Health Care Plans (HCPs) for those children with special medical or dietary requirements are located in a secure area at each school. Whilst these are confidential documents, all teacher and support staff where relevant should be aware of their contents to support the pupils in their care.

### **Monitoring and Review**

This policy will be reviewed every two years

Date of policy: February 2016

Review: February 2018

Signed:

Head teacher