



First Aid Policy

Review Date: May 2024

Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

Signed
(Chair of Trust)

CPG Members

Date: 01.07.21

1. Policy Statement

The Governors and Head teacher of Courtlands School acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Governors recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The provision of First Aid within the school will be in accordance with the Plymouth City Council guidance on First Aid in school.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Statement of First Aid organisation

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

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- 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.

3. Arrangements for First Aid

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;

- Each classroom
- Reception office
- Medical cupboard

The contents of the kits will be checked on a regular basis by the class staff. The administration team will check the contents of the medical cupboard and order supplies as required.

The school will endeavour to always have at least 15 trained first aiders, including at least one Paediatric first aider. First aiders will be responsible for:

- Taking charge when someone is injured or becomes ill and administering appropriate first aid as and where required
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Ensuring first aid boxes are fully stocked
- Ensuring bodily fluids are cleaned up after an incident

4. Offsite Activities

At least one first aid kit will be taken on all offsite activities, along with individual pupil's medication such as inhalers, EpiPens and a mobile phone. A person who has been trained in first aid will accompany all offsite visits.

5. Information on First Aid Arrangements

The Head teacher 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 defibrillator
- The location of First Aid kits

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

6. Accident Reporting

All employee and pupil accidents must be reported This will be achieved by completing a first aid form. A copy of the first aid form will be sent home with the child that day.

Any near miss incidents or incidents requiring a visit to hospital will be recorded on OSHENS.

Parents/carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Trust F&A Committee, by the Estates team.

Information on all incidents is provided to the Head teacher across the Trust on a monthly basis.

The Trust Estates Team will support the line managers to investigate accidents that are reportable through OSHENS and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance on the OSHENS system.

Critical Incidents

In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the academy will carry out the emergency procedures as per the Academy Emergency Plan. If the incident affects the Trust, the Trust Business Continuity Plan will be initiated.

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.

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Records held in the first aid book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

7. 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 medical treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians along with a first aid form.

8. Transport to Hospital or Home

- The head teacher along with a qualified first aider 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 Head teacher will arrange for parents to be contacted to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital

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

- only staff cars insured to cover such transportation will be used.
- Where avoidable 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 pupil.

7. Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff will receive new training at the end of the certificate expiry date.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.