



Tibberton and Hindlip CE First Schools



First Aid Policy

Policy reviewed: Spring 23
Policy to be reviewed: Spring 24

Governor responsible for Health & Safety: Mr J. Porter
Teacher in charge of Health & Safety: Mr A. Gromski
Executive Headteacher: Mr A. Gromski

Staff in charge of First Aid: Mrs Adams and Mrs Rogers

Introduction

At Tibberton and Hindlip C of E First Schools we work to meet the needs of all of our children through a variety of ways. As Church of England Schools we are committed to enabling every person to flourish and live out 'life in all its fullness'. We pride ourselves in knowing the whole child well. We seek at all times to work in collaboration with families, with openness, integrity and understanding and with the needs of the child at the centre of all we do. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible.

Thessalonians 2:7-8 'Just as a nursing mother cares for her children, so we cared for you. Because we loved you so much.'

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

Consideration of the individual is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

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. Adequate First Aid cover will be provided in school, as well as during break times. Staff members, on a trip or during a PE lesson off site, must have access to a telephone in order to summon help. First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses as appropriate. They will be reliable, have good communication skills, an ability to cope with stress and be able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so.

It is the responsibility of the Executive Head Teacher to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school. Lists of staff with First Aid

responsibilities and/or appropriate training are displayed on the First Aid Cabinet and in the school office. First Aid Kits are available for use during P.E. lessons and educational visits. The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person, Michelle Adams/Ellen Rogers. These are also included in the Annual Health & Safety Inspections.

Reporting & Recording of Accidents

We recognise that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident/incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

We make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher /Head Teacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident record is kept in school (Staffroom at Hindlip/ Foyer at Tibberton). The First Aider should complete the relevant sections.

All accidents/near misses will be reported to the Governors at the policy review date or as requested.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form. Accidents which have required further medical treatment or meet the criteria set out in the appendix will be reported using the Medgate system employed by WCC. This can be accessed via the Worcestershire Children's Services portal

https://capublic.worcestershire.gov.uk/Chs_Portal/Home.aspx

The Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if necessary. Each member of staff is able to assume the responsibilities of the Appointed Person.

Tibberton First Aiders	Hindlip First Aiders
Mr Alex Gromski	Mr Alex Gromski
Mrs Diana Greig (Paediatric)	Mrs Stephanie Senter (Paediatric)
Mrs Sarah Michell (Paediatric)	Mrs Jane Lawson
Mrs Michelle Adams (Paediatric)	Mrs Ruth Green (Paediatric)
Mrs Tracy Guinivan	Mrs Mandy Smith (Paediatric)
Mrs Jan Forrest	Mrs Paulette Robbins (Paediatric)
Miss Sian Hawkins-Harding	Mrs Ellen Rogers (Paediatric)
Mrs Janet Wright	Miss Suzie Southall
Mrs Kim White	
Mrs Rhiannon Jordan (Paediatric)	

A model first aid kit list is kept in the medical records folder and all first aid kits

Responsible Person checking contents monthly: Michelle Adams/Ellen Rogers

School First Aid Kit: List of Contents

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 extra-large (27.5cm x 20cm) individually wrapped unmedicated wound dressing
- 1 pair of disposable gloves
- 1 can of savlon dry
- 10 sterile wipes
- 1 thermal blanket
- 1 burn cool pack
- 1 pair of blunt medical scissors
- 1 reel of porous tape
- 1 eye bath
- 1 cylinder of sterile water
- 1 forehead thermometer
- 1 bottle of hand sanitizer (stood next to this bag)
- Mouth Shield
- Tweezers
- Traditional Cloth Bandage
- 1 face mask
- 1 disposable apron

Bum Bags - School First Aid Kit: List of Contents

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 sterile eye pads
- 1 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 1 medium sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- 1 can of savlon dry
- 10 sterile wipes
- 1 thermal blanket
- 1 pair of blunt medical scissors
- 1 reel of porous tape
- 1 eye bath
- 1 cylinder of sterile water
- 1 bottle of hand sanitizer

- Mouth Shield
- 1 face mask
- 1 disposable apron

Appendix 2

Reporting Accidents which have required further medical treatment or meet the criteria set out in the appendix will be reported using the MyCority system employed by WCC. This can be accessed via the Worcestershire Children's Services portal https://capublic.worcestershire.gov.uk/Chs_Portal/Home.aspx

Adult accidents are also to be recorded in the accident book.

Incidents to be reported

Accidents resulting in a hospital visit

Accidents resulting in death or major injury

Accidents which prevent normal duties for more than 3 days

Loss of consciousness due to asphyxia or absorption of harmful substances

Fractures /Dislocations

Amputation

Loss of sight - temporary or permanent

Chemicals or hot metal burn to eye

Penetrating eye injury

Electric Shock

Injury leading to hypothermia

Unconsciousness needing resuscitation /hospital admission for over 24hrs.

Guidance and policies linked to the First Aid Policy:

- Intimate Care Guidance
- Supporting Children with Medical Conditions