



# Forest Oak School Policy

## First Aid 2023-2024

The Health and Safety (First Aid) Regulations state that employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. This policy, and the practice in school, has been composed using the DFEE 'Guidance for first aid in schools', as recommended by the Health and Safety Executive (2010)

Although the regulations do not oblige employers to provide first aid for anyone other than their own staff, the governors accept the Health and Safety Commission guidance which recommends that the service is extended to pupils and visitors. Allowance has therefore been made to include them when deciding upon the number of first aid personnel required.

First aid is understood to be the treatment of minor injuries, cuts, bruises, knocks and stings. Greater injuries including those involving objects in ears and eyes may require emergency treatment from the nurse or hospital. Classroom staff are all trained in the individual protocols for the conditions of the children in that class and are able to provide safe interventions.

Following a risk assessment, the governors recommend that when possible, a minimum of one trained first aider is on site during school hours. They recommend that the site supervisor/maintenance officer is a qualified first aider so that treatment can be provided for cleaning staff and others who may be in the building before and after school hours. The maintenance officer should also be able to self-administer first aid if necessary whilst working alone.

The duties of a first aider:

- To give immediate help to casualties with common injuries or illness that arise from specific hazards at school
- When necessary, ensure that an ambulance or other professional help is called.

### **Appointed Persons**

There are several trained first aiders in school, located across different class teams and sites namely Oakwood and Woodlands Campus. Their names are on a list in every classroom door in school and also in the First Aid room.

They should:-

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned.

### **First Aid Information**

First aid arrangements are included in the induction programme for all staff and they are asked to read the policy.

### **Who should be First Aiders**

Education staff are under no obligation to become first aiders but may do so on a voluntary basis.

**First Aid Containers** There are first aid bags located in every classroom and these contain basic First aid equipment such as plasters, wipes, sick bag etc. Each class bag also contains any lifesaving medication specifically for the pupils in that class e.g. AAI's (Epipens), inhalers etc. A nominated member of staff is responsible for checking the list

and bags each term and ordering new stock but all employees are requested to report any noticed problems with the bags or stock.

### **Swimming Pool**

Those staff with the Teacher Rescue Test for swimming qualification have First Aid included in their qualification. This includes training for CPR.

### **Use of Minibus**

The minibus has a first aid box and the contents are checked by the maintenance officer as part of routine minibus checks.

Mobile phones are taken on all trips.

The transport policy is strictly adhered to, to ensure that all necessary information is available at school and on the bus in the case of emergencies.

### **First Aid Accommodation**

The First Aid Room is available for first aid treatment of more serious injuries.

### **Hygiene/Infection Control**

- Each classroom has access to washing facilities and each first aid bag is equipped with disposable gloves, aprons and hand gel.
- Nappy bins are provided in bathrooms if necessary and are changed regularly.
- Boxes of vinyl gloves are available in the first aid room
- The school has a procedure for dealing with blood spillages (appendix one??)
- Dressings and soiled medical equipment are disposed of in the first aid room in the hazardous waste bin.

### **Reporting and Recording Accidents**

All head injuries and more serious injuries should be reported to the school nurses and a member of senior team. All accidents and incidents must be recorded on the school's first aid system EVOLVE ACCIDENT BOOK and a message sent home to parents/carers using the First Aid Class Dojo system if it is a child who is injured. EVOLVE ACCIDENT BOOK is used for recording accidents and should be filled in by the person who has provided first aid treatment together with any staff witnessing the accident. Serious or fatal accidents (including any which require hospitalisation) are reported to the Health and Safety Executive (HSE). The responsibility for this lies with the Head.

Although education staff do not have to become first aiders unless they volunteer to do so, they are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act toward their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Any treatment should be referred to a trained first aider or qualified medical personnel as soon as is reasonably possible.

In the case that an ambulance or parents are called due to hospitalisation being needed, staff are responsible for the child until the parent/carer relieves the staff.

Phones are available in each classroom and the first aid room to use to call an ambulance in order for the staff member be able to stay with the child and relay information. (Dial 9 for an outside line followed by 999)

**If an adult or child goes directly to hospital with an injury as a result of an accident, Head Teacher to be informed immediately to decide if a report to Health & Safety Executive is made.**