

FIRST AID POLICY

Rationale

The Head of Education and Head Teacher of Eden Park 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 School. Scotland's Policies and Procedures supersede the school's own policy.

The Management are committed to follow best practice procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013).

The provision of first aid in the school will be in accordance with the principles of Emergency First Aid at Work (EFAW).

Aims

This policy aims to implement nine key principles across the school.

- 1) To place a duty on the Management to approve, implement and review the policy.
- 2) To place individual duties on all employees.
- 3) To report, record and where appropriate investigate all accidents.
- 4) To record all occasions when first aid is administered to employees, pupils and visitors.
- 5) To provide equipment and materials to carry out first aid treatment.
- 6) To make arrangements to provide training to employees, to maintain a record of that training and review annually.
- 7) To establish a procedure for managing accidents in school which require first aid treatment.
- 8) To provide information for employees on the arrangements for first aid.
- 9) To undertake a risk assessment of the first aid requirements of the school.

Arrangements and provision for First Aid

Appointment of First Aiders

The Head Teacher has appointed a member of staff to be the appointed person which **Moyra Arnison**.

The duties of the appointed person are to:

- take charge when someone is injured or becomes ill
- look after the first aid equipment e.g. restocking the first aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

Eden Park recognise that the appointed person need not be a First Aider; however they will support any member of staff who is an Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees Radical Education accept their responsibilities towards non-employees. In order to provide first aid for pupils and visitors, Eden Park will undertake a risk assessment to determine, in addition to the appointed person, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence.

In implementing the outcome of the risk assessment, the proprietor acknowledges that unless first aid cover is part of a member of staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

In the instance that no member of staff are first aid trained the Head Teacher will determine who should be trained in first aid the Head Teacher will consider each individual against the following criteria:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- a flexibility to be able to leave normal duties to go immediately to an emergency.

Materials, equipment and facilities

- The school will provide materials, equipment and facilities as set out in Section H of the Authority's Guidance on First Aid in Schools.

- The location of the first aid container in the school is in the main office close on the shelves in the right hand corner of the room.
- The contents of the first aid box will be checked on a regular basis by the Appointed Person.
- The appointed person will be responsible for all record keeping on first aid.
- The Head Teacher will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:
 - (a) sink with running hot and cold water;
 - (b) drinking water (if not available on mains tap) and disposable cups;
 - (c) paper towels;
 - (d) smooth-topped working surfaces;
 - (e) a range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage;(held in office)
 - (f) chair;
 - (g) a couch or bed stored in the Den
 - (h) First aid privacy screen stored in Den;
 - (i) soap;
 - (j) suitable refuse container (foot operated) lined with appropriate disposable plastic bags,
 - (k) an appropriate record-keeping facility;
 - (l) a means of communication, e.g. telephone.(office portable available)
- In addition to the items set out for the first aid box in school the following items will be provided:
 - (a) Disposable drying materials.
 - (b) Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta, etc.
 - (c) Household bleach or similarly effective solution – one part to ten parts water for cleaning sinks and bowls and soiled surfaces. (Held in locked COSHH cupboard)
 - (d) Plastic bags for disposing of bulky amounts of blooded waste (see the next page for procedures for handling blood). To be labelled.
 - (e) Paracetamol is not kept in school and if required will be issued and monitored by care teams.

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;
- location of the first aid box.

In addition, the Head Teacher will ensure that signs are displayed throughout the school 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 this policy and have access to a copy of the School's First Aid Policy.

Provision away from the School

Provision for first aid on school visits and journeys will be determined by risk assessment in accordance with Section 10 of the Authority's Guidance on First Aid.

Review of the First Aid policy

The Head Teacher will review the First Aid Policy on an annual basis and make recommendations, where appropriate to the Head of Education, for changes in the school's policy.

Accident Reporting

The Head Teacher will implement the procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The proprietor is aware of their statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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 3 consecutive days (excluding the day of the accident but including non-working 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 2013:

- 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 school which requires immediate emergency medical treatment at hospital.

For each instance where the Head Teacher considers an accident to a visitor or pupil is reportable under RIDDOR (2013) the advice of the Authority will be sought.

Pupil accidents involving the Head

Eden Park recognise that accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

In accordance with Section 11 of the Authority's Guidance on First Aid, where a pupil receives a blow to the head as a result of an accident Form will be completed.

Where emergency treatment is not required the form will be sent to the care team as the reverse side of the letter informing them of the accident to their child.

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A copy of form and the parental letter are provided in appendices 1.

Transport to Hospital or Home

The Head teacher will determine a reasonable and sensible action to take depending on the circumstances of each case. Where the injury is an emergency an ambulance will be called, and the care team will be present or informed immediately.

Where hospital treatment is required but it is not an emergency, then the Head Teacher will contact the care team for them to take over the responsibility of the child.

If the care team 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
- 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.
- at least one member of staff will be the same gender as the pupil.

Responsibilities

This section contains the names of employees at the school with a qualification in first aid or who have a first aid responsibility.

a) Appointed Person
Moyra Arnison

b) Emergency First Aiders
Moyra Arnison

Updated November 2017
Review date
November 2018

Head Injury Letter

Date:

Dear Parent/Carer

I would like to inform you that _____

banged their head at approximately _____am/pm today.

He/she was checked and treated, and has been under supervision since. If any of the following symptoms appear within the next 48 hours it is advised that you seek immediate medical advice.

Drowsiness

Vomiting

Severe Headache

Slurred Speech

Dilated Pupils and/or Blurred Vision

Yours sincerely