



Cranbrook Education Campus

First Aid Policy 2020-2021

Policy Date:

**THIS IS A DRAFT POLICY**

Review Date:

Review Committee:

Cranbrook Education Campus

**Policy Name: First Aid Policy**

**Policy Prepared by: Russell Williams**

| Document date | File Name        | Meeting Submitted | Summary of changes requires |
|---------------|------------------|-------------------|-----------------------------|
| 17-11-2020    | First Aid Policy |                   | Written                     |
|               |                  |                   |                             |
|               |                  |                   |                             |

**Aims:**

- Ensure the health and safety of all staff, pupils, and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To put into practice the LA requirements on aspects of first aid
- To ensure all staff are aware of the first aiders within the school
- To ensure that all staff are aware of how to deal with minor accidents
- To ensure that all staff are aware of the position of first aid boxes and equipment
- To help prevent the deterioration of the condition of any patient
- To ensure that all staff are aware of the contents of a first aid box for school trips and have some basic knowledge of their use
- To ensure all staff are fulfilling the legal requirement regarding the reporting of accidents.

**Legislation:**

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the [Department for Education on first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

- [The Management of Health and Safety at Work Regulations 1992](#), which requires employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), this state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater to the medical and therapy needs of pupils

### **Roles and Responsibilities:**

We aim for all Primary staff at Cranbrook Education Campus to have paediatric first aid training. At least one Paediatric First Aider is at the Campus at all times, with the Senior First Aider being Russell Williams.

Staff to receive training every 3 years in paediatric first aid, and annually for those who take annual refreshers.

Responsibilities for first aiders at Cranbrook Education Campus are;

- Supporting and responding to first aid incidences
- Administering first aid
- Completing first aid slips
- Stocking up personal first aid bum bags
- Making sure first aid equipment is in date
- Seek advice from SLT and/or Senior First Aider for any concerns

### **First Aid Equipment:**

First aid equipment and supplies are held centrally in the Primary First Aid room, Secondary First Aid room, and also the main reception. Lunch/break first aid bum-bags are also stored here. Furthermore, there are also First Aid boxes in each Primary classroom.

It is each class's, and MTAs responsibility to monitor the class-based boxes and the bum-bags for stock level and replenish them as needed, and to then report to the Senior First Aider when central stock is running low.

Break/Lunchtime kits Should Contain:

1. Hypoallergenic plasters
2. Sterilised wipes (not alcohol wipes)

3. 2 medium and 2 large dressing
4. Disposable hypoallergenic gloves
5. Sterile water
6. Micropore tape
7. Incident forms
8. Ice Packs

First Aid kits for trips should contain:

1. 2 medium and 2 large dressing
2. 1 eye pad bandage
3. 1 triangular bandage
4. Micropore tape
5. Safety pins
6. Disposable hypoallergenic gloves
7. Sterilised wipes (not alcohol wipes)
8. Hypoallergenic plasters
9. Safety Medical Scissors
10. Instant cold compress
11. Burn Dressing
12. Pen
13. Incident forms
14. Sterile water

#### **Sharing of First Aid information:**

Where there is a child who has a medical condition or an allergy that requires specific first aid this information will be shared with adults that are in daily contact with that child such as class teachers and MTAs.

#### **Calling Emergency Services:**

First aider may be required to contact the emergency services in the event of a medical emergency whether on the School site or off it.

When on the school premises, the staff should notify or send someone to the office for the Admin to call the emergency service. You may also speak to anyone outside as well with a radio who can radio to the office – Note in this event you would do both, send someone and radio, you would not do one and not the other. Office staff can then facilitate gate openings etc.

The first aider is to remain with the child at all times.

School Address: **Cranbrook Education Campus, Tillhouse Road, Cranbrook, EX57EE**

When off-site, staff should have the address of where the visit/activity is taking place. In more secluded areas such as Dartmoor apps such as 'what3words' will be shared with staff to aid in giving specific locations.

If there is a time where a child needs to attend hospital or minor injuries and parental transport is not available and if the injury does not require emergency 999 care, then staff will need to take the child to the hospital in a staff members private transport. Two staff members will need to go. Business insurance must be held and the child must be accompanied by a first aider. All injuries requiring treatment must be recorded in the School Accident Book.

### **Head Injuries:**

If a child sustains a head injury, the parents/carer will be notified, and so will the class teacher/s. A head bump form will need to be completed and sent home with the child.

Head injuries have the potential to become a major incident. After sustaining a head injury, a close eye must be kept on the child.

If the child starts to show any of the following symptoms, call Senior First Aider and/or SLT:

- dizziness
- nausea or vomiting
- lethargic or sleepy
- pupil concerns
- headache
- unconsciousness

### **First Aid and Circumstance Out of Our Control:**

Where there are incidents out of Cranbrook Education Campus' control that can negatively impact on the administering of first aid such as national emergencies, reference to the safe administering of first aid will be set out in the relevant risk assessment.