



Creavery Primary School



First Aid Policy

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The Governors and Head Teacher of Creavery Primary School 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

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The Provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed _____

Head Teacher

Date _____

Signed _____

Chairman of Board of Governors

Date _____

Statement of First Aid Organisation

The school's arrangement for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record 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.
- Undertake a risk assessment of the first aid requirements to the school.

Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in the DFEE 'Guidance on First Aid for schools'.

There is a First Aid Kit in each of the classrooms.

The contents of the kits will be checked on a regular basis by Mrs Linda Hall.

Appointed persons for First Aid are Mrs Linda Hall and Miss Louise Dunwoody.

Other staff will be trained as necessary eg. Residential trip.

Off-site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers etc.

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 locations of First Aid Kits.

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 the school's first aid policy.

The Governing body will also implement the Education Authorities procedures for reporting:

- All accidents to employees.
- An accident that involves an employee being incapacitated from work.
- 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.

Where a pupil has an accident and needs to be sent home it will be reported to the Education Authority on Accident Report Form.

All accidents to non-employees (eg) visitors which result in injury will be recorded.

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 treatment is not required the child's parent will be contacted and asked to take the child home.

Transport to hospital or home

- The head teacher will determine what is reasonable and sensible action to take in each case.
- Where injury is an emergency an ambulance will be call following which the parent will be called.
- Where hospital treatment is required but is not an emergency, then the Head Teacher will contact the parents for them to take over the 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.
- 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.

Personnel

Appointed persons:

- Miss Louise Dunwoody
- Mrs Linda Hall

Emergency First Aiders:

- Mrs Pauline Davison