

First Aid Policy

2023/2024



TO BE REVIEWED SEPTEMBER 2024

Rodmersham School will ensure compliance with the relevant legislation regarding the provision of first aid for pupils, staff, parents, and visitors and will ensure that procedures are in place to meet that responsibility.

Aims and Objectives

To identify the school's first aid needs in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999. To ensure that first aid provision is available at all times while people are on the school premises and also on the premises whilst on school visits.

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the school's needs, maintain a record of that training, and review it annually. To provide relevant training and ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.

To inform staff and parents of the School's First Aid arrangements.

To report, record and where appropriate investigate all accidents.

To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

First Aid Provision

First Aid kits are available at the following destinations:-

- In the cupboard in the cloakroom/village hall
- With the dinner staff during lunch
- First Aid is taken on every school trip.
- The first Aid-Trained Class Teaching Assistant is responsible for checking the contents of each classroom kit every term and restocking as necessary.

It is Mrs Flatts' responsibility to replenish first aid

All staff will ensure they read the School's First Aid Policy.

Contents of First Aid Boxes

Disposable gloves	Ice Pack –snappable
Medium/large sterile dressing	Resuscitation guard
Assorted plasters	Cotton Gauze
Micropore tape	Scissors
Triangular bandages	Sick Bags
Melanin dressing – small & large	Stickers Tweezers (for visible splinters and stings)
Sterile eye dressing	Accident Book/Pen
Cleansing wipes	

First Aid Training

The headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons. Training should take place every two years.

Appropriate team members receive EpiPen training every year, as provided by our linked School Nurse. Not all team members need training, but at least five members will have undergone it at any one time.

Qualified Staff

First Aid at Work – Most Teachers, TAs & Midday Meal Supervisors are first aid trained as of September 2023.

Paediatric First Aid

Miss K Davernport
Mrs S Dodd

Schools First Aid

All staff are trained every two years. Training is provided when staff join between sessions and have not been trained at a previous workplace.

Head Injuries

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal), and the effects only become noticeable after some time.

If the injury is minor, all Head Injuries should be monitored closely. A 'head injury report form' MUST be completed and filed in the school office, and a copy must be given to the parents. A bumped head sticker MUST also be given to the child. Team members must be informed as well to ensure that close monitoring can take place. The office will always call parents following a head injury.

Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

Emergency Arrangements

Where the injury is an emergency, an ambulance will be called, and the parents will be contacted. Where hospital treatment is required but it is not an emergency, then the parents will be contacted, and they will take responsibility for the child. If the parents cannot be contacted, two staff members will accompany the child to the hospital and remain with them until the parents can be contacted.

Hygiene/Infection Control

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings and other clinical waste

is disposed of in the bags provided in the first aid boxes/bags and disposed of in the clinical waste bin in the staff toilet. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. If possible, the affected area is bleached (dilute 1:10). Body fluid spillages on hard surfaces are cleaned up and then bleached (1:10). Exposed cuts and abrasions should always be covered.

Incident Reporting

All minor incidents, injuries, ailments, and treatments are recorded in the Administration of First Aid Books in the First Aid Boxes.

ALL Head injuries must be noted in the Accident Folder in the School Office, a copy of which must be given to a parent, and all team members of the class in which the child is situated must be notified.

Parents are informed by letter of any head injury or other significant injuries. A staff member will contact the parents if she has any concerns about the injury or needs to send a child home due to illness. All injuries are recorded in the school office accident book. It is recommended that these records be kept for seven years.