

# First Aid Policy

2021/2023



TO BE REVIEWED SEPTEMBER 2023

Rodmersham School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with section 10.0 of the School's Health and Safety policy and is reviewed annually.

### **Aims and Objectives**

To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.

To ensure that first aid provision is available at all times while people are on the school premises, and also of the premises whilst on school visits.

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review 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.
- It is the responsibility of the First Aid Trained Class Teaching Assistant to check the contents of each classroom kit every term and re-stock as necessary.

**It is ALI PC's responsibility to replenish the two playground boxes as and when items have been used.**

**All staff will ensure that they have 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	
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**First Aid Training**

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

Appropriate members of the team have Epipen training on a yearly basis as provided by our linked School Nurse. Not all team members need training. But at least 10 members at any one time will have undergone training.

**Qualified Staff**

First Aid at Work – All Teachers, TAs & Midday Meal Supervisors) are first aid trained as of September 20. **We are catching up with first aid training due to COVID.**

**Paediatric First Aid**

Mrs Maria Cooper  
Mrs Natalie Potter

**Schools First Aid**

All staff are trained every two years. When staff join between sessions, and have not been trained at a previous place of work, training is provided.

**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 a period of time.

If the injury is minor, all Head Injuries should be monitored closely and a ‘head injury report form’ MUST be completed in file in school office and a copy given to the parents. A bumped head sticker MUST be given to the child also. 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 following which 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. In the event that the parents cannot be contacted, two members of staff will accompany the child to 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 treatment are recorded on the Administration of First Aid Books kept in the Infant and Junior First Aid Boxes.

ALL Head injuries must be noted in the Accident Folder in the School Office, a copy given to a parent as well as notifying all team members of the class that the child is situated in.

Parents are informed by letter of any head injury or other significant injuries. A member of staff will contact the parents if she has any concerns about the injury, or needs to send a child home through illness. All injuries are recorded in the accident book in the school office. It is recommended that these records are kept for 7 years.