



THE ORCHARDS FEDERATION

FIRST AID POLICY & GUIDANCE

Signed (Executive Head):	Date:
Signed (Chair of Governors):	Date:
Reviewed Date:	November 2017
Next Revision Date (or sooner if required)	September 2018
Approved: Premises Governors Committee	

THE ORCHARDS FEDERATION

FIRST AID POLICY

STATEMENT OF FIRST AID POLICY

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is The Orchards Federation's responsibility to provide adequate and appropriate first aid to all pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility on both sites. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school or local authority arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the prospectus) of the School's First Aid arrangements.
- To keep accident records and to report to the local authority and HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and Senior Leadership Teams, all teaching and non-teaching staff, all pupils and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Executive Headteacher is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need, when appropriate.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted. All lunchtime assistants will receive a 'basic' level of First Aid training. A senior pupil/prefect will go to the office as previously stated.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate. .
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 99999 (all school/class phones can dial out this number) and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

Reporting

- The Headteacher and Premises, Health and Safety Manager must be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the Admin/School office area.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the local authority and the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors (including contractors)

The Head is responsible for ensuring this happens.

Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Premises Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

Refer to: Policy for Supporting Pupils at school with Medical Needs

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage.

First Aid boxes

First Aid Boxes are located in:

- The main school office and staff rooms
- Every classroom
- The main School kitchen

Bumbags, complete with first aid equipment, are provided for lunchtime assistants. All classes going on off site visits will take the “trips” first aid box (located in the School admin office). All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

(First Aid Kits are fully compliant with the new BS8599-1 standard for the contents of workplace first aid kits)

Standard Kit Contents	Small (Classrooms)	Medium	Large (School Offices)
Guidance Leaflet and booklet	1	1	1
Medium Sterile Dressings	4	6	8
Large Sterile Dressing	1	2	2
Triangular Bandages	2	3	4
Safety Pins	6	12	24
Eye Pad Sterile Dressings	2	3	4
Sterile Adhesive Dressings (Plasters)	40	60	100
Sterile Cleansing Wipes	20	30	40
Adhesive Tape	1	1	1
Nitrile Disposable Gloves (Pairs)	6	9	12
Finger Sterile Dressings	2	3	4
Resuscitation Face Shield	1	1	2
Foil Blanket	1	2	3
Hydrogel Burn Dressing	1	2	2
Shears	1	1	1
Conforming Bandage	1	2	2

No medicine/tablets are to be kept in the first aid boxes

First Aid Policy

Date: _____

Review Date: _____

Headteacher: _____

Chair of Governors: _____

APPENDIX 1

First Aiders:

THE ORCHARDS – FIRST AIDERS - BASIC FIRST AIDERS	
LORRAINE WELSBY 09/18	MEGAN FRASER 09/18
ALISON FLITCROFT 09/18	PAULA RUSHTON 09/18
HELEN GERMAN 09/18	ELLIOT MARTOS 09/18
TRACY FIELDING-MARTIN 11/19	DEANA WOODFIN 02/19
LEANNE WARDLE 11/20	ANGELA YATES 11/20
PELIN KLAJIC 11/20	JULIE FALLON 11/20
CHERYL WESTWELL 11/20	AASEMAH AMLA 11/20
GINA WALMSLEY 11/20	

PAEDIATRIC FIRST AID	
SUZANNE ALDRED 11/19	ANN ACKLAND 02/19
STEPH TAYLOR 02/19	SARAH HARGREAVES 07/18
GINA HODGKINSON 02/19	
TRACEY MCHUGH 02/19	ADELE HOLLAND
KIM WILKINSON 02/19	LIANE FISHWICK 06/18
BETH TAYLOR-WHITFIELD 02/19	JOANNE BROWN 06/18
LYNDSEY TRAVERS 06/18	DEANA WOODFIN 06/18
DEBRA MAKIN 06/18	
NICOLA DUNNE 03/20	KELLY HAWKER-TONGE 03/20
ANDY SMITH 03/20	DELYTH IDDON 03/20
MATTHEW GORTON 03/20	ELIZABETH JOHNSON 03/20
MARIE MOORE 03/20	JENNIFER MORRIS-BROOME 03/20
ALSON FLITCROFT 03/20	LAURA ENTWISTLE 03/20
JENNIFER WARD 03/20	
JOANNE WRIGLEY 09/19	SHARRON PHILLIPS 09/19
CHERYL RIGBY 09/19	TRACEY PITCHERS 09/19

FIRST AID IN THE WORKPLACE	
ANDREA VICKERS 01/19	GLENDA BARLOW 01/19
MEGAN FRASER 02/19	JENNY GREENHALGH 02/19

SHOWS CERTIFICATE EXPIRY DATE FIRST AIDERS 17/18

Health and Safety Officers:

Headteacher
Premises, Health & Safety Manager

ANDREW FEELEY
Dave Colbourn

External Visits Officer:

Dave Colbourn

APPENDIX 2.

Appointed person to contact Emergency Services: Any of Office Staff

(Or if necessary any adult in school, and notify the main office immediately when this has been done by a non-office staff member)



The Orchards Federation

Cherry Tree CP School

Tel: 335883

Highfield Road

Green Fold School

Tel: 335883

Farnworth

The Orchards Nursery

Tel: 336280

BOLTON BL4

Executive Headteacher:

Mr Andrew Feeley

Dear Parent/Carer

Date:

Just a quick note to inform you that,

PUPIL NAME:		CLASS:	
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Has had an accident at school today and had a bump.

What happened?

In case of a head injury, should any of the following symptoms occur, please take your child to the Accident & Emergency Department at The Royal Bolton Hospital (Tel: 390390)

Drowsiness/inability to waken properly

Vomiting repeatedly

Headaches, increasing in severity which are not helped by taking simple painkillers

Blurred or double vision

Blackouts

Abnormal clumsiness/twitching





Department for Education **Schools**

First-aid personnel

General article - Updated: 26 April 2012

First-aiders

Unless first-aid cover is part of a staff member's contractual duties, first-aiders are selected on a voluntary basis. First-aiders must complete a training course approved by the HSE.

First-aiders' main duties are to give immediate help to casualties with common injuries and those arising from specific hazards at school, and, when necessary, to ensure that an ambulance or other professional medical help is called.

When considering first-aiders, governing bodies and headteachers should take into account an individual's:

- 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
- normal duties: a first-aidер must be able to leave their usual post and go immediately to an emergency.

First-aid appointed person

An appointed person:

- takes charge when someone is injured or becomes ill
- looks after the first-aid equipment
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The minimum requirement is that an appointed person must take charge of the first-aid arrangements. An appointed person is not a first aider and should not give first-aid treatment for which they have not been trained. Any member of staff may volunteer for duties as an appointed person.

There are no rules on the exact number of first-aid personnel. This will be a judgement based upon local circumstances and a suitable and sufficient risk assessment.

See *Guidance on First Aid for Schools: A Good Practice Guide* (sections 43 to 46) for guidance on numbers.