

Ore Village Primary Academy



First Aid Policy

Ratified by governors: March 2017
Review: March 2018

Policy Statement

Ore Village Primary Academy (OVPA) will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid at OVPA is held by the Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The appointed Teaching Assistant (TA) will ensure that appropriate numbers of qualified First Aiders, appointed persons and paediatric trained staff are nominated, that they are adequately trained to meet their statutory duties and undertake refresher training when necessary.

Qualified First Aid Staff

At OVPA there are qualified First Aiders across the academy (see Annex 1 for complete list of names and location). They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Early Years First Aid Trained Staff

At OVPA there are a number of Paediatric First Aid trained staff (see Annex 1 for complete list and location) in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

First aid equipment is stored in:

- The Nursery
- Reception Office
- Medical room near Cafe
- The main school office

All equipment is clearly indicated with a First Aid symbol. Small 'travel' First Aid kits are allocated to First Aiders for use throughout the school day, including break and during lunchtime periods.

- First Aiders are responsible for checking their kits regularly and requesting stocks to be replenished. The appointed TA is responsible for checking and replenishing all other First Aid supplies. All First Aiders must take First Aid grab bags, PEEPs and individual pupils' medical provisions (class Medicines box) with them on any evacuation of the buildings (in the event of a fire, emergency, serious occurrence or fire drill).
- First Aid Travel kits and individual pupils' medical provisions must accompany groups of children on all educational school trips.
- Inhalers must be clearly named; they are kept in a Medicines box in the classroom. They should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips.
- Disposable (latex free) gloves are available in each class and teaching base and should be used whenever dealing with bodily fluids.
- Children should not be asked to care for an injured peer where there is a likelihood of contact with bodily fluids.

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. The Head or Deputy Head must be informed in the event of all serious accidents/injuries.

Do not move the patient if there is any concern that there may be a serious injury. Only move the patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.

Contacting Emergency Services (see Annex 2)

The First Aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a person becoming unconscious
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at a hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event of a head injury (bump on head) a sticker and a standard letter will be sent home with the child, indicating the area and nature of the injury along with advice.

Records

All accidents to pupils requiring first aid treatment are to be recorded in the Pupil Accident Books with the following information:

- Name of injured person
- Name of the qualified First Aider/staff member

- Date of the accident
- Type of accident (eg. bump on head etc)
- Location of accident
- Treatment provided and action taken

All accidents to staff and visitors requiring First aid treatment, and any accident to a pupil requiring further attention, are to be recorded in the Accident Book (Upper or Lower) and reported to HSE, if appropriate, under RIDDOR.

The Accident Books and Pupil Accident Books will be reviewed annually as part of the academy Health & Safety inspection and retained for three years.

Related policies: Drugs, Educational visits, Health and Safety, Supporting Pupils with Medical Conditions, Medicine- Administration to children

ANNEX 2: Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows: *Ore Village Primary Academy, Rye Road, Hastings*
3. State that the postcode is *TN35 5DB*
4. Give exact location in the school/setting: *Heading out of Hastings and Ore, North towards Guestling, Rye Road is a right hand turn 200m past the traffic lights at the junction with The Ridge and 20m short of pedestrian lights on the main road heading north up the hill.*
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state where the crew will be met and taken to. Speak clearly and slowly and be ready to repeat information if asked