

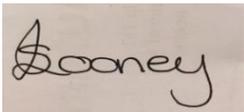


Rugby Free Primary School Emergency First Aid Policy

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POLICY APPROVAL

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Signature:	 Steph Looney Chair of Trust, Local Governing Body
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1. Introduction

The Headteacher and Trust of Rugby Free Primary School accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

2. Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Implement this First Aid policy
- Ensure First Aiders and Paediatric Trained First Aiders are in place
- Report and record accidents using relevant accident forms
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to provide First Aid treatment;
- To provide high quality training to employees and maintain records of training on personnel files and review as required;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Risk assess the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements e.g. specialised epipen training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child through slips or text messages and slip for a bumped head or more serious injury.

3. Arrangements for First Aid

The School will provide materials, equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:

- Sick Bay (Ground Floor)
- Main School Office (Ground Floor)

This is in addition to mobile first aid kits which are in some classrooms and may be carried around school and taken on Educational Visits.



The Operations Manager will be responsible for managing first aid and will ensure that all first aid kits are fully equipped and restocked at all times, records are kept up to date and all staff are adequately trained.

The Operations Manager will be a trained first aider and will be responsible for monitoring first aid provision to ensure the service provided is at least adequate.

At least three members of staff will be paediatric first aid trained and at a further five members of staff first aid trained.

Before undertaking any off site activities, the level of first aid provision will be assessed by the Education Visits Lead and at least one qualified First Aider and First Aid Kit will be taken. If groups are splitting up during the visit, more kits will be taken.

4. Sharing of Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition, the Operations Manager will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid policy. Trained first aiders should administer first aid whenever possible, however any member of staff can assist a qualified first aider in administering first aid or deal with a minor first aid issue e.g. a small scratch.

5. Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. Where emergency treatment is not required a 'Head Bump' text will be sent home to the parent/guardian alongside a first aid slip. A child who bumps their head should always be seen by a qualified first aider and should be monitored after this incident. Parents are responsible for ensuring their mobile numbers are up to date so they definitely receive the text from school. Occasionally accident slips go missing if the child forgets to take it home and so a text message is a safety net in this case.



6. Spillages of body fluids

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the sick bay to clean up. The first aider should wear protective gloves and the waste be cleared and disposed of in line with first aid guidelines. The incident should be reported to the Finance and Admin manager who will record it in line with school policy. All bodily spillages and the implements for cleaning it up should be disposed of carefully in clinical waste bags which are in the First Aid room.

7. Transport to hospital or home

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent or guardian will be notified. If an ambulance is called, the child's parent/guardian or other emergency contact will be called to accompany the child to hospital and take over responsibility. If the parent/ guardian cannot be contacted, a member of school staff will accompany the child until they are able to arrive.

If a child needs to attend hospital or the doctors but it is not an emergency, school will contact the parent/ guardian or emergency contact and ask them to take them to hospital. If the parent is unable to transport the child or cannot be contacted, help with transport of a child to hospital or the doctors may be given at the discretion of the Headteacher.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars where the school holds relevant insurance documents including Business Cover will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

8. Medication

Please see administering medication in schools policy. All medication kept in school is prescription only and for a specific child. This is kept in the Sick bay.

9. Review

This plan will be reviewed biennially by Trust.