



## First Aid Policy Sept 2022

*This policy is based upon Summary of DfES guidance on First Aid provision in Schools (from DfEE good practice guide "Guidance on First Aid for Schools" 1998).*

First Aid is emergency care given to an injured person (in order to minimise further injury and promote rapid recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Risk Assessment:**

A risk assessment of First Aid needs is necessary to ensure adequate provision is available. This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school including any changes in the environment
- When to call for further help

### **Responsibilities:**

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Preschool Manager is responsible for putting the policy in place, including informing staff and parents.

All staff and visitors should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out at school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided throughout the school premises whenever the school is open. If a staff member is alone on a trip, (which would only happen if they were with a small sub group) then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. As an aim we plan for everyone on the staff list to have completed first aid training.

Members of staff working with children under 8 have also undertaken the paediatric first aid training. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. (See Medications Policy).

It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.



### **First Aid Supplies:**

The First Aid Cabinet is situated in the nappy room and each classroom. NB: The fridge and secure lockable cupboards are used for dispensing medicines, when required.

The contents of the First Aid Cabinets/Kits are to be regularly checked for use by dates and maintained by the named person. These are also included in the Annual Health & Safety Inspection. PLEASE ensure Clare Croucher is informed before items run out.

### **Reporting & Recording of Accidents:**

Oasis Academy Lordshill Preschool recognises that: We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979: Implementation of Accident book
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident/incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

### **Procedures:**

At Oasis Academy Lordshill Preschool we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors will be recorded as above and where deemed necessary will be escalated. The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded using the Accident Forms. An investigation into the accident should be taken as soon as possible. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

### **Trips:**

Travel first aid kits and a trained First Aider are present on all trips.

### **Bump Notes:**

Accident notes including bumped head notes need to be signed by parents and parents are contacted straight after the accident.

Records for adults should be stored for three years. Records for under 18's need to be kept until they are 21.

All serious accidents will be reported to the Governors.

The Preschool Manager will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.



**Special Pupils:**

Some pupils in the school have special needs and staff have been appropriately trained to cater for their needs.

**Asthma:**

Staff should check medical forms for written instructions from parents regarding the treatment of children in their class. Information regarding a child's access to its inhaler should also be written on the Medical form. A central list of children suffering with asthma is compiled annually.

**The Appointed Person:**

This person has the responsibility of taking charge during an incident and summoning help if needed. At Oasis Academy Lordshill Preschool, each member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid Cabinets/Kits is the responsibility of: Clare Croucher. However it is the responsibility of all staff to let Clare know when supplies are low.

This policy is written in conjunction with the policies for Epilepsy, Asthma, Medication and Diabetes.