

# Freegrounds Junior School

## First Aid Policy



Date of last review: September 2020

Date of next review: September 2022

Date approved: September 2020

Approved by: Policy working party

Signed:

### Purpose

Freegrounds Junior School 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 Freegrounds Junior School is held by the Head teacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- 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 the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.
- The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

### Qualified First Aid Staff

At Freegrounds Junior School there are two qualified first aiders (First Aid at Work) for the administration of First Aid to adults. These individuals are Mrs Dawn Belcher and Mrs Alison Carpenter.

They will be 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).

### **Appointed Persons**

At Freegrounds Junior School there are 12 appointed persons who are qualified (First Aid in Schools) as follows:

Miss A Matthews-Office, Mrs K Archer-Office, Mrs K Matkowski-Year 5 & Lunchtime, Mrs W Bradford-Year 5 & Lunchtime, Mrs S Gearing – Lunchtime, Mrs K Martin-Year 3 LSA, Mrs D Smith – Lunchtime, Mrs C Wheeler-Bailey-Year 3 LSA, Mrs M Brightwell – Lunchtime Playleader, Mr N Connolly – Year 4 LSA & Sports Coach, Mrs G Godden-Year 5 & 6 LSA, Mrs R Kitcher-Year 6 LSA

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

Our First Aid Needs Assessment has identified the following first aid kit requirements:

\* 5 first aid kits on the premises

These first aid kits will be situated in the office and in every shared area.

\* 4 travel first aid kits

These travel first aid kits will be located in the First Aid cupboard and on the school minibus.

It is the responsibility of the qualified first aiders/appointed persons, (Alison Carpenter and Dawn Belcher), to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored electronically on the school network in the medical folder.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

### **Emergencies**

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.

An ambulance is always to be called on the following occasions:

- in the event of a serious injury
- in the event of any significant head injury
- in the event of a period of unconsciousness
- whenever there is the possibility of a fracture or where this is suspected
- 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 hospital

Our procedure for notifying parents is to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

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 that parents cannot be contacted and a message has been left, our policy is to continue to attempt to make contact with the parents every half 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).

All children with a head injury will have a letter explaining this. Parents will be contacted if the injury is more than minor.

### **Records**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

### **Defibrillator**

The school had a defibrillator that is available to use should the need arise. This is located in the School office.

## Appendix Item 1

### ACTIONS FOLLOWING AN ACCIDENT – A BRIEF GUIDE

#### 1 Introduction

Following any accident or incident at the work premises or during authorised work, there are certain actions required under law and/or under Hampshire County Council (HCC) corporate and departmental policies. This brief guide provides an easy-to-understand overview of the common actions required following an accident, incident or near miss.

#### 2 Actions to be taken

The following actions are to be taken and these are explained in more detail further on in this guide:

- a. Immediate, remedial & medical actions
- b. Secondary actions
- c. Completion/sending of accident report form
- d. Completion/sending of F2508 HSE Accident Report Form (if reportable)
- e. Carry out & document an accident/incident investigation
- f. Risk assessment or review of current risk assessment (as appropriate)
- g. Implementation of identified control measures (and periodic reviews thereafter)

#### 3. Actions explained

##### a. Immediate, remedial & medical actions

These are the basic actions required in the event of any accident or incident and may include:

- Calling for assistance
- Administering first aid
- Calling an ambulance
- Making the area temporarily safe or preventing others from being exposed to the same hazard

##### b. Secondary actions

According to the nature of the accident/incident and/or its consequences, there are certain actions that should be carried out to provide records of the accident/incident and the following should be completed as appropriate to the seriousness or type of accident/incident. These secondary actions include:

- Taking photographs of the accident site
- Taking photographs of the injuries
- Taking statements from witnesses
- Making a brief record of events (as soon as possible after the accident/incident)
- Longer term isolation of the area to prevent access pending implementation of permanent barriers

##### c. Completion/sending of accident report form

An accident report should be completed at the earliest opportunity following the accident. For all accidents including those to employees and visitors (with the exception of accidents involving pupils), the accident

report book should be used. This should be a pre-printed report form pad with 'tear-out' report forms. The completed (original) report form should be retained in a secure storage, and a photocopy posted to the Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW in accordance with corporate and departmental requirements. It should be noted that the accident report form is available on the Children's Services Health & Safety Website at Accident Book Report Form (HCC). This electronic version can only be downloaded to be completed and posted – it is not for online submission.

For accidents to pupils in school, very minor accidents should be recorded in a local exercise book. More serious accidents such as those requiring significant first aid administration, contact with parents, or where a claim against the HCC is possible, should be recorded on CSRF-003 School Accident Internal Report Form and retained at school. Each year, a formal request for numbers of all completed CSRF-003 forms will be issued and data received from schools will

First Aid Policy September 2017-18 5

be used to collate county and national statistics. Be advised that all accident/incident reporting and investigation guidance and requirements are clearly and simply set out in Children's Services Safety Guidance Procedure SGP-17-07.

#### d. Completion/sending of F2508 HSE Accident Report Form

Under the Reporting Injuries Diseases Dangerous Occurrence Regulations 1995 (RIDDOR), there is a legal requirement to report some accidents/incidents directly to the Health & Safety Executive (HSE). This would include accidents that are serious or result in broken bones (not digits) or more than three days unable to work. To identify whether an employee's accident/incident should be reported to the HSE, use the Action Flowchart at Reporting Accidents to HSE - Action Flowchart (CS H&S Team). To identify whether a pupil's accident/incident should be reported to the HSE, use the action flowchart in the reporting guidance for schools at Accident Reporting & Recording Guidance for Schools (CS H&S Team). If in doubt, contact the Children's Services Health & Safety Team to discuss the reporting requirements

The F2508 Accident Report Form is available at F2508 HSE Accident Report Form (RIDDOR) and having identified a requirement to report an accident to the HSE, it should be downloaded, printed and completed, and the original sent to the HSE at the address on the form itself. A copy should be retained by the sender and a photocopy also posted to the Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW.

#### e. Carry out & document an accident/incident investigation

Accidents, incidents and near misses should be investigated unless the nature and consequences of the event are insignificant. The purpose of the investigation is to establish the immediate and root causes of the accident/incident with a view to examining failures and implementing control measures to prevent further reoccurrences. Once the investigation has been undertaken, notes taken should be used to complete the Online Accident/Incident Investigation Report Form (HCC). This is a preformatted, corporate online investigation report form which is simple and quick to use. Once completed and submitted, a printable version of the form will be automatically returned to you (electronically) and a copy will automatically be forwarded to the Children's Services Health & Safety Team, who will attach it to the related accident report form and/or F2508 Report Form.

#### f. Risk assessment or review of current risk assessment

Where injury has resulted or a significant risk has been identified through the investigation process, responsible managers should ensure that a review of the risk assessment (relating to the hazard causing the accident) is carried out by a their trained risk assessor. Where the risk may have been previously unforeseeable, a new risk assessment should be completed and control measures identified that would reduce the risk of future similar accidents. A summary of findings or new control measures (identified as part of the risk assessment or review process) would be expected to be included in the investigation report to demonstrate actions indicating that the potential dangers have been identified and something has been done to control the risks.

g. Implementation of identified control measures

Once new control measures have been identified, make sure that they are implemented as soon as possible to prevent reoccurrence of such an accident/incident. Monitor the new controls to establish their effectiveness and periodically review the risk assessment to ensure that control measures remain effective.

4. Need further advice?

Still unsure of your actions in the event of an accident, incident or near miss? Then contact the Children's Services Health & Safety Team as follows:

**CHILDREN'S SERVICES HEALTH & SAFETY TEAM – CONTACT DETAILS**

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm> Children's Services Health & Safety Team Clarendon House, Monarch Way, Winchester, SO22 5PW Health & Safety Enquiries – 01962 876220