Morley Memorial Primary School
First Aid Policy

Policy Name	First Aid Policy
Person Responsible	K Kowalska
Reviewed by	Full Governing Body
Date of Review	October 26
Frequency of Review	2 years
Next Review Date	October 28

This policy is written as an extension of the school's **Health and Safety Policy**, endorsed by its Governors. It is also aligned with our **Safeguarding and Child Protection Policy.**
See also our **Allergy Management Policy.**

Policy Statement

Morley Memorial Primary School will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all children and members of staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities or injured on school premises.

Aims/Objectives
The aims and objectives of this policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises as identified in individual risk assessments.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid at all times, and in all relevant locations, and that a system is in place to record first aid administered, whether this be in an accident book of legally required design or via an online reporting system (Arbor).
- Ensuring the above provisions are transparent and clear to all who may require them.

Responsibilities

- The Head Teacher will ensure that the First Aid Policy and Procedures are regularly reviewed.

- The Head Teacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

- A sufficient number of teaching and non-teaching staff will be offered First Aid training, including Midday Supervisors.

- The Head Teacher will ensure that First Aiders are offered training to a competent standard, which includes refresher training.

- The school's Office Manager will, in conjunction with the Business and Community Development Manager and Resources Committee, ensure that arrangements are in place for a suitable budget for training and retraining of First Aiders.

- The school's office staff will ensure that suitable first aid equipment is provided.

- First aid boxes will be available at all times with the appropriate content to meet the needs of children.

- A member of staff checks the First Aid kits regularly, and all who use them are encouraged to replace any items as soon as they need replacing and report to the office where stock is low for re-ordering.

- The school will ensure that a first aid notice is displayed in the school office / safeguarding noticeboard which lists the names of First Aiders.

- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book or the online reporting system used in school (Arbor) once this is in use. Once the online system is established, paper records may be used when off site until an incident can be logged electronically (e.g. when on school trips).

- Confidential details of all pupils must be recorded and stored correctly as per data protection guidance.

- Teachers will ensure that the policy is followed and that first aid arrangements are catered for during activities such as project work in the school grounds, play times and field trips.

- The Head Teacher will notify the relevant organisations of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the school's care and act upon any advice given.

Arrangements/Procedures for administering first aid

- **In an emergency, the school will call 999 if the child is seriously ill or injured or their life is at risk.**

- Records of the risk assessments will be held centrally.

- First aid course booking forms will be processed by the school's Office Manager.

- Trained Teaching Assistants are responsible for administering first aid to the pupils within the class in which they are working.

- During break times, the responsibility for administering first aid is the first aider on duty (teaching assistants or midday supervisors).

Recording accidents and injuries

- All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years, whether this be online or on paper.

- If there is no visible evidence of an injury that would require medical first aid treatment, unless there is a head injury or risk of other significant internal injury, we will not record this either on a paper First Aid slip or online.

- A written accident slip will be provided to the parent when a child has received any first aid in school, or an email/SMS sent via the online recording/reporting system (Arbor).

- Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

- In the case of serious, significant injury or potentially serious injury, such as in the case of a significant head bump, parents will be asked to ensure their child receives appropriate medical treatment.

- In case of head injuries, the parent or carer will be notified by phone as well as provided with a written or electronic record. Head bump wristbands are also provided to children.

- In an emergency involving outside medical professionals or services the head teacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

- The head teacher and/or member of the Senior Leadership Team must be informed if a child is collected by a parent/carer to attend external medical services, GP or A&E.

Hygiene and infection control

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.
- ensure good respiratory hygiene procedures by promoting the 'catch it, bin it, kill it' approach
- All staff will have access to single use disposable gloves and hand washing facilities.
- Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Infection control includes asking parents/carers to collect children from school in the event of sickness during the school day. Such circumstances may include but are not limited to:

- Vomiting
- Diarrhoea
- Continuous cough
- High temperature
- Persistent headache

Reporting accidents to the HSE

- The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):
  - accidents resulting in death or major injury (including those that result from physical violence);
  - accidents that prevent the injured person from doing their normal work for more than seven days.

If you have any concerns regarding First Aid in school and how it is being administered, the following members of staff have also received the Designated Safeguarding Lead training:

Katy Kowalska	**DSL**	Deputy Head, DA Lead, Online Safety Lead
Nikki Brown	**DDSL**	Head teacher, Prevent, Mental Health Lead
Melissa Ward	**DDSL**	SENCo
Matt Casey	**DDSL**	Spectrum ASC/Breakfast Club Manager
Helen Harper	**DDSL**	Spectrum ASC/Breakfast Club Deputy Manager

In general, this is also the point of contact sequence, other than for After School/Holiday Club.