

Date Valley School

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First Aid Policy

First Aid Policy Statement:

The Principal of Date Valley School accepts her responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledges the importance of providing First Aid for staff, children and visitors within the School.

The Principal is committed to the local education authority's procedure for reporting accidents and recognizes her statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

The provision of first aid at Date Valley School will be in accordance with this policy on First Aid.

Statement of First Aid Organisation:

Date Valley School's arrangement for carrying out the policy includes the following key principles:

- Places a duty on the Principal to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Record all occasions when first aid is administered to staff, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to staff and maintain a record of training and review annually
- Establish a procedure for managing accidents in school which require first aid treatment
- Provide information for employees on the arrangements for first aid
- Undertake a risk assessment of the first aid requirements of the School

Arrangements for First Aid:

Date Valley School will provide materials, equipment and facilities as set out below:

- a) First aid boxes (portable) located in the school office
- b) The contents of the first aid boxes will be checked weekly during term time a term, by the school secretary (See Appendix 1)
- c) A record of checks and restocking of items will be made
- d) First aid administered is required to be documented on the accident form (detailing the treatment administered)
- e) First aid boxes to be carried whenever the children leave the school site, eg playtime on the Green and walking to Canons

Appointment of First Aiders:

In addition to meeting the statutory requirement placed upon the school to provide first aid for staff the Principal accepts her responsibilities towards non-employees. In order to provide first aid for children and visitors, the Principal will determine how many emergency first aiders are required.

In determining who should be trained in first aid the Principal will consider each individual against the following criteria:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Must be able to leave normal duties to go immediately to an emergency

The duties of a first aider are to:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- The appointed person should hold a qualification in first aid

Information on First Aid arrangements:

The Principal will inform all staff, volunteers and students at the School of the following:

- The arrangements for recording and reporting accidents
- The arrangements for first aid
- Names of those staff with qualifications in first aid
- The location of the first aid boxes
- All staff will be made aware of the School's First Aid Policy

Accident Reporting:

The School will implement procedures for reporting:

- All accidents to staff
- All incidents of violence and aggression
- Reporting the above incidents will be done by the appointed school secretary on an annual basis, once an audit of all incidents and accidents is performed

The School is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

For non-employees and children an accident will only be reported under RIDDOR, where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or it is an accident in school which requires immediate emergency medical treatment at hospital.

For each instance where the Principal considers an accident to a visitor or child is reportable under RIDDOR the advice of the local education authority will be sought.

Head Injuries:

The School recognises that accidents involving the child's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. The child needs to be observed for a length of time, depending on the severity of the blow. All observations need to be recorded on the accident form. If the child is stable and appears well, he or she can go back to lessons, with clear instruction for the teacher to keep a close eye on the child. The parents should be informed at the time of the incident, thus allowing a GP appointment to be arranged for the same day. The parent should be referred to the information sheet, 'What to do if your child has a head injury'.

Transport to Hospital or Home:

The Principal or Deputy Head, in the absence of the Principal, will determine what is a reasonable and sensible action to take in the circumstances of each case.

Where the injury is an emergency an ambulance will be called following which the parent will be called.

Where hospital treatment is required but it is not an emergency, then the parents will be contacted, allowing them to take over the responsibility of the child.

If the parents and the emergency contacts cannot be contacted a decision will be made regarding transporting the child to hospital.

Where the Principal or the deputy Head are making arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used
- No individual member of staff should be alone with the child in a vehicle
- The second member of staff will be present to provide supervision for the injured child
- A staff member will accompany and remain with the child until the parent arrives and takes responsibility for their child.

Definition of major injuries which must be reported to the Health and Safety Executive:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder; hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia, inhalation, ingestion or exposure to a harmful substance or biological agent

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.
Date: December 2013

Appendix 1:

Contents of a first aid box:

- ❖ Triangular Bandages.
- ❖ Safety pins for the triangular bandages.
- ❖ Large Sterile Dressings.
- ❖ Medium Sterile Dressings.
- ❖ Non-Stick wound dressing pads (Melolin) 10 cm by 10 cm.
- ❖ Non-Stick wound dressing pads (Melolin) 5 cm by 5 cm.
- ❖ Sterile Gauze Swabs. 7.5 cm by 7.5 cm.
- ❖ Micropore surgical tape.
- ❖ Crepe Bandage.
- ❖ Melolin Adhesive wound dressings.
- ❖ Various sizes of fabric plasters.
- ❖ Alcohol Free wound cleansing wipes.
- ❖ Rubber Gloves.
- ❖ First aid Scissors.
- ❖ Eye pad dressing.
- ❖ Sealed Eyewash.
- ❖ First aid Tweezers.
- ❖ Forehead Thermometer.