



Woburn Lower School

First Aid Policy

Aims

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to the school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Procedures

- All staff, visitors and children are given appropriate first aid and medical treatment in a timely and competent manner
- All staff first-aiders hold a valid certificate of competence approved by the HSE and names are prominently displayed next to first aid boxes
- First aid containers are clearly visible in every classroom, the office and the hall. They are marked with a white cross on a green background
- The location of the nearest defibrillator is displayed next to the first aid boxes
- Designated staff members ensure that first aid containers are stocked according to HSE regulations
- Staff are fully informed with regard to first aid arrangements during their induction
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences

Activities remote from the school building or off site

The school follows Dfe guidelines as to the number and type of first aiders necessary within the school and on trips and outings.

Portable first aid boxes, epipens, inhalers and emergency contact lists are taken to all school trips, sporting events and fire and emergency evacuations, including practise drills.

Serious medical conditions

Individual children's care plans are displayed in the staff room and kept in the individual child's medical box in the case of epipens and inhalers. All epipens and inhalers are taken on school trips and emergency evacuations. Any use of inhalers

or epipens is logged and parents are informed. A list of children with serious allergies and medical conditions is distributed to all teachers, displayed in the staff room and given to the catering manager.

Hygiene and infection control

All staff follow basic hygiene procedures and 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.

Recording accidents and injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident
- the name of the injured or ill person
- details of the injury or illness and what first aid was given
- the name and signature of the first-aider or person dealing with the incident

Parents are informed of minor injuries through a first aid slip given to them via their child.

All head injuries and significant incidents are recorded and reported to parents through direct contact.

Parents will be asked to collect their children if they have a significant injury to the head or if they are unwell.

In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer. If the school is unable to contact the parents the headteacher or senior teacher will accompany the child to hospital or a doctor's surgery if necessary.

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 2013 (RIDDOR):

- a work related death
- Specified injuries including fractures, serious burns and loss of sight
- Over seven day incapacitation of a worker as a result of injuries following an accident
- An accident causing injury to pupils, a member of the public or others requiring hospital treatment
- Occupational diseases
- A specified dangerous occurrence, or near miss event which did not result in an injury, but injury was possible

Related Policies:

Supporting pupils with Medical needs

Health and Safety
Physical intervention
Safeguarding
SEND
Asthma

Governor:

Date: June 2023

Headteacher:

Date: June 2023

Review: June 2024