



FIRST AID POLICY

The Grove Primary School

Reference: Guidance on First Aid in Schools (DfE)

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Schools and Local Authorities develop their own policies and procedures for first aid based on assessment of local need.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid
- information for employees on first-aid arrangements

This minimum provision must be supplemented with a risk assessment to determine any additional provision. First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

Policy and Guidance for First Aid at The Grove Primary School

Roles and Responsibilities

The Governing Body

The Governing Body is responsible for ensuring that there is a First Aid policy in place.

The Headteacher

The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher also makes sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher arranges adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. The Headteacher ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Headteacher ensures that there are insurance arrangements in place which will provide full cover for claims arising from actions of staff acting within the scope of their employment.

Teachers and other school staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aid in The Grove Primary School

In planning for the provision of first aid at The Grove Primary School we have considered the level of risk in school and its location in terms of medical services. The level of supervision at playtimes and lunchtimes, together with the standards of behaviour in and around school ensures a category of low risk during the times when children are in school. All staff are aware of health and safety regulations regarding reduction of risk (for example: working with ladders, using electrical appliances etc.) There is an accident and emergency facility at Addenbrookes Hospital in Cambridge.

Therefore, we ensure we have a minimum of three staff who are first aiders. This ensures that we have first aiders on site throughout every school day and cover if a first aider is ill. One of our first aiders is the nominated 'Appointed Person' for managing and organising the day-to-day systems for First Aid within our school setting. We do not use a member of the teaching staff as a first aider during the hours children are in school as it is often more difficult to release a teacher from their duties to attend a first aid incident. The first aiders will provide first aid to both adults and children on site and on school visits or at sporting events that our children participate in.

At The Grove Primary School we have Early Years provision within our Foundation Stage class and Wrap-Around Childcare Facility (Orchard Club) and therefore we have at least one member of staff on site at all times who has had full Paediatric First Aid training.

The names of these members of staff are detailed in **Appendix A**.

All teaching assistants and midday supervisors have the opportunity to attend one day basic first aid training which is renewed every three years.

First Aider's Duties

All staff who volunteer to be a first aider must complete a training course approved by the Health and Safety Executive (HSE). This training is organised by the Headteacher.

At The Grove Primary School, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called.

Appointed Person's Duties

The appointed person:

- takes charge when someone is injured or becomes ill
- looks after the first-aid equipment e.g. re-stocking the first-aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Informing People

The Headteacher ensures that all the staff know the first aid arrangements in school. This information includes; the location of equipment, facilities and first-aid personnel,

procedures for monitoring and reviewing the schools first aid needs. This information is displayed in the staffroom at The Grove Primary School. All children are told about the first aid arrangements within their class or through assemblies.

First Aid Equipment and Accommodation

First Aid equipment is stored in the 'Hygiene Suite' Next to the Deputy Heads office. This room has a sink with access to running water and waste disposal bins. The First Aid equipment is located in a unit and is clearly labelled and easily accessible. We hold one fully stocked First Aid container for use in school, together with a number of smaller, portable kits which are used outside at lunchtime and for school trips. We follow the Health and Safety Executive guidance and ensure that as a minimum we hold the following equipment:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized individually wrapped sterile un-medicated wound dressings approximately 12cm x 12cm
- two large sterile individually wrapped un-medicated wound dressings approximately 18cm x 18cm
- one pair of disposable gloves

The School Appointed Person examines the contents of the first aid containers frequently and ensures that they are re-stocked as soon as possible after use. We keep a small supply of spare stock in school.

Our travelling first-aid containers contain the following items as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile un-medicated wound dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins;
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

The contents of the travelling containers are reviewed depending on the 'trip' or visit they will be used on.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting Accidents

At The Grove Primary School we follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995, RIDDOR). We keep a record of any injury sustained on school property or on a school visit

- date and time
- place of the event
- details of those involved
- brief description of the nature of the event
- details of any treatment given
- details of who has been told of the injury

If an employee was injured in an accident while at work we will report it to the school Health and Safety Committee and the Health and Safety Executive if it is an:

- accident resulting in death or major injury (including as a result of physical violence)
- accident which prevents the injured person from doing their normal work for more than three days (including acts of physical violence)

In these cases, the HSE will be informed without delay by telephone.

All reportable accidents would be reported within 10 days using the Counties on-line report form IRF96

If an accident happens to children or visitors in school (or during a school visit) it would be reported to Cambridgeshire County Council by means of the on-line IRF96 reporting form. They will then decide if it needs to be reported to the HSE on online at

<http://www.hse.gov.uk/riddor/report.htm> if:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay online as above.

In all such cases the accident must be reported if it relates to:

- any school activity, both on or off the premises
- the way a school activity has been organised and managed (e.g. the supervision of a field trip)
- equipment, machinery or substances on the premises
- the design or condition of the premises

As there are more than 10 employees at The Grove Primary school we keep accessible accident records in a log book in the First Aid Treatment Room. These records are kept for a minimum of 3 years for Staff and 17 years for pupils.

Recording First Aid

At The Grove Primary School we keep a First Aid Log Book in the First Aid Treatment Room.

This includes:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- names of the people who have been informed
- name and signature of the first aider or person dealing with the incident

We inform all parents of any first aid treatment given at school. We contact parents/named contacts as soon as possible by telephone if we feel there is any further treatment needed e.g. doctor/dentist visit.

This log book is reviewed regularly in order to identify trends and possible areas for improvement in the control of health and safety risks. It also helps us to identify future first aid needs assessments.

Swimming

The Grove School has its own indoor swimming pool that is used by children at the school and is also hired out to swimming groups. First aid facilities for the pool include a first aid box located pool side, emergency thermal blankets located pool side, a rescue hoop and emergency phone.

First aid is carried out by:

- School Staff for school pupils
- Hiring groups own first aider

All users have to adhere to Cambridgeshire County Councils "Safety in Swimming Pools" policy of supervision (**See Appendix B**) of which all levels will include a degree of first aid training.

For Grove staff, section 1b is followed. This includes retrieving a child sized dummy from the bottom of the pool, resuscitation and basic first aid. All the teaching staff are trained and all teaching assistants are encouraged to undertake training. Staff members trained are listed in **Appendix C**.

This policy is reviewed annually.

Next review: October 2022.

Appendix A**First Aiders****Full First Aid at Work**

Roy Kingsford (Site Manager) (Expires 20.03.2023)

Ali Fish (Teaching Assistant) (Expires 17.09.2023)

Emergency First Aid at Work**Teachers**

Sally Rattray (Expires 26.04.2023)

Teaching Assistants

Helen Starkswood (Expires 16.12.2021)

Helen Pham (Expires 17.05.2022)

Lesley Diver (Expires 17.12.2022)

Shanaz Ali (Expires 17.12.2022)

Julia Benson (Expires 17.12.2022)

Dan Tinkler (Expires 26.04.2023)

Ali Fish (Expires 17.09.2023)

Cleaners

Caroline Wilderspin (Expires 16.12.2021)

Midday Supervisors

Suma Akther (Expires 6.12.2024)

Shipa Begum (Expires 6.12.2024)

Sally Caldecoat (Expires 6.12.2024)

Shahreen Chowdhury (Expires 6.12.2024)

Michelle Farrington (Expires 6.12.2024)

Sharon Molloy (Expires 6.12.2024)

Natasha Sanalidro (Expires 6.12.2024)

Jody Symonds (Expires 6.12.2024)

Caroline Wilderspin (Expires 6.12.2024)

Paediatric**Full Paediatric trained (12 hours)**

Roy Kingsford (Expires 16.01.2023)

Sally Rattray (Expires 26.04.2023)

Dan Tinkler (Expires 26.04.2023)

Ali Fish (Expires 17.09.2023)

#6 Emergency Paediatric trained (6 hours)

Helen Starkswood (Expires 16.12.2021)

Caroline Wilderspin (Expires 16.12.2021)

Michelle Farrington (Expires 16.12.2021)

Helen Pham (Expires 17.05.2022)

Lesley Diver (Expires 17.12.2022)

Shanaz Ali (Expires 17.12.2022)

Julia Benson (Expires 17.12.2022)

Appendix B

SAFETY IN SWIMMING POOLS**COMMUNITY USE OR HIRE OF SCHOOL SWIMMING POOLS****1. Users restricted to children from the School, their parents and siblings:**

Where parents can stand and wade to retrieve a casualty from the pool floor without putting their face in the water.

Supervision Requirements (a): A minimum of two adults (over 18 years of age) who must have attended the annual resuscitation session. One of these supervisors must remain on poolside at all times.

Where parents can stand and wade, **but it is not possible to retrieve a casualty from the pool floor without putting their face under the water surface.**

Supervision Requirements (b): A minimum of two adults (over 18 years of age) who must have attended the annual resuscitation session, recover and land a Resusci-junior from the deepest point of the pool. One of these supervisors must remain on poolside at all times.

In all other cases where it is not possible to wade in all parts of the pool.

Supervision Requirements (c): A minimum of two adults (over 18 years of age) at least one of whom must hold a current National Pool Lifeguard qualification or National Aquatic Rescue Standard for lifeguards and must remain on poolside at all times.

The other adult must attend the annual resuscitation session, recover and land a Resusci-junior from the deepest point of the pool.

IF THE MINIMUM SUPERVISION REQUIREMENTS ARE NOT MET THE SESSION MUST NOT TAKE PLACE.

Appendix B continued

SAFETY IN SWIMMING POOLS

COMMUNITY USE OR HIRE OF SCHOOL SWIMMING POOLS

- 2. Users who are not children from the School, their parents and siblings.
All Swimming pools.**

Supervision Requirements:

A minimum of two adults (over 18 years of age) at least one of whom must hold a current National Pool Lifeguard qualification or National Aquatic Rescue Standard for lifeguards and must remain on poolside at all times.

The other adult must attend the annual resuscitation session, recover and land a Resusci-junior from the deepest point of the pool.

- 3. Programmed swimming session (where a session plan can be written)
e.g. Swimming lesson, Aqua fit or Physiotherapy**

Supervision Requirements:

A minimum of two adults (over 18 years of age) at least one of whom must hold a current Rescue test for Teachers and Coaches or National Aquatic Rescue Standard for Swimming Teachers and must remain on poolside at all times.

The other adult must attend the annual resuscitation session, recover and land a Resusci-junior from the deepest point of the pool.

**IF THE MINIMUM SUPERVISION REQUIREMENTS ARE NOT MET THE
SESSION MUST NOT TAKE PLACE.**

Appendix C

Grove staff trained for pool rescue and resuscitation.

Training date 21.07.2021

The Grove P- Staff

School

Resuscitation Training Date 210721

Name of Trainer Stephen Everett

| Please PRINT your name | Signature | Practise | Water |
|------------------------|----------------------------|-------------------------------------|-------------------------------------|
| 1. Georgina Rice | <i>Georgina Rice</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Alison Cove | <i>Alison Cove</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Julia Benson | <i>Julia Benson</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Helen Starkswood | <i>Helen Starkswood</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Helen Pham | <i>Helen Pham</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Claire Murgio | <i>Claire Murgio</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Jack Moratke | <i>Jack Moratke</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Lily Green | <i>Lily Green</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Jenny Norton-Wright | <i>Jenny Norton-Wright</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Lesley Diner | <i>Lesley Diner</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Nada Nickolls | <i>Nada Nickolls</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. ZINA OUGANA | <i>Zina Ougana</i> | <input checked="" type="checkbox"/> | |
| 13. DAN TINKLER | <i>Dan Tinkler</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. ALISON FISH | <i>Alison Fish</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. KAREN ROBINSON | <i>Karen Robinson</i> | <input checked="" type="checkbox"/> | |
| 16. JULIE MILHAM | <i>Julie Milham</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Roy Kingsford | <i>Roy Kingsford</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Elise Shaw | <i>Elise Shaw</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Kiera Holland | <i>Kiera Holland</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Elisa Walker | <i>Elisa Walker</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Appendix C continued

School Grove P
 Resuscitation Training Date 210721
 Name of Trainer Stephen Everett

| Please PRINT your name | Signature | Practise | Water |
|-----------------------------|--------------------|-------------------------------------|-------------------------------------|
| 1. <u>FLIPPA AURELIO</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. <u>SALLY RATTRAY</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. <u>KATHRYN MARDY</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. <u>Jo Robinson</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. <u>Helen Harwood</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. <u>Naomi Gibson</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. <u>DANIEL CUMBERLAND</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. <u>HANNAH OWEN</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
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