



## ***Theale C of E Primary School***

### **First aid policy**

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it*, *is* this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”  
*John 10:10*

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<b>Responsibility for next review</b>	Senior Leadership Team

## First Aid Arrangements

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The Headteacher and Governing Body will ensure the following arrangements are in place:

- names and location of first aiders and first aid kits are displayed and communicated,
- adequate provision for first aid including lunch times and breaks etc.,
- adequate provision for leave and in case of absence,
- first aid provision for off-site activities e.g. educational visits,
- adequate provision for practical areas such as science, technology, home-economics and physical education departments,
- provision for out-of-school-hours activities, e.g. sports and clubs,
- agreements with contractors working on site such as caterers or cleaners for joint provision for their employees,
- provision for trainees working on-site,
- agreed procedures for isolated areas e.g. playing field,
- ensure that training is provided to maintain competence of first aiders,
- ensure first aid provision is maintained,
- the First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment. The WBC pro-forma for schools can be found on the Health and Safety Intranet pages. An online first aid risk assessment tool can be found here:

<https://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx>

Specific advice for schools can be found at the following address:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

Level 2 schools can see First Aid Guidance Card on SLA Online.

Schools should prominently display the names and location of First Aiders and First Aid facilities.

<b>The person responsible for completing a suitable and sufficient First Aid Risk Assessment is:</b>	<b>SBM, HPA</b>
<b>The First Aid Risk Assessment is located:</b>	<b>SBM office</b>

## Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school. Schools are advised to refer to DfE Guidance Managing Medicine in Schools and Early Years settings which can be found at:

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005>

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.

- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.
- Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.
- The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request schools confirmation of the arrangements in place in order to confirm Insurance cover applies.
- Insurers vary in their acceptance of necessary medical interventions being carried out by non-nursing staff irrespective of the Authorities and the NHS trust view of whether such administration is an effective use of resources. Where possible the Authority may agree to provide interim cover through its self-insured arrangements but this is purely by prior agreement. Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance.

If in doubt, please contact: [Insurance@westberks.gov.uk](mailto:Insurance@westberks.gov.uk)

<b>The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is:</b>	<b>SBM, HPA</b>
<b>The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is:</b>	<b>Deputy Headteacher/SENCO</b>

### **Accident, Danger Occurrence, Violent Incident and Near Miss reporting**

The school recognises and accepts the need to have robust system in place to report and record all accidents and incidents at school at to ensure that Parents and carers of pupils who are involved in accidents or incidents at school are provided with appropriate information.

Accident Investigation - In accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found:

<http://www.hse.gov.uk/pubns/edis1.pdf>

Crest is the Council's information system used to record all accidents/incidents and property damage or claim incidents.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse, actual or threatened violence and any near miss incidents should report incidence to the Responsible Person for Crest entry. Accident reports should be drawn to the attention of the Headteacher or Deputy Headteacher.

<b>Crest entries are entered on behalf of the Responsible Person by</b>	Office Administrator
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Less serious accidents requiring minor first aid or attention can be reported in an Accident Book or via Crest.

The Accident Book(s) is/are kept by the following at the locations specified:	
<b>Location of Accident Book</b>	School Office – employees First Aid room - children
<b>Person in Charge of Accident Book</b>	HPA/Office Administrator

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.