


Courtlands Special School  
ACE Schools Multi Academy Trust

# First Aid Policy

Issue	Date adopted by Trustees	Policy Author/Reviewer	Comments	Signed by Chair of Trustees
1	1 <sup>st</sup> February 2017	Chris Humphries Director of School Performance	Policy Adopted at Conversion	 1 <sup>st</sup> February 2017

## 1. Policy Statement

The Governors and Head teacher of Courtlands School acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

## 2. Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

## 3. Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are;

- Near the sink in every classroom and in the Medical Room

The contents of the kits will be checked on a regular basis by the Safeguarding Officer.

Appointed person for First Aid is Charlotte Roe

## 4. Offsite Activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

## 5. Information on First Aid Arrangements

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

All members of staff will be made aware of the school's first aid policy.

## 6. Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils 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 treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

## 7. Pupil Accidents Involving Their Head

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians.
- Head bump forms are kept in with the First Aid Room.

## 8. Transport to Hospital or Home

- The head teacher along with a qualified first aider will determine what is a reasonable and sensible action to take in 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 Head teacher will arrange for parents to be contacted to take over responsibility for the child.
- If the parents can not be contacted then the Head teacher may decide to transport the pupil to hospital

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- only staff cars insured to cover such transportation will be used.
- Where avoidable no individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## 9. Emergency First Aiders:

- Claire Sellers, Rebecca Ward, Charlotte Roe,
- Mike Wetherell, Laura Ryan, Julie Beer, Helen Lyons, Jenny Turner, Ann Kingshott, Sue Heath, Gill Watts, Lianne Abbott, Matt Bickle (Basic First Aid)