



Cramlington Village Primary School

Accident and First Aid Policy



“Empowering everyone to achieve”

Policy Title	Accident and First Aid
Policies that inter-relate	Medication Policy Sickness and Illness Policy Infection Control Policy Reporting Infectious Diseases Intimate Care Policy
Legal and Statutory documents linked	Health and Safety at Work Regulations 1992 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
Governor Committee responsibility	Health and Safety Committee
Date of last review	May 2017
Reviewer name and position	Health and Safety Committee
Date of next review	May 2018
Date approved by Governors	May 2017
Audit file updated (date and name)	May 2017



Accidents can be very distressing for all involved so CVPS follows this policy to ensure all parties are supported and cared for, and that everyone's health, safety and welfare is protected throughout their time in school.

Assessment of First Aid provision

The Management of Health and Safety at Work Regulations 1992 require employers to make suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertakings, to identify what measures they need to take or prevent or control these risks. The following measures have been put in place:

- A risk assessment is carried out and reviewed on an annual basis to assess the needs of CVPS. This includes identifying adequate and appropriate equipment and facilities, qualified first aid personnel and procedures for monitoring and reviewing CVPS's first aid needs.
- Qualifications and training – a first aider must hold a valid certificate of competence issued by an organisation whose training qualifications are approved by the HSE. First aid certificates are valid for three years and refresher training will take place at least three months prior to the expiry date.
- As part of the induction process all staff will receive a copy of this policy

Equipment and Facilities

- First aid boxes are located in the classroom base and the dining area.
- All first aid boxes/cupboards are clearly marked.
- First aid boxes will include HSE recommended stock levels.
- First aid boxes will be checked weekly and restocked as soon as possible after use.
- A number of first aid portable bags will be available for travelling/visits

First Aid Personnel

- **Appointed person with 'First aid at work'** – Cheryl Dixon
- **First Aiders:**
 - Lisa Brown (paediatric)
 - Jeanette Bain (paediatric)
 - Debbie Thompson (paediatric)
 - Gemma Mason (paediatric)
 - Fay Thompson (Emergency first aid).

Appointed Persons duties include:

- Taking charge when someone is injured or becomes ill
- Looking after first aid equipment and restocking first aid boxes
- Ensuring that an ambulance/other medical help is called when appropriate
- Updating displayed records of staff trained in first aid



- Appointed persons do not necessarily need to be trained in first aid, however, as good practice the appointed person will be trained in at least emergency first aid at work.

First Aiders duties include:

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

Reporting Accidents and Record keeping

All accidents are reportable. Accident books are located in each class room.

- The person responsible for reporting an accident, incident or near miss, is the member of staff who witnessed the incident at the time. They must record it in the Accident Book and notify a member of staff, with first aid training, who will verify the extent of the accident and ensure that appropriate first aid is given.
- The details to be recorded in the accident book will include:
 - Date, time and place of an accident and adults present
 - Name (and class) of the injured person
 - Details of injury and what first aid is given.
 - Location of the accident / activity taking place.
 - Name and signature of the first aider dealing with the incident
 - Any changes made to avoid a recurrence of the accident (including whether a risk assessment has been carried out)
- All details should be recorded as soon as the accident is dealt with, whilst the details are still clear
- Parents will be notified by telephone of a bump to the head or of any other injury which causes the first aider concern, in particular when they may require additional treatment. Parents are notified so that they can decide whether or not to collect their child, or if they need to make an appointment to seek further medical advice.
- The details of the accident and the treatment given are reported to the child's parents at the end of the school day. The parent will countersign the accident book to acknowledge that they have been informed.
- Accident books are reviewed regularly (at least termly) by the Appointed Person for patterns e.g.
 - one child having a repeated number of accidents
 - a particular area in school where accidents take place
 - time of day of accidents.

Any patterns will be investigated and reported to the Principal/Governing Body.

- Accidents will be reported to the Governing Body and Health and Safety Committee on a termly basis.



- The Appointed person / School Business Manager / Principal will report serious accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- In the event that a person is taken to hospital following an accident (fatal and major injuries and dangerous occurrences) the Appointed person / School Business Manager / Principal will report the accident to the Health & Safety Executive (HSE) on the same day of the accident.
- The Appointed person / School Business Manager / Principal will report any accidents of a serious nature to Ofsted and Northumberland local child protection agencies where necessary.
- The record of incidents and accidents can be helpful for insurance and investigation purposes.
- All accident reports will be held for a minimum of seven years.

When to call an Ambulance

An Ambulance will be called in **all** cases of:

- Concussion resulting from head injury
- Suspected broken or fractured bones where the injured person can't walk
- Asthma attack which cannot be controlled through medication
- Fits or convulsions
- Heavy bleeding which cannot be controlled
- Unexplained illness where parents cannot be contacted

All ambulance can be called by dialling **999**.

Staff to give accurate information about the child using their individual record sheet which is located in the main school office. If a parent cannot be contacted in time to accompany the injured child/person to hospital then a First Aider must attend.

In cases of extreme emergency i.e. playground incidents / PE accidents **do not move the casualty** - seek a first aider immediately and call an ambulance.

Transporting children to hospital

- If the injury is severe, an ambulance must be called immediately. Staff will **not** attempt to transport sick children in their own vehicles.
- Whilst waiting for the ambulance staff will contact the parents and arrange to meet them at the hospital.
- A member of staff will accompany the child to hospital. They will collect registration and relevant medical information/medication to take with them.
- Staff should remain calm at all times and reassure the injured child. Other children who may have witnessed the accident may also need support and they will be comforted and reassured by staff.



Personal Protective Equipment (PPE)

CVPS will provide staff with PPE i.e. aprons and gloves according to the task or activity. Staff must wear PPE to protect themselves and children during tasks which involve contact with bodily fluids.

PPE is also provided for handling chemicals.

Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Hygiene/Infection Control

All staff must take precautions to avoid infection and follow basic hygiene procedures. Staff must wash their hands before and after dealing with an incident.

A Bio Hazard Disposal pack will be used to clean up any spillages of blood, urine or vomit.

Each pack contains:

- Super absorbent granules
- Disinfectant spray
- Scoop and scraper
- Vinyl gloves
- Disposal bag
- Apron
- Mask
- Alcohol free wipe
- Paper towels
- Bag tie

Full instructions are contained in the pack. All items must be disposed of in the separate disposal unit contained in the classroom bathroom which contains the yellow bag.

Staff must always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of employees **all needles, broken glass** etc. should be treated as contaminated waste. If a needle is found, the health service will be contacted immediately to offer advice relating to disposal.



CVPS takes its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Health and Safety is a standard agenda item at all staff and Governor meetings.

Health and safety notices along with records of current first aiders are displayed in the staff room and it is the responsibility of all staff to familiarise themselves with this information.

School Trips

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life and we have developed the 'Risky Business' Risk Assessment scheme for our children to achieve this.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The person assigned with writing the risk assessment should understand the risks and be familiar with the activity that is planned.

When planning a school trip, staff must take into consideration any special medical needs of children. For example details of any allergies, severity of allergies and/ or medication required must be considered as part of the risk assessment. Medication which is required during the school day and asthma inhalers should be taken on each school trip and stored safely during that time.

Travel First aid bags/boxes should always be taken on offsite trips and a first aider must be present.

Medical history is recorded during admission and parents are encouraged to keep their child's records up to date. Staff need to be alerted to any medical needs