



Heart of the Forest First Aid Policy

Introduction

The aim of this policy is to ensure the health and safety of all staff, pupils and visitors of Heart of the Forest Community Special School through the outlining of the following:

- a) The roles and responsibilities of the School Staff, appointed First Aiders, Head Teacher, Local Authority and Governing Body.
- b) First aid procedures both onsite and during offsite activities and visits.
- c) Identifying appointed First Aiders and location of First Aid Kits.
- d) Record keeping and reporting of accidents and incidents.

1. Roles and Responsibilities

1.1 School Staff are responsible for

- Ensuring they have read and understood the First Aid Policy and follow the First Aid procedures identified.
- Ensuring they know who the appointed First Aiders are in school. First Aiders names and photographs are displayed prominently around school as well as within this policy.
- Communicating any accidents/incidents to the relevant personnel as appropriate; inclusive of but not limited to parents, first aiders, head teacher and emergency services.

1.2 First Aiders are responsible for

- Responding to First Aids needs and assume the lead for the management of accidents/incidents that require First Aid; providing appropriate treatment as necessary.
- Ensuring that their First Aid Kits are available, in date and checked regularly to ensure that there is an adequate supply of contents to meet requirements.
- Ensuring that the emergency services or other medical help is summoned in a timely manner when appropriate.
- Communicating any accidents/incidents to the relevant personnel as appropriate; inclusive of but not limited to parents, class teacher, head teacher and emergency services. This could include the decision to send a pupil home.
- Completing the relevant accident report as soon as is reasonably practical but always on the same day as the accident/incident.

1.3 SLT are responsible for

- Ensuring that an appropriate number of First Aiders are appointed and present in school.
- Ensuring that First Aiders have the appropriate qualifications to carry out their role; of which is kept up to date.
- Ensuring appropriate risk assessments are in place and risks are reduced.
- Reporting specified accidents/incidents to the relevant personnel as appropriate e.g. HSE



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1.4 Local Authority and Governing Body are responsible for

- Local Authority has ultimate responsibility for health and safety within the school, but delegates responsibility for the strategic management of such to the school's governing body.
- The Governing body delegates operational responsibility to the head teacher, SLT, first aiders, and staff.

2. First Aid Procedures

2.1 Onsite Procedure

- In the event of an accident/incident resulting in injury the staff member present will seek the assistance of a qualified first aider. This is done through calling main reception who will locate the nearest appropriate first aider to respond.
- The first aider will assess the injury and provide appropriate first aid if required.
- If the first aider feels the individual is too unwell to remain in school, they will contact parents/carers.
- The first aider will ensure the class teacher is aware of any accidents or first aid administered so they can inform the parents/carers.
- In any instance that a pupil has had a bump to the head, a letter will be sent home with the pupil outlining signs/symptoms for parents and carers to look out for and when to seek advice. A phone call will also be made to inform parents.
- On assessment the first aider will decide if further assistance is required such as from the emergency services and arrange for this assistance to be sought. The first aider will remain with the individual until help arrives.
- If the emergency services are required, they will be called from the injury location. A member of staff will need to inform the main reception that an ambulance has been called so that they can direct upon their arrival.
- The first aider will then complete an accident report form as soon as is reasonably practical, but always on the same day as the accident/incident.

2.2 Offsite Procedure

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance. Visit organisers ensure all relevant documentation is completed and signed before the visit takes place. Where appropriate the OVC will upload visit details and risk assessments to GCC using the Gloucestershire EGO reporting tool.

When taking pupils off the school premises, the school ensures that:

- First aid provision will be available at all times while pupils are off the premises on trips – be this through a school employed first aider, or through first aid provision at location. With all EYFS off site activities there will always be at least one staff member who has a valid paediatric first aid certificate in line with the statutory framework for the Early Years Foundation Stage (EYFS).



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- There will always be an appropriately trained first aider during any Forest School activity.
- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff take a mobile phone (number left with main reception), a portable first aid kit (located on the minibuses and in the caddy) and information about the specific medical needs of pupils along with the parents' contact details.
- Staff take all required medication/medical equipment relating to the child's condition.

3. Appointed First Aiders and First Aid Kit Locations

The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including paediatric trained staff for EYFS]. The guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

The names of the designated first aiders in school are displayed in every classroom. Their certificates are held in their staff personnel files in the admin office and the certificate renewal dates are monitored by the deputy head who arranges refresher training when applicable.

The appointed first aiders for Heart of the Forest Community Special School and information on their related qualifications are as follows:

- **Diane Hopkins**
Paediatric First Aid
- **Sharon Phelps**
Schools First Aid and First Aid at Work
- **Carol Rushton**
Schools First Aid and First Aid at Work
- **Denise Eaton-Ehrlich**
Paediatric First Aid
- **Lauren Chandler**
Emergency First Aid for Schools and First Aid at Work

All first aiders have a first aid kit. It is their individual responsibility to maintain their own first aid kit and report if something requires replacing. First aid kits are also located on all minibuses. It is the responsibility of the staff using the minibus to ensure the first aid kit is fit for use and to inform the school nurse if items need replacing or when expiry dates are reached.

In the main reception, there is also an AED (automated external defibrillator). All first aiders and SLT are trained by SWAS (south west ambulance service) in its use however it can be used by any staff member who feels confident to do so as it provides step by step instruction. There is also a selection of ambu bags for use in resuscitation by a staff member who has been trained in their use.



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Schools are also now able to keep a central salbutamol inhaler for use in an emergency should a pupil with a prescribed inhaler not have theirs available. This inhaler is stored in an emergency kit, located in the main office alongside the central first aid kit and defibrillator. This inhaler should not be locked away (Department of Education guidance on the use of emergency salbutamol inhalers in schools, March 2015).

4. Record Keeping and reporting

Inside the first aider's first aid kits is an accident book. This should be completed by the first aider as a record of all accidents that they attend and the first aid they provide. As much detail as possible should be supplied when completing an accident form.

On occasions where staff may deal with the first aid need themselves, such as for their own injury, there is an accident book located in main reception for recording. This book should also be used as a record of any accidents/incidents on school educational visits and offsite activities; completed on return to school as soon as is reasonably practical.

In any instance that a pupil has had a bump to the head, a letter will be sent home with the pupil outlining signs/symptoms for parents and carers to look out for and when to seek advice. A phone call will also be made to inform parents.

The class teacher will inform parents/carers of any injury sustained by the pupil and any first aid given as soon as is reasonably practical, but always on the same day. This may be through a phone call if deemed necessary, or via the home school diary; unless contact has already been made by the first aider.

When an accident form is completed, this will be brought to the attention of the school business manager who can assess whether it needs further action or reporting.

The school reports and investigates all serious accidents, incidents and near misses and refers to the SHE guidance G025 - *Accident and Incident Reporting and Investigation*. The GCC SHE Assure system is used for more significant incidents and all RIDDOR reportable events. For guidance on what incidents in schools are 'RIDDOR the school refers to the HSE guidance – 'Incident reporting in schools (accidents, diseases and dangerous occurrences)'.

All staff are encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a reoccurrence. The information collected is used to review arrangements to see if improvements are required.

The head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable and no later than 14 days of the incident. The head teacher will also notify the Children and Families Team at GCC.



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Monitoring, Evaluation and Review

This policy undergoes a detailed review by all staff and Governors as appropriate from the date of this document.

Date presented to and adopted by Governors:

Signed by:

(Chair)

Date of Policy Review to take place: