



Troon School First Aid Policy

Date adopted: December 2013

Chair of Governing Body:

Head Teacher:

Reviewed: March 2015

Next review date: March 2017

First Aid arrangements

First Aid Boxes are kept in the first aid cupboard, the first aid room and the Nursery. Contents of the boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets or if opened. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable. Our appointed persons for First Aid are Mrs Teague and Mrs Mankee, and they will ensure that First Aid kits are suitably replenished.

If First Aid Treatment is required by a pupil, he/she must be escorted by a pupil or member of staff, depending on the seriousness of the injury. They must report to the main office, hall or staffroom to the named first aid person where the injuries will be assessed and treated or arrangements will be made for further treatment.

We will not administer prescribed medicine in school, including autoinjections, inhalers or insulin unless alternative arrangements are essential and consent and the relevant training has been provided. Any of the above medicines would be stored in a locked cabinet in the office. We will not store and administer non-prescriptive medicines in school. If children require medication during school time for different reasons, then it is the responsibility of the parent to administer this.

Children who have inhalers are required to have these accessible to themselves when in school and are not allowed to share them with other children including siblings. Parents are required to provide an inhaler for school.

All inhalers MUST BE NAMED. (See also Asthma Policy)

Whole staff training on First Aid (6 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend. The latest whole school staff First Aid Training took place in March 2015.

Parental consent for administering First Aid is provided through a consent letter which is completed when a child starts at the school. Any relevant medical conditions information is provided on SIMS and is also distributed to relevant staff. This includes children with inhalers, insulin or other medical conditions.

Off site 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. Any pupil medication must be carried separately to the First Aid kit. Where possible, a person who has been trained in first aid will accompany all off site visits.

Accident Reporting

All accidents to pupils, staff and visitors must be recorded as soon as possible on the appropriate documentation for accident reporting. Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the first aid room. They will need to include: name of child, time and date, type of injury, first aid administered, person administering first aid and signed.

All employee injuries and significant injuries to pupils will be recorded on report form PO3, a copy being kept on file in the main office and a copy sent to the Health and Safety Team. The Head Teacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team will be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff. Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations.

Parent reporting

All reported injuries which have required first aid to be administered will be reported to parents either by phone or in person at the end of the school day. Pupil accidents involving their head will be provided with a head notice which outlines what happened, what treatment was given, time of injury and also it offers advice about what symptoms to look out for. (See appendix 1) 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. All slips are kept in the accident book in the first aid room.

Transport to hospital or home.

- The head teacher 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 Headteacher will contact the parents for them 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. However, 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.
- 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.

Personnel

Appointed persons:

- Mrs Teague
- Mrs Mankee

Emergency Paediatric trained First Aiders Level 3 in school

. All staff - certificates held centrally in the Head teacher's office - March 2015