



## **BRIGHT FUTURES SCHOOL FIRST AID POLICY**

The Proprietor of Bright Futures School, Zoe Thompson, accepts her responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledges the importance of providing First Aid for staff, pupils and visitors within the school. She recognises her statutory duty to comply with the 'Reporting of injuries, diseases and dangerous occurrences' regulations 1995.

Signed \_\_\_\_\_ for Bright Futures School Limited Date \_\_\_\_\_

### **Statement of First Aid organisation.**

The school's arrangements for carrying out the policy:

- Place a duty on the Proprietor to approve, implement and review the policy.
- Place individual duties on all staff.
- Identify a requirement to report, record and where appropriate investigate all accidents.
- Require that on all occasions when first aid is administered to staff, pupils and visitors that this be recorded.
- Require that equipment and materials be provided to carry out first aid treatment.
- Require arrangements to provide training to staff, maintaining a record of that training and reviewing annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Require a risk assessment of the first aid requirements of the school.

### **Arrangements for First Aid materials, equipment and facilities.**

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

The locations of First Aid Kits are in the buckets by the front door and in the staff room.

The contents of the kits will be checked on a regular basis by the person appointed for First Aid, currently Alison Hughes.

Staff training on Emergency First Aid at Work will be undertaken regularly and all teaching and support staff will be invited to attend when appropriate.

## **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, etc. A person who has been trained in first aid will accompany all off-site visits.

## **Information on First Aid arrangements.**

The Head of Learning will inform all staff at the school of:

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

In addition, the Head of Learning will ensure that signs are displayed throughout the school to provide information giving the names of staff with first aid qualifications and the location of first aid boxes.

## **Accident Reporting.**

The Proprietor is aware of her statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to school staff.

- 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

## **Pupil accidents involving their head.**

The Proprietor recognises 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 together with the copy page from the First Aid book.

## **Transport to hospital or home.**

The Head of Learning (or designated member of staff in HoL absence) 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 of Learning will contact the parents for them to take over responsibility for the child.

If the parents can not be contacted then the Head of Learning may decide to transport the pupil to hospital.

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

1. Only staff cars insured to cover such transportation will be used.
2. No individual member of staff should be alone with a sick / injured pupil in a vehicle.
3. The second member of staff will be present to provide supervision for the injured pupil.

January 2019