



This policy outlines Oasis Academy Warndon's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet the responsibility. This policy will be reviewed annually.

### **Aims**

- To identify the first aid needs in line with the management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the school's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **Responsibilities of the Principal**

1. The Principal is responsible for the health and safety of their employees and anyone else on the premises. This includes the Principal, teaching staff, non-teaching staff, pupils and visitors.
2. The Principal is responsible for ensuring that all staff, including temporary staff, are aware of those children who suffer from conditions such as asthmas, epilepsy and diabetes, which may affect them whilst at school.

### **Responsibilities of all school staff**

1. Whilst the child is under the care of the school, the school has a duty of care in a reasonable way like that of a careful parent of a large family. There is no distinction between teaching and non-teaching staff when it comes to the question of who should carry out this care.
2. To prevent children from treating each other's injuries.
3. To always, wear protective gloves when dealing with bodily fluids, e.g. blood, vomit, etc. (There are also aprons available in the medical room).
4. If an accident occurs during playtime, lunchtime, etc, the person supervising at that time must make sure that the child's teacher is informed.
5. Parents should be informed of an injury, including nosebleeds. Head injury letters will be passed to parents at the end of the school day. Parents may be telephoned at any time during the day if any injuries give a cause for concern (this should be done by the person dealing with the incident). Otherwise, the parent should be informed verbally at the end of the school day. If there is no telephone call, or the parent does not meet the child, a letter may be sent as a last resort.
6. A First Aider will always be available at playtimes.
7. All accidents must be recorded in an accident book and then added to Handsam by the office staff. Each first aid cupboard/station/box has its own accident book. These are not to be removed. The entry must include the name and class of the child, time and place of the incident and a brief description of the injury and treatment given. The person making the entry must sign all entries in full.
8. For incidents that are more serious a First Aider must be sent for.

9. In the event of an injury to a member of staff, parent or visitor this must be reported to the Office Manager who will record the incident in the staff/visitor book. This is reportable under RIDDOR dependant on HSE Guidance for employers. The Office Manager will also inform the Principal.

### **Additional responsibilities of First Aiders**

1. To ensure that their First Aid qualification is up to date.
2. To give immediate help to casualties to the best of their ability and in the safest way possible.
3. To help fellow First Aiders at an incident and provide support during the aftermath.
4. To ensure an ambulance or other professional medical help is called when necessary.
5. To ensure that designated First Aid cupboards/boxes are restocked appropriately.
6. To insist that any casualty who has sustained a trauma to the head or any other serious accident/incident is seen by professionals at the hospital, either by sending them directly to hospital via ambulance or by asking parents/carers to collect them and take them to hospital. This should be reported to the Office Manager.

Oasis Academy Warndon has 38 First aiders on site in all areas of school. They will assist in any incident that occurs. Our nearest hospital is Worcester Hospital which is 5 minutes, by car, away.

### **First Aid Facilities, Materials and Equipment**

First aid equipment must be stored in a suitable container, marked with a white cross on a green background.

At Oasis Academy Warndon, first aid cupboards/stations are located in:

- Happy Hearts/Oasis Plus
- Nursery Kitchen - cabinet
- Reception Classroom - cupboard
- Medical Room - cabinet
- KS1 corridor - cabinet
- Year 2 corridor - cupboard
- Year 3 corridor - cupboard
- Year 5 corridor - cabinet
- Food Technology Room - box
- Kitchen - box
- Playground boxes
- Staff room – locked cupboard and first aid fridge.
- Hub

These areas can be seen on a map of the school and will be displayed throughout the school.

Details of emergency procedures, a list of trained first aiders and their usual locations in school are displayed throughout school.

There are also a number of first aid bum bags for use on off-site visits. These are kept with Pam Anthony.

A member of classroom staff will see any sick children in the first instance. If it is felt necessary to send a child home, the parent/carer will be contacted. This decision must be authorised by a member of SALT.

It is policy at Oasis Academy Warndon that when a child has been physically sick s/he must be kept at home for at least 48 hours.

Forest school must have a first aider and a full first aid kit.

### **Educational Visits**

The extent and nature of first aid provided will depend on the type of the visit and the risks identified.

Organisers should undertake a *risk assessment*, which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs. Where practically possible, a first aider will be included.

Staff supervising sports matches, whether home or away, should keep a small first aid kit with them.

Controlled drugs must be taken in a locked box and administered as per school guidance.

### **Serious injuries/medical conditions**

There should be no delay to treatment, or dispatch for treatment, pending the arrival of the parent/guardian. Where possible, in the absence of the parent/guardian, a member of staff will accompany and stay with the patient at the hospital/surgery.

Consent to hospital treatment by an accompanying member of staff should not be given unless specifically asked for. In such situations, the hospital doctor should be asked to assume responsibility for this decision. If, however, it is an emergency situation and all reasonable attempts have been made to contact parent/guardian consent should always be given on the advice of the senior hospital doctor, even if it is known that the consent of the parent may not be forthcoming.

Reviewed September 2022 Naomi Cooke Deputy Principal

