



Noam Primary School

First Aid Policy

January 2016

Medical & First Aid

Date	Review Date	First Aid Nominated Person	Nominated Governor
19.1.2016	19.1.2017	Rabbi Cohen	

We believe this policy relates to the following legislation:

- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school staff and visitors by providing adequate first aid equipment and having nominated school staff qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school staff with specific health needs and disabilities will be given specific consideration.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and school staff.
- To have in place qualified first aid staff who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring all policies are made available to parents;

Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school staff in first aid arrangements;
- ensure all school staff, pupils and parents are aware of and comply with this policy;

Role of the Nominated Person

The nominated person will:

- ensure all school staff are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school staff receive refresher training every three years;
- ensure a nominated member of staff is responsible for testing sugar levels of diabetics throughout the day.
- organise and maintain the medical room;
- ensure that there are adequate stocks of first aid equipment;
- conduct annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school staff with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure school staff are aware of the specific health needs and disabilities
- determine the level of provision:
 - at breaktimes and lunch times
 - when school staff are absent
 - for all educational visits and sporting activities

Noam School

➤ for curriculum activities

- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room;
- ensure school staff follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;

Role of School Staff

All school staff must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;

Recording Accidents and Injuries

We have trained First Aiders who administer care to the children when necessary. They have undertaken recognized health and safety training and regularly update their knowledge and understanding.

We display the necessary health and safety poster in school, one on each side of the building.

At least one member of staff with current first aid training is on the premises at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults and is kept out of the reach of children

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Noam School

Parents sign a consent form at admission allowing the staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. Our nearest hospital is:

Northwick Park Hospital: Telephone: 020 8869 3087

Watford Road
Harrow HA1 3UJ

Paediatric A&E

Telephone: 020 8869 3365/3366/5090 24 hours a day

Our Accident Book

- is kept safely and accessible in the School Office
- all staff know where it is kept and how to complete it

All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school staff

Training

All school staff:

- receive training related to this policy which specifically covers:
 - basic first aid
 - diabetes
 - medical care
 - dealing with emergencies

Headteacher:		Date:	
Chair of Governing Body:		Date:	