



Sheep Dip Lane  
Academy



Exceed Learning Partnership  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# First Aid Policy

## Sheep Dip Lane Academy



<b>Responsible Governing Board</b>	<b>Local Governing Board</b>
<b>Responsible Persons</b>	<b>Principal</b>
<b>Date of last review</b>	<b>28<sup>th</sup> September 2021</b>
<b>Review Date</b>	<b>November 2022</b>

## Policy Statement

The Governors and Principal of Sheep Dip Lane Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995.

## Statement of First Aid Organisation

The school arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy
- Place individual duties of all employees
- To report record and where appropriate investigate all accidents
- Records all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements of First Aid
- Undertake 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'.

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Staff room	Staff room
First aid room	First aid room
Foundation stage toilet area	Foundation stage large drawer area
Security cupboard	First aid resource box

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Security cupboard	
Grabs bags	All classrooms and office areas

The address and telephone number of the nearest medical centre/NHS GP is:	GP Heathfield Centre 01302 384200
	Flying Scotsman 01302 645544

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Doncaster Royal Infirmary
	01302 366666

The following staff have undertaken First Aid training;

Forename	Surname	First Aid accreditation & Renewal Date
Sharon	Bradley	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>
Mark	Campbell	FAA Level 3 Award in Paediatric First Aid (RQF) 18 October 2018 Valid 3 years Renewal due <b>October 2021</b> Practical Safety Ltd
Helen	Cosa	FAA Level 3 Award in Paediatric First Aid (RQF) 18 October 2018 Valid 3 years Renewal due <b>October 2021</b> Practical Safety Ltd
Marie	Dennison	FAA Level 3 Award in Paediatric First Aid (RQF) 18 October 2018 Valid 3 years Renewal due <b>October 2021</b> Practical Safety Ltd
Kerry	Frost	FAA Level 3 Award in Paediatric First Aid 10 & 11 September 2019 B&E Together Renewal due: <b>September 2022</b>
Emma	Gyarmati-Watson	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>
Sophie	Jarvis	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>
Kelly	Mason	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>
Alison	Parkhurst	First Aid at Work Level March 2020 B&E Together Renew by <b>March 2023</b>
Emma	Rhodes	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>
Sarah	Sparrow	FAA Level 3 Award in Paediatric First Aid 10 & 11 September 2019 B&E Together Renewal due: <b>September 2022</b>
Michelle	Steeper	British Red Cross Emergency First Aid at Work 20/01/2021 Renew <b>January 2024</b>
Terry	Storey	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>  British Red Cross Emergency First Aid at Work 20/01/2021 Renew <b>January 2024</b>
Samantha	Taylor	FAA Level 3 Award in Paediatric First Aid (RQF) 18 October 2018 Valid 3 years Renewal due <b>October 2021</b> Practical Safety Ltd
Amanda	Willis	FAA Level 3 Award in Paediatric First Aid (RQF) 18 October 2018 Valid 3 years Renewal due <b>October 2021</b> Practical Safety Ltd

Forename	Surname	First Aid accreditation & Renewal Date
Nicola	Wilson	FAA Level 3 Award in Paediatric First Aid 10/09/2020 Practical Safety Limited Renewal due: <b>September 2023</b>

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

The person responsible for ensuring first aid qualifications are maintained is:	A Parkhurst / M Graham
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	D Singleton / A Parkhurst
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## Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	School Office – A Parkhurst & K Stokoe
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The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	School Office – A Parkhurst & K Stokoe
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The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	K Stokoe SENDCO
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### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	A Parkhurst & K Stokoe
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## Foreign objects in the eye

Where any foreign object is in the eye, eye wash will be used to flush the eye to see if the object can be removed. Only the eye wash will be used, no fingers, cloths etc. Parent/carers will be contacted immediately to ask them to come and collect their child and seek medical attention to check if there is any damage to the eye.

## Off-site activities

At least one first aid kit will be taken on all off site activities, along with individual children's medication such as inhalers, epi-pens, together with any child's individual medical plans. A person who has been trained in first aid will accompany all off site visits.

## Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:

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

All staff will be made aware of the schools first aid policy.

## Accident and Injury Recording

All first aid incidents should be recorded in the first aid record book which is located within the medical room. Wherever possible staff should speak to the parent/carer concerned by the end of the day. Where a child has a serious injury or injury to the head, the staff member should inform a senior leader who will decide whether parents should be contacted immediately. Where a pupil, staff member or visitors has been injured more seriously and parents need to be contacted or an ambulance called then an Incident Form should be completed and handed into the office by the end of the same day.

The Governing body will implement the North Yorkshires Health & Safety Team procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than seven 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

For each instance where the Principal considers an accident to a visitor or child is reportable under RIDDOR the advice of the authority will be sought. Where a pupil has an accident it will be reported to the Local Authority. All accidents to non-employees, visitors which result in injury will be reported to the Authority.

## **Child accidents involving their head**

The Governing body recognise that accidents involving the child's head can be problematic because the injury may not be evident and the effects only become noticeable after period of time.

- Where emergency treatment is not required a 'head bump' letter will be sent home to the child's parents or guardians
- Parents/carers will be contacted if an injury to the head is deemed to require further treatments
- Further information on the treatment of head injuries will be passed to parent/carers for their information

## **Transport to hospital or home**

The Senior Leader will determine what is a reasonable and sensible action to take in each case:

- Where the injury is an emergency and ambulance will be called following which the parent will be called
- Where hospital treatment is required but it is not an emergency, then the Principal will contact the parents for them to take over responsibility for the child
- If the parents cannot be contacted then the Principal may decide to transport the child to hospital

Where the Principal 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 child in a vehicle
- The second member of staff should sit alongside the child in the back of the vehicle to provide supervision and care for the injured party during the journey

## **Child accident which results in the child fitting**

Where a child starts fitting as a result of an accident and this is not a condition recorded on their personal record, medical advice will be taken by contacting 111 as well as following usual procedures of contacting parents/carers.

If a child continues to fit for more than 2 minutes, 999 emergency services will be contacted irrespective of the condition being known on the child's record.

Date of Policy 28<sup>th</sup> September 2021

To be reviewed November 2022

Signed: Principal

A handwritten signature in blue ink, appearing to read 'F Parish', written in a cursive style.

F Parish

Signed: Governor

A handwritten signature in black ink, appearing to read 'K P Holland', written in a cursive style.

K Holland  
Chair