



Thriftwood

First Aid Policy

Arrangements for First Aid

The School will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools'.

In the event of a significant accident a First Aider will be available to administer treatment or make recommendations.

The location of First Aid Kits in school are:

Mini Bus X 2
Food Technology room only has plasters
School Kitchen
First Aid Room
B & E
Apex
Robin class

Portable kits to be taken on offsite/on trips (located in the First Aid Room)

The contents of the kits will be checked on a regular basis by Ms Hussain.

Medication for named individuals is kept in a locked cupboard in class boxes within the First Aid room.

The location of First Aid Kits in College are:

- Mini bus
- First Aid Room x 3
- Construction Room
- Catering Suite

Off Site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication including inhalers, epi-pens, and epilepsy rescue medication. A person who has been trained in first aid will accompany off site visits when deemed necessary.

Reporting Accidents

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 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

For each instance where the Head of School/College considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the HSE will be sought.

All accidents to employees and non-employees which result in injury will be recorded in the 'green' Accident Book.

Accidents to pupils requiring basic first aid are recorded in the 'red' First Aid Record. All records will detail pupil name, description of accident, first aid administered and method of contact with parents.

When any pupil has received first aid, their parents will be informed either using the home school diary or by phone call.

All incidents of aggression and violence are reported to the Head of School/College using an Incident Record sheet. This information is logged onto SIMS under the pupil's name.

Termly analysis of incidents and accidents are reported to the Governing Body.

Treatment

When treating an injured child, all staff should take precautions to avoid infection and must follow basic hygiene procedures.

Staff will be briefed on the procedure of accident/incident management as part of their induction. Training will be refreshed regularly.

Pupil's accidents involving their head

Thriftwood 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.

Parents will be informed by phone call, with the recommendation that the child is closely supervised for 12 hours.

Transport to hospital or home

- The Head of School/College 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 School/College will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head of School/College may decide to transport the pupil to hospital.

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

- Only staff cars insured to cover such transportation will be used
- The second member of staff will be present to provide supervision for the injured pupil.
- All minor accidents will be logged in the First Aid Record book detailing pupil name, description of accidents, first aid administered and method of contact with parents

Emergency at Work First Aiders

First Aiders will update their training, through an accredited course, every 3 years.

School Site

Louise Anderson
 Janine Cavey
 Melissa Frappell
 Sally Gorman
 Mina Hussein
 Carolyn Mitchell
 Cathy Nicholls
 Nicky Rourke

College Site

Liz Smart
 Jon Hutchings
 James Eade
 Liane Lindo

Epilepsy

Staff who volunteer to attend training on Epilepsy will receive an update refresher every 2 years.

Anaphylaxis

Staff who volunteer to attend training on Anaphylaxis will receive an update every year.

A full list of staff trained to administer emergency medication to pupils suffering from epilepsy or anaphylaxis is available with the medication and on the first aid cupboard door.