



**Repton Manor  
Primary School**

# **Repton Manor Primary School First Aid Policy**

Lightyear Federation

|                     |                            |
|---------------------|----------------------------|
| Policy lead:        | John Page & Karen Paterson |
| Date:               | April 2024                 |
| Review Frequency:   | Annually                   |
| Review Date:        | April 2025                 |
| Governor Agreement: |                            |

## **First Aid Policy Statement Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

### **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

### **Guidelines**

New staff to the school are made aware of this policy in their induction process. This policy is regularly reviewed and updated. This policy has safety as its priority for the children receiving first aid and for the adults who administer first aid.

### **Conclusion**

The administration and organisation of first aid provision is taken very seriously at Repton Manor Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

### **First Aid Policy Guidelines Training**

A proportion of our staff are offered emergency first aid training and these staff undertake a rolling program of retraining.

### **First aid kits**

First aid kits are stored in each class. It is the responsibility of the class teacher to ensure this is restocked throughout the school year. First Aid kits are restocked by the Office Manager at the beginning of each academic year. A larger kit is stored in the school office. An emergency first aid kit is available for use during out of school visits and at playtime.

### **Cuts**

All open cuts should be covered after they have been treated with an antiseptic wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Staff will be made aware of children's allergies via Arbor. Minor cuts and grazes should be recorded in the accident file and an accident slip given to parents. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside yellow bin.

### **Bumped heads**

Any bump to the head, no matter how minor, should be treated as potentially serious. If necessary, bumped heads should be treated with an ice pack. All children with a head bump should receive a sticker with the child's name and the date. This should be applied to the child and a head bump text should be sent home. Details of the accident should be noted in the accident book. The treating first aider should hand the accident slip to the teacher so that the teacher can monitor and provide parents further details should they need it.

### **Reporting Accidents**

The bound accident book is located in the first aid room and should be completed for every incident where first aid is administered. Old accident books are stored in the school office. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years and a day, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **Reporting to the HSE**

The Site Manager and Office Manager (First aid lead) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Estates Manager will report these to the Health and Safety Executive as soon as is reasonably practical and in any event within 10 days of the incident. The Head of School will be made aware of these as soon as is possible after the incident has occurred. Governors will be notified at Governor meetings.

Reportable injuries, diseases or dangerous occurrences include:

1. Death
2. Specified injuries, which are:
  - 2.1 Fractures, other than to fingers, thumbs and toes
  - 2.2 Amputations
  - 2.3 Any injury likely to lead to permanent loss of sight or reduction in sight
  - 2.4 Any crush injury to the head or torso causing damage to the brain or internal organs
  - 2.5 Serious burns (including scalding)
  - 2.6 Any scalping requiring hospital treatment
  - 2.7 Any loss of consciousness caused by head injury or asphyxia
  - 2.8 Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
3. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

4. Where an accident leads to someone being taken to hospital

5. Near-miss events that do not result in an injury, but could have done. Examples of nearmiss events relevant to schools include, but are not limited to:

- 5.1 The collapse or failure of load-bearing parts of lifts and lifting equipment
- 5.2 The accidental release of a biological agent likely to cause severe human illness
- 5.3 The accidental release or escape of any substance that may cause a serious injury or damage to health
- 5.4 An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

### **Defibrillator**

We have a defibrillator located **in the school office**. This can be used by anyone. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag.

### **Calling the emergency services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01233 666307
2. Give your location as follows: Repton Manor Primary, Repton Avenue, Ashford, Kent
3. State that the postcode is: TN23 3RX
4. Give exact location in the setting: Repton Manor Primary is located on Repton Avenue, past Waitrose and is next to the Repton Connect Community Centre.
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details

Appendix 1: list of First Aiders

**Repton Primary School's appointed person and first aiders**

| <b>NAME</b>            | <b>AREA &amp; ROLE</b> |
|------------------------|------------------------|
| Hayley Mannering       | FLOSS office           |
| Jessica Isles          | Reception teacher      |
| Melody Scott-Boatfield | Reception teacher      |
| Kimberley Lancaster    | Teaching Assistant     |
| Charlotte Edmonds      | Teaching Assistant     |
| Anita Gurung           | Teaching Assistant     |
| Alex Atkins            | Teaching Assistant     |
| Prerana Ghale          | Teaching Assistant     |
| Jyanti Limbu           | Teaching Assistant     |
| Radhika Angebembe      | Teaching Assistant     |
| Rachel Oginni          | Teaching Assistant     |
| Sarah Hardy            | Teaching Assistant     |

| <b><u>First Aid Lead</u></b> | <b><u>Area</u></b> |
|------------------------------|--------------------|
| Karen Paterson               | School office      |

| <b><u>First Aid – Admin team</u></b> | <b><u>Area</u></b> |
|--------------------------------------|--------------------|
| Mel Ashton                           | School office      |

Please endeavour to get a second opinion from a first aider from the above list, should you feel you require it.

If you are not satisfied with the second opinion, please do contact the first aid lead or office first aider should you need further support or advice.

**Only** the first aid lead or office first aider are authorised to administer medication to children.