

The Rydal Academy

First Aid and Accident Policy

Accepted by: The Rydal Academy LGB April 2016

Approving Body: Local Governing Body

Committee: LGB

Review Cycle: Annual

Last reviewed: June 2023

Date for next review: June 2024

Introduction

The Rydal Academy recognises that the safety and wellbeing of its pupils, staff and visitors is of paramount importance. It is committed to ensuring that everyone is kept safe, but that when accidents do happen that they are dealt with quickly and the appropriate records are made, kept and maintained. It is emphasised that support is offered through those with First Aid qualifications and not through trained health professionals.

Purpose

The objectives of this policy are:

- To provide effective, safe First Aid
- To ensure that all staff are aware of systems in place.
- To ensure robust processes and systems are in place for recording accidents.
- To ensure that records are kept up to date.

Aims

By adhering to the policy we will:

- Ensure there are qualified first aiders throughout the school.
- Recognise that those who require first aid get treatment.
- Keeps records of those who have had first aid treatment.
- Ensure that all staff who come into contact with those requiring first aid know exactly what to do and who to inform.

First Aid

If a child requires first aid, they will be supported by whichever class teacher/member of staff who is on duty. The first aider will check over and assess any injuries before offering support and/or treatment to the best of their ability in the safest way possible.

Head injuries

- If the child has a head injury the member of staff who this was reported to will inform the class teacher of the injury so that they can keep an eye on the injured child. Head injuries are reported to office staff who in turn contact parents/carers. If an injury is more serious, when parents are informed they may be requested to collect their child. If there is no answer when phoned but an answer phone comes on a message is left with the school's phone number and the time of the call.

Accidents

- If the injury is serious and requires urgent attention, school will attempt to contact parents/carers; all emergency contact numbers will be tried and messages will be left with a request to urgently contact the school.
- If the child needs to be checked over by a medical professional, the parent/carer is advised of this when they are contacted and again as they collect the child. Parents/carers are also asked to report back to school so that school knows what has happened to the child.
- If a serious accident occurs an Academy Trust accident form needs to be completed. This form must be completed by a witness or first member of staff at the scene. It must then be forwarded to the Head Teacher and then the person responsible for the Academy Trust Health & Safety.

Emergencies

- If a child requires hospital treatment, attempts will be made to contact parents/carers. If parents/carers are unsuccessfully contacted, then at least one member of first aid trained staff will accompany the child and remain with them until a parent/carer arrives.

Record keeping

- Once an incident which requires first aid has been reported, a record of the incident along with any treatment or support offered will be completed by the assisting member of staff; a copy of this information will be retained in school and a copy will be given to the child to take home.
- First aid records are available throughout school for completion. Once each slip from a book has been used, the books are saved and returned to the main office for storage.
- The person responsible for Academy Trust Health & Safety will ensure that both first slips and Academy Trust Accident forms are kept as required to comply with legal guidelines

Educational visits

- There are first aid kits available in school to take to outdoor activity/events. A first aider will be in attendance on all educational visits.
- Medical information will be reviewed by staff prior to any off site visits and required medication will be taken by staff on the trip to administer as and when required.
- Mobile phones should be charged and carried by staff to use case of an emergency whilst out of school.

Refer to:

- Policy for administration of medication.
- Policy for supporting pupils with medical conditions.
- Allergen and anaphylaxis policy
- Asthma policy
- First Aid and accident policy
- Sun protection policy