

St Cyprian's Greek Orthodox Primary Academy



First Aid Policy

Revised: July 2015

Reviewed and ratified by Full Academy Trust:

Date: 24 / 7 / 15

Signed: 

Name: DR. A. ANDREAD

Position: CHAIR OF GOVERNORS

Our Mission Statement:

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

Statement of Intent

St Cyprian's Greek Orthodox Primary Academy St Cyprian's Greek Orthodox Primary Academy will comply with the requirements of the Health and Safety (First-aid) Regulations 1981 and the Health and Safety Commission's Approved Code of Practice and Guidance. The extent of the provision will be based on risk assessment.

The aim of first-aid is to reduce the effects of injury or illness suffered at school/work, there must be sufficient first-aid personnel and facilities to:

- give immediate assistance to casualties with common injuries or illness
- summon an ambulance or other professional help.

The responsible person will always be the Headteacher, and in their absence, the Deputy Headteacher.

Areas of Action

Priority Rules & Procedures

1. The responsible person must make an assessment of the first-aid needs within the school
2. The responsible person should ensure that the first-aid provision identified in the assessment is provided.
3. The responsible person should ensure that first aiders and/or appointed persons are trained as required by the assessment.
4. The responsible person should ensure that all employees and pupils are made aware of what first aid facilities are available and how trained personnel can be contacted.

First-Aid Guidelines

The first-aid provision for St Cyprian's Greek Orthodox Primary Academy is:

- a suitably stocked first-aid container
- a person appointed to take charge of first-aid arrangements
- information for employees on first-aid arrangements.

A risk assessment should be completed by management to assess whether additional provision is necessary.

Assessment Considerations

- Nature of the work: The general risk assessment identifies that the school comprise of groups of children and staff in classrooms, assembly/sports hall, offices and playgrounds. The predominant likely injuries will be for (a) children: cuts, grazes and bruising from play, sports, running around and childhood antics (b) Staff: paper cuts, minor impact and equipment injuries (c) parents and visitors: minor cuts and grazing.

- Size and layout of the building: St Cyprian's is a two storey building, with a separate block located in the playground. Generally the larger the size and layout of the building, the more first-aid provision is needed. However, numbers should not be the sole basis for determining first-aid needs. First Aid boxes are available on all levels at various points, and in the separate block.
- Past history and consequences of accidents: Managers should study the number, type, frequency and consequences of accidents that have occurred in the past. These have been mainly cuts, bruises and bumps to the head.
- Nature and distribution of the workforce: The particular needs of employees potentially at greater risk, for example young workers, new and expectant mothers, trainees and some people with disabilities need to be addressed both as a group and as individuals. When individual needs are identified, they are addressed with the employee.
- The size of the premises may affect quick access to facilities. In a multi-floor building consideration should be given to how many first aiders or appointed persons there should be to give adequate provision. At St Cyprian's first aiders are located on all levels and in the separate block.
- Absences: Adequate provision must be made at all times. Managers should consider what cover is needed for planned absences, as well as unforeseen absences, such as sick leave. At St Cyprian's all staff have received basic first aid training.

As St Cyprian's Greek Orthodox Primary Academy is in the low risk category the number of first aiders listed below should apply:

No. of Employees	No. of first-aid personnel
Fewer than 50	At least one appointed person
50 -100	At least one first-aiders
More than 100	One additional first-aiders for every 100 employed

First-aid Containers

- The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Each work area must have at least one container with sufficient quantities of first-aid materials.
- The responsible person should identify an employee to be responsible for the maintenance/replenishment of the first aid box. This should be either a first-aiders or where not required, an appointed person. At St Cyprian's it is the responsibility of the office to ensure that medical supplies are well stocked at all times.
- First-aid facilities are accessible to employees and other relevant persons at all times and are near hand washing facilities. First-aid containers protect first-aid items from dust and are stocked only with items useful for giving first aid. Tablets and medicines are not be kept in first-aid containers. Medication for children is kept in a container which is clearly identifiable; marked with a red cross on a white background with the child's photo and name.
- Any usage of first-aid equipment should be reported to the office for its maintenance, so that stocks may be replenished. All equipment is routinely inspected to ensure adequate provision. A record is kept of all first-aid given.
- First-aid boxes contain a sufficient quantity of first-aid materials and nothing else. There is no mandatory list, the assessment of first aid needs would identify requirements. However, as a guide, where there are no special risks, a minimum stock would be:
 - one guidance card;
 - 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment;

- 2 sterile eye pads, with attachment;
- 4 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium sized individually wrapped sterile unmedicated wound dressings (12 cm x 12 cm);
- 2 large individually wrapped sterile unmedicated dressings (18 cm x 18 cm);
- one pair of disposable gloves (non-latex)
- Where tap water is not readily available for eye irrigation, sealed containers.
- The assessment may identify the need for additional materials such as scissors, moist wipes, disposable plastic gloves and aprons. These should be kept in the first-aid box if there is room. Plastic disposable bags for soiled or used first-aid dressings should be provided. Correct disposal must be ensured.

Travelling first-aid kits should contain:

- A guidance card;
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile unmedicated dressing (18 cm x 18 cm);
- 2 triangular bandages;
- 2 safety pins;
- individually wrapped moist clean
- Emergency action plan

Selection of first-aiders

(See Appendix 1)

Management authorise the selection of first-aiders. This may depend on a number of factors including an individual's:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.

Training

(see appendix 1)

- Before taking up first-aid duties, a first-aider must hold a valid certificate of competence in first-aid at work.
- The certificate is only valid for three years, and so refresher training will be required before the certificate expires. Attendance at a refresher course may occur up to three months before the expiry date.
- Managers must keep a record of first-aiders and their certificate expiry dates.

Recording First-aid Treatment

(See Appendix 2)

- Records of all cases treated is made and kept in the office so that they are readily available. The information should include:
 - date, time and place of incident;
 - name and job of injured or ill person;
 - details of the injury/illness and what first-aid was given;

- what happened to the person immediately afterwards e.g. went home/back to work.
- name and signature of first-aider or person dealing with the incident.

**First-aid Procedure
(See Appendix 1)**

- Management must ensure (e.g. through induction training) that all employees are conversant with the procedure to be followed as and when they sustain injury. The procedure for reporting incidents must also be completed.
- A simple method of keeping employees informed is by displaying first aid notices. These should be clear and easily understood by all employees, and should comply with the Health & Safety (Safety signs and Signals) Regulations 1996. Management must ensure that those with reading and language difficulties are also kept informed. For example, employees with language difficulties could be informed by means of translated first-aid notices.

Date of next review: July 2016

First Aid**First Aiders:**

Tasoulla Cosma	Floria Panteli	Alecia Alli
Lisa Bolton	Kim Bateman	Miles Rigby
Samantha Petts	Eleni Shiamtanis	Marta Bruno
Rehana Hussein	Terrie Foti	Carrina Hopper
Vicki Yeats	Kelly McGrath	Andreas Stavrou
Kay Smith	Joanna Georgiou	
Melanie Sandberg	Joanna Kyriacou	
Margarita Papacleovoulou	Paula Achillea	
Despina Pavlou	Kalapana Shah	
Gina Beaton	Stella Yiannourkou	
Kedi Shiamtanis	Nina Cini	
Xenia Aristidou	Yvonne Ricketts	
Shirley Foster	Maria Panayi	

Paediatric First Aiders:

Androulla Banitsiotis
Sue Woolford
Mary Mantilas

Where do we take the children

Everybody in school is qualified to administer first aid providing they have undertaken the whole school inset, but if you feel unsure and would like a second opinion please send the children to the people listed below:

Early Years

Androulla Banitsiotis

KS1

Sue Woolford

KS2

Samantha Petts

Before and after school

Miles Rigby
Andreas Stavrou

All other times

Vicki Yeats
Kay Smith
Xenia Aristidou

ALL accidents **MUST** be seen by a first aider, it may seem like nothing but something potentially serious could be underlying.

If first aid has been administered then an accident form **MUST** be completed, this can be found in the first aid bay based in the office.

If a child has bumped their head or has a serious injury the parents **MUST** be called to advise them of the injury.

Basic rules:

- Don't panic
- Keep it simple
- Rest and reassurance for the patient

(This is on school's headed paper and printed on red paper)

Accident Report to parents

Dear Parent/Guardian

Date:

Your child.....in year.....Class.....

has:

Scratch Insect bite Nosebleed Bumped head Twisted ankle

Other

In the event of a serious injury, give full details of injury:

.....
.....
.....

Location of accident:

Playground Classroom Hall Corridor Toilets

Time of accident: am/pm.

The following action was taken:

Cold Compress Cleaned with Steriwipe Plaster

Any Other Information.....

Parent called Accident report sent to parent Accident report filed in pupil file

Signed..... Name & Position

