

**The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.**

**All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.**

**All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.**

**The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.**

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

The Head Teacher has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Conducting risk assessments, ensuring all up-to-date.

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on health and safety information received to appropriate people;

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In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

## **First Aid**

At least 50% of the staff is holding a valid First Aid certificate.

### **First appointed person:**

**Miss Sam PACE** is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:

- That first aid equipment is available at strategic points in the school
  - **Secretary's office (Cupboard marked First Aid)**
  - **One first aid kit per class**
  - **One first aid kit for playground outings**
  - **One first aid kit in the medical room**
- that the correct level of first aid equipment is maintained in each first aid box and liaise with the AO for any order needed
- checking that a bin dedicated for blood and body fluid is available in the medical room
- ensuring that accidents books are available per floor and in the playground bag

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

## First Aiders

The first aiders listed below (see chart at the end of the document) will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

<b>FLOOR</b>	<b>FIRST AIDER 1</b>	<b>FIRST AIDER 2</b>	<b>LOCATION</b>
Ground floor	Samantha PACE	Charlotte BEYAZIAN	Nursery/office
1 <sup>st</sup> floor	Hana POUZAROVA	Anne CHATTERLEY	Reception
2 <sup>nd</sup> floor	Sophie CRIMMIN	Sarah WILLIAMS	Y2/ Y5&6

## Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS DIRECT                      0845 4647

and, in the case of pupil injuries, with the parents or legal guardians.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact 999 for advice or 'phone for an ambulance as appropriate.

### **Other Significant Injuries**

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- a slip record from the accident book (banged head letter and sticker)

### **Escorting Pupils to Hospital**

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

In case of emergency, at each floor, staff should seek the help of the designated first aiders who are:

<b>FLOOR</b>	<b>FIRST AIDER 1</b>	<b>FIRST AIDER 2</b>	<b>LOCATION</b>
Ground floor	Samantha PACE	Charlotte BEYAZIAN	Nursery/office
1 <sup>st</sup> floor	Hana POUZAROVA	Anne CHATTERLEY	Reception
2 <sup>nd</sup> floor	Sophie CRIMMIN	Sarah WILLIAMS	Y2/ Y5&6

One first-aid kit is available per classroom.

First aid posts are located on the ground floor, in the office and the “medical room”.

**Miss Samantha PACE has been appointed Responsible person for First aid equipment checks.**

**The medical room is to be used whenever a child is sick or injured. Blood and body fluids are to be disposed of in the dedicated bin in the medical room.**

## PROCEDURE FOR THE USE OF ACCIDENTS BOOKS

It is a legal requirement to report all accidents.

There is an accident on each floor and one in the playground bag.

In case of an accident, either in your classroom or to a pupil in your class, a member of staff (Teacher or TA) is required to fill out all the relevant sections in the accident book. Please make sure you place the sheet of card underneath the carbon paper.

The person who dealt with the accident should describe it, write his/her name clearly and sign next to the description of the accident.

In case of a serious accident call 999 and report it to the Head Teacher as soon as possible. All serious bump head accidents have to be reported asap to the Head Teacher.

All bump head accidents have to be monitored during the day. In case of dizziness or if the child feels unwell report to the Head Teacher for further action.

**Please give the duplicate accident sheet to the child's parent or carer at home time and ask the child's parent/carer to sign under the section 'authorised signature'.** If the child goes to Garderie, pass the accident book to the responsible member of staff in Garderie and tell her/him the name of the child and describe the nature of the injury.

**The teachers/TA on duty during midday break must inform the pupil's class teacher of any incident so that he/she may speak with the parent/carer and pass on the accident form for signature.**