



The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships – Linked to Articles 3, 32

Policy for the Administration of First Aid

In compliance with recommendations from the Neath Port-Talbot Directorate for Education and Lifelong Learning and guidelines issued by the Health and Safety Executive (HSE), this school regards one Appointed Person and two First Aiders (*all of whom must be fully qualified First Aiders*) as the basic requirement for First Aid cover with regard to the number of pupils and employees at YGG Gwaun-Cae-Gurwen.

A **First Aider** is a person who has been trained by and holds a current certificate of an organisation whose training and qualifications are approved by the HSE. First Aid certificates issued by such organisations are valid for three years and the First Aider must re-qualify before the certificate expires. (*Re-qualification courses are two days in duration, but must be taken before the first aid certificate expires or the candidate has to attend a full four-day course.*)

First Aiders are trained to deal with the majority of emergency situations that can occur in the workplace. The school may well have other employees trained as **Emergency First Aiders**. Such personnel may assist a fully qualified First Aider but should not administer First Aid independently except for under extreme circumstances, e.g. when there is no qualified First Aider available. (*The certificating of three persons should ensure that such an occurrence would be extremely rare.*)

No unqualified persons should administer First Aid. Where a child's parent/guardian/responsible person has been summoned and is in attendance, that person must be informed that he/she is deemed to have assumed responsibility for the child and the fact must be recorded on the Accident/Incident Report Form.

Any accident at work, no matter how small, **must** be recorded on the appropriate Accident/Incident Report Form available in the school office. In all instances of injury, the attending qualified First Aider, in addition to the Accident/Incident Report Form, must complete a First Aid Patient Report Form where more detailed records may be entered. The incident may also need to be reported to the HSE under RIDDOR regulations. It is accepted that in a school, young children will fall and sustain no more than a bruise or minor grazing of the outer skin. The comforting of pupils or washing under a tap is not regarded as treatment for the purposes of this document. However, trips and falls due to faults, hazards or behaviour must be reported as outlined.

RIDDOR 1995 regulations: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

These regulations state that it is the responsibility of the employer to report the following occurrences directly to the HSE:

- Deaths.
- Major injuries.
- Accidents resulting in 3 or more days off work.
- Diseases.
- Dangerous occurrences.

For more information visit the RIDDOR web site at www.riddor.gov.uk

All accidents/incidents requiring the attention of a qualified First Aider **must** be recorded. This is a legal requirement. The Accident/Incident Report Form may be filled in by any person on behalf of the casualty (*or indeed by the casualty themselves*). In the case of a child, at this

school it is the duty of the **attending member of staff or the member on duty at the time** to complete the Accident/Incident Report Form.

The attending First Aider in **all cases of injury** must complete the First Aid Patient Report Form. This does not replace the Accident/Incident Report Form, which still needs to be completed by the appropriate person.

The information recorded can help the employer identify accident trends and possible areas of improvement in the control of health and safety risks. It can be used for future first aid needs assessments and may be helpful for investigative purposes.

Guidelines for filling the above forms.

- An accident/incident report book/form is a legal document.
- Anything that has been written down at the time of the accident/incident is usually considered to be 'stronger evidence' in court than something recalled from memory.
- Complete the report all at the same time, using the same pen (*not pencil*).
- To comply with the Data Protection Act, personal details entered in the report **must** be kept confidential, the book is therefore designed so that individual report sheets can be removed and stored securely.
- The headteacher is the nominated person responsible for the safekeeping of completed accident/incident reports and all records should be handed to him/her.
- The person (or in the case of a child, the person with parental responsibility) who had the accident/incident is entitled to take a photocopy of any reports if he/she chooses. If this is the case, they can do this before it is handed in. They should keep a record of the accident report number.
- The Accident/Incident Report Form should include:
 - the name, address and occupation of the person who had the accident;
 - the name, address (*school will suffice*), occupation and signature of the person completing the form;
 - the date, time and location of the accident/incident;
 - a brief, factual description of how the accident/incident happened, giving the cause if possible;
 - observational details of any injury sustained.
- The First Aid Patient Report Form should contain:
 - the patient's personal details;
 - the First Aider's name, the date and time;
 - medical information as requested on the form;
 - treatment/comments;

- the form to be signed and dated by the First Aider (and the patient or his/her representative if appropriate.)

- If a patient (or in the case of a child, the person with parental responsibility) refuses treatment against the advice of the First Aider, it is essential that they are capable of making that decision. If not, medical advice must be sought. In such cases, it is essential that this be recorded on the appropriate form.

- A copy of the form can be given to ambulance staff, attending medical staff or hospital staff, as it will contain useful information about the incident and treatment of the patient. Make a copy and keep the original.

- To comply with the Data Protection Act, personal details on the report form must be kept confidential, so the report should be stored securely.

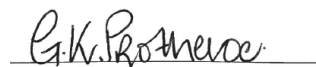
The conscious level of the patient can be recorded using the 'Glasgow Coma Scale' (GCS). This is the method used internationally in the health service, so it makes the transfer of accurate information to the hospital staff easier.

The GCS is explained on the Patient Report Form. If the patient is fully conscious, they will have eyes that focus 'spontaneously', they will 'obey commands' and be 'totally alert' (e.g. know what month / day of the week it is.) In this instance the patient would have a total GCS of 15.

In cases of head injuries sustained by children at this school, contact will be made with a parent/guardian/responsible named adult and that person advised to take the child immediately to the doctor or hospital. In the case of other injuries, depending on the severity of the injury as ascertained by the attending First Aider, the same procedure will be followed. Where no such contact can be made and where the injury requires it, the local doctor and/or an ambulance will be called. Apart from minor cuts, grazes, bumps and bruises that can be successfully treated by the First Aider, this would be the normal course of action.

All completed forms must be forwarded electronically via the Local Authority's on-line reporting system by the school's Administrative Assistant or the Headteacher.

Signed



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