Osmani Primary School
Vallance Road
London
E1 5AD

Tel: 020 7247 8909
Fax: 020 7247 9906
Email: admin@osmani.towerhamlets.sch.uk

www.osmani.towerhamlets.sch.uk

Osmani Primary School

Reach For The Stars

First Aid Policy

Our Motto

Reach For The Stars

Our Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

Our Rights

- ★ **Article 19:** We have the right to be safe.
- ★ **Article 28:**We have the right to quality education.
- ★ **Article 12:**We have the right to give our opinion and listen to others.
- ★ **Article 15/31:**We have the right to join in and be part of a team.
- ★ **Article 29:**We have the right to develop our personalities, talents and abilities.
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Our Values

★ **S**triving **T**eamwork **A**ll Included **R**esponsibility **S**uccess ★

★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

★ Teamwork

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

★ All Included

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**
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★ Responsibility

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

★ Success

Our aim is that we are a school that:

Last Review Date: Summer 2020

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements**

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

This policy supports the school in addressing **Article 24:** of the UN Convention on the Rights of the Child.

Policy Statement

The Governors and Head teacher of Osmani Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.

- Make arrangements to provide training to employees, maintain a record of that training and review annually.

- Establish a procedure for managing accidents in school which require First Aid treatment.

- Provide information to employees on the arrangements for First Aid.

- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid in schools'.

The location of First Aid Kits in school are;

- The Nursery
- Ground Floor Corridor
- The Group room opposite the school office is designated for major incidents.

The contents of the kits will be checked on a regular basis by the Admin Assistant.

Medication for named individuals will be kept in Year group boxes in the medicine cupboard in the main office with the child's name and individual care plan.

Designated persons for First Aid are listed on the **notice board in the Reception area**.

First Aid training (6 hour course) will be undertaken every three years for all Teaching Assistants and Playleaders.

Off-site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.
A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.

- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's First aid policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents including head injuries

All injuries in school are recorded in an accident book.

An accident slip is given to the child to take home.
The Governing body recognises that accidents involving pupils head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a call will be made home to inform parents and an accident slip be sent home to the child's parents or carer.

Transport to hospital or home

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

Only staff cars insured to cover such transportation will be used.

No individual member of staff should be alone with a pupil in a vehicle.

The second member of staff will be present to provide supervision for the injured pupil.

Documentation

The following documents will be completed:

- Visit to A&E or GP from school **(Appendix 1):** This document will be completed and given to the parent/carer to take along to the hospital.
- Return to School after A&E visit parents meeting form. **(Appendix 2)**

Personnel

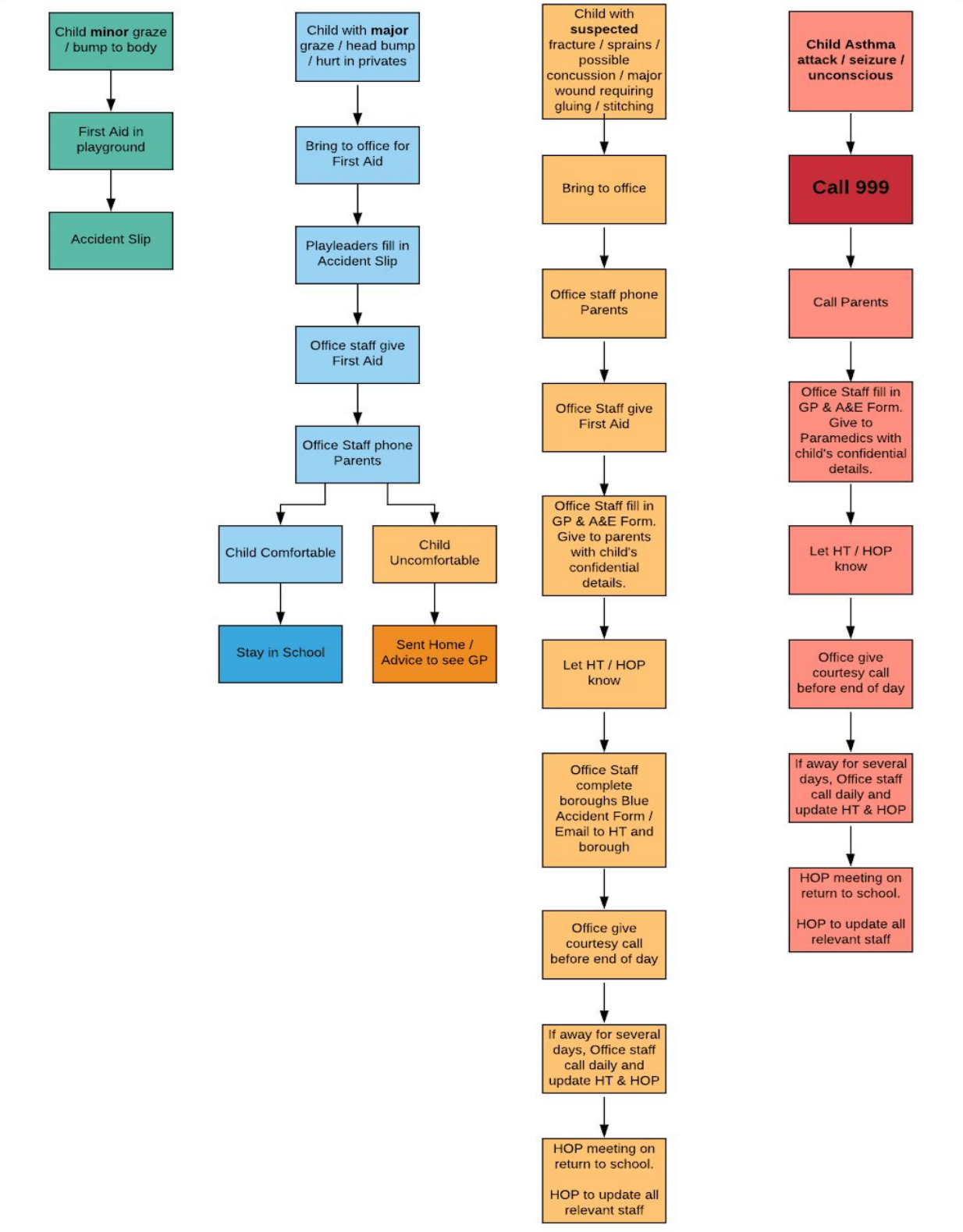
Designated First Aiders (3days Training)

Names listed on the notice board in the Reception area

Emergency First Aiders (6hours Training)

All Nursery Nurses, Teaching Assistants and Play leaders.

Accident Management Flowchart



Appendix 1

Visit to A&E and GP from School

Child's name	Date of Birth	Class
Date of accident	**Time of accident**	**First Aider**
Details of Injury	**Treatment given by school**	**Recommendation by school**
Parents informed Y/N	**Does the child have any known medical conditions? List.**	**Does the child take any medicines/inhalers in school? List**
Time:		
Name of Staff who contacted parent/s:		
Location and details of accident		

***** Pupil confidential data document given to parent Y/N*****

Appendix 2

RETURN TO SCHOOL PARENTS MEETING AFTER A&E OR GP VISIT FROM SCHOOL

Child's name	**Date of Birth**	**Class**
Courtesy call 3 hours after child taken to A&E- HSLO		
Courtesy call next day if child is absent - HSLO		
Meeting date and time for return to school meeting. HSLO arrange with HOP and parent.		
Advice from hospital		
School care management actions including medicines. ***Beginning and end of day, break times, medicines times.***		
Follow up hospital visits		
Meeting Date and Time:		
Parent name: **Signature**		

SLT member name:
Date for review meeting: