

FIRST AID POLICY

Updated: October 2017

Review: October 2018

Policy Named Person: Mrs Stacey Dee

Policy based on DfE: GUIDANCE ON FIRST AID FOR SCHOOLS February 2014 & Health & Safety (First Aid) 2013

First Aid Co-ordinator: Mrs Stacey Dee

POLICY STATEMENT

Red Rose School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips

OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

MEDICAL FACILITIES

The School is required by the Independent School Standards Regulations to ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils. The School's nominated accommodation is the Staff Room. The Head Teacher's small office may also be used as a recovery room where needed.

HEALTH & SAFETY (FIRST AID) 2013

Red Rose School recognises its legal obligations to provide a first aid service for all its staff and pupils. The school is committed to providing a first aid service which satisfies the school's needs in terms of the latest requirements of the Health and Safety (First Aid) Regulations. The legislation sets out the required standards for first aid in the workplace, including number and contents of first aid kits, training of first aid personnel and provision of first aid rooms. This policy requires that all first aid injuries be reported and treated. To this end, the school will provide information and training on first aid to voluntary nominated members of staff to ensure that the needs of the school are met, in line with HSC regulation.

In accordance with national regulatory requirements, the School's provides:

- 1) practical arrangements at the point of need;
- 2) the names of those qualified in first aid and the requirement for updated training every three years; and refresher course annually
- 3) having at least one qualified person on each school site when children are present;
- 4) showing how accidents are to be recorded and parents informed;
- 5) access to first aid kits;
- 6) arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- 7) hygiene procedures for dealing with the spillage of body fluids;
- 8) guidance on when to call an ambulance;
- 9) reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health and Safety Executive

DEFINITION OF FIRST AID

First Aid can be defined as the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the patient's condition until professional medical help can be obtained. Providing First Aid is the primary role of the First Aider.

ARRANGEMENTS FOR SECURING FIRST AID PROVISION

The Head Teacher will have overall responsibility for placing the school's policy into practice and for developing detailed procedures by:

- 1) regularly reviewing the school's First Aid needs at least annually and particularly after any changes in staff or curriculum to ensure that the provision of First Aid is adequate.
- 2) providing the First Aid Co-ordinator and staff with sufficient time in order to undertake training to the standard required by the HSE.
- 3) ensuring that all employees and pupils of the school are aware of the school's policy on First Aid and the procedure for the reporting of accidents.

FIRST AID CO-ORDINATOR

The First Aid Co-ordinator (Mrs Stacey Dee) will act as the nominated person to coordinate First Aid. The Co-ordinator will be responsible for assisting the Head Teacher to meet the school's responsibilities for First Aid.

NOMINATED FIRST AIDERS

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. Incorporated into this will be refresher training at regular intervals to ensure that their skills are maintained. In determining the number of Nominated First Aiders required, the following factors will be taken into account:

- 1) The size of the school
- 2) Pupil numbers and age ranges
- 3) Staff or pupils with special needs
- 4) Particular hazards
- 5) Cover for staff absences

- 6) Provision on school visits
- 7) Provision in practical departments and physical education

Persons to be considered to act as Nominated First Aiders should;

- 1) Express willingness and enthusiasm to so act
- 2) Show evidence of a capacity to deal with injury and illness
- 3) Be in reasonable health
- 4) Be available at short notice
- 5) Be able to act calmly in an emergency

First Aid Boxes:

First Aid boxes are located all around the school. These can be found in the staff room, school kitchen and in all practical subject rooms.

School Trips and Portable First Aid Kits

Portable first aid kits are to be made available for those persons who are taking part in educational visits.

Infection Control

Common sense infection control measures include: hand washing; and the use of disposable gloves when dealing with any body fluids. All clinical waste should be disposed of appropriately.

High Risk Areas

In areas classed as high risk by the Health & Safety Department, the Head of Department has specific responsibilities for First Aid.

Areas classed as High Risk following Risk Assessments are:

- Art & Design
- Science
- PE
- Food Technology
- School Dinner Service

Procedures in the event of an Accident.

The circumstances in which first aid may be required vary considerably within an organisation such as a school. Despite the relative safety of the school environment, situations may well arise where staff, trained in First Aid, are necessary. Such incidents can include cardiac arrest, loss of consciousness and epileptic fits as well as the more common situations of faints and musculoskeletal sprains and strains. First Aid may also be required in the situation of a work related injury such as burns, eye injury or musculoskeletal injury. The school recognises the importance of providing the appropriate response required for a particular injury or illness, and have provided the following categories to assist staff in the course of action to be taken when dealing with an accident.

Level 1 Procedure

Level 1 Procedure is for accidents that can be dealt with in School by a qualified First Aider. Where there is any doubt about the level or nature of the injury, the Level 3 procedure should always be initiated.

Level 2 Procedure

Level 2 Procedure is for an accident that can be referred to a doctor, clinic or hospital by transport by parent or school, and there is reasonable certainty that any time delay in transporting a pupil to a doctor, clinic or hospital will not increase the level of discomfort for the pupil or worsen their medical condition. Where there is a requirement for the patient to be transported to hospital by the school, the First Aid Coordinator will advise the Head Teacher of the School who will arrange transport and where appropriate staff to accompany the patient. Where there is any doubt about the level or nature of the injury, the Level 3 procedure should always be initiated.

Level 3 Procedure

Level 3 Procedure is for serious accidents that require immediate hospitalisation, or any accident where there is sufficient doubt about the pupil's condition that expert medical opinion is required.

Recording of Accidents/Injuries

- 1) An accident/injury will be recorded in the relevant Incident and Accident Book (Pupil or Adult). This is completed by First Aid Co-ordinator or designate. This is a HSE document, with individually numbered tear-off pages, to ensure authenticity of entry and to prevent misuse. Only original HSE forms are used; photocopying or other duplication is not permitted.

- 2) Details are also recorded by First Aid Co-ordinator or designate on the pupil database as an 'Incident and Action'. This includes:
- a) The date of the incident.
 - b) The time of the incident.
 - c) The location of the incident.
 - d) Details of the incident, including any witnesses (staff and pupil) as appropriate.
- 3) The First Aid Co-ordinator refers any incidents/accidents to the Health and Safety Co-ordinator, if there is reasonable cause for investigating whether any improvements to health and safety site arrangements could prevent a similar future incident. This is logged in the pupil file and dated.
- 4) Any outcome to the investigation is added to the 'file' entry by First Aid Co-ordinator or the Health and Safety Co-ordinator, as agreed in each case.
- 5) The Health and Safety Co-ordinator, in liaison with the First Aid Co-ordinator escalates an issue to Head Teacher, if required.
- 6) Once the First Aid Co-ordinator and the Health and Safety Co-ordinator agree that a matter is closed, the pupil file is to be updated.
- 7) Where appropriate, parents are informed, and copies of all correspondence are kept attached to the original Accident Record, including any emails.

Reporting of Accidents

It is the responsibility of the Head Teacher to ensure that all employees and pupils of the school are aware of the procedure for the reporting of accidents. For contractors and visitors the Head Teacher will take responsibility. Under RIDDOR the school has a legal duty to report and record some work-related accidents by the quickest means possible. HSE has set up on-line reporting procedures for RIDDOR reportable accidents.

Reportable Deaths and Major Injuries

Deaths: If there is an accident connected with work and an employee, pupil or a member of the public is killed the school must notify the enforcing authority without delay.

Major injuries

If there is an accident and an employee, pupil, or member of public sustains a major injury and is taken to hospital from the site of the accident, the school must notify the enforcing authority without delay.

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- head injury

Reportable Over-Three-Day Injuries

If there is an accident connected with work (including an act of physical violence) and an employee, pupil, or self-employed person working at the school suffers an over-three-day injury the school must report it to the enforcing authority within ten days. An over-3-day injury is one which is not "major" but results in the injured person being away

from work or unable to do their full range of their normal duties for more than three days. The school must notify the enforcing authority without delay.

Reportable Disease

If a doctor notifies the school that an employee/pupil is suffering from a reportable workrelated disease, then the school must report it to the enforcing authority.

Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

The school must notify the enforcing authority without delay.

Reportable Dangerous Occurrences (Near Misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately.

Procedure for Correct Forwarding of Accident Forms

In order to comply with the Data Protection Act, as from January 2004 the accident book is kept securely in the School Office. In the event of a reportable occurrence, or near miss, the following course of action is taken:

- 1) Member of staff witnessing the incident completes the accident form in full, in liaison with the First Aid Co-ordinator. In order to comply with the Data Protection Act no copies of the form are to be made.
- 2) The First Aid Co-ordinator then provides the Health and Safety Co-ordinator with details of the reportable incident and he investigates where necessary.

3) If the accident, or occurrence, falls under the RIDDOR rules then the Health and Safety Co-ordinator will report the occurrence to the HSE by completing the online form.

Duties & Responsibilities of the First Aid Co-ordinator

- 1) Familiarise themselves with the content of the First Aid Policy
- 2) Co-ordinate and implement training of First Aiders to a level required by the HSE
- 3) Regularly assess and report back to the Head Teacher the School's first aid requirements.
- 4) Regularly carry out an audit to ensure that the first aid boxes contain the minimum supplies which are required under law. (Only specified supplies will be kept).
- 5) Regularly check that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places. (Lists and signs can be obtained from the Health and Safety Department).
- 6) Liaise with the Health and Safety Officer, regarding accidents or near misses
- 7) Receive requests from First Aiders to order replacement provisions
- 8) Maintain a record of all First Aid treatment for a minimum of 7 years or if the person is under the age of 18 until the person is 28 (21 years + 7)

Duties & Responsibilities of a First Aider

- 1) First Aiders must complete a training course approved by the Health & Safety Executive.
- 2) Give immediate help to casualties with common injuries or illnesses and those arriving from specific hazards at School.
- 3) When necessary, ensure that an ambulance or other professional medical help is requested.
- 4) Maintain a fully stocked First Aid Kit.

Duties & Responsibilities of Head Teacher for high risk areas

- 1) Identify the nature of activities within the department and review first aid requirements.
- 2) Identify through Risk Assessments if any special/unusual hazards present themselves, where necessary, ensure any additional or specific training is required.

3) Inform persons within their Department of arrangements which have been made for first aid and keep them suitably apprised of any changes. These arrangements should be contained within staff and pupils' induction training.

4) Ensure that staff are aware of how to summon first aid assistance.