

First Aid Policy

Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the school to ensure that there is adequate first aid equipments, facilities and trained first aiders for staff and pupils.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- 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 1995.

Responsibilities

The Headmaster, Senior Leadership Team and the Health and Safety Committee are responsible for ensuring that:

- First aid needs are assessed and addressed;
- Sufficient numbers of suitably qualified first aiders are available at all times;
- First aid services are provided during school hours;
- Appropriate first aid cover is available for out of hours and off site activities.

The Health and Safety Coordinator is responsible for:

- Assessing the first aid needs throughout the school;
- Advising on appropriate levels of first aid provision;
- Identifying first aid training needs;
- Arranging in-house training;
- Arranging attendance on external first aid training courses;
- Maintaining a record of all first aid training of school staff;
- Liaising with SLT and the Health and Safety Committee on first aid issues;
- Ensuring first aid cover is available on each site during normal school hours;
- Organising provision and replenishment of first aid equipment;
- Maintaining accurate records of first aid treatments given in the first aid room.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance;
- Providing first aid support within their level of competence;
- Summoning medical help as necessary;
- Recording details of treatment given.

Teachers in charge of Physical Education are responsible for:

- Ensuring that appropriate first aid cover is available at all out of hours sports activities;
- Ensuring that first aid kits are taken to all practice sessions and matches.

Reporting and Record Keeping

A record must be kept of any first aid treatment given and should include:

- Date, time and place of incident;
- Name of casualty;
- Details of the injury or illness;
- Treatment and / or advice given;
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital etc.);
- Name and signature of first aider or person dealing with the incident.

Monitoring and Review of the Policy

First aid arrangements are continually monitored by the School Nurse and the Health and Safety Coordinator, and are formally reviewed annually to ensure that the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil or staff numbers.

Any concerns regarding first aid should be reported without delay to the Headmaster or a member of the Senior Leadership Team.

This policy to be reviewed annually

1. **First Aid Procedures – Prep School**

- a) The Medical Room is staffed by Matron, a trained first aider. The extension number is 231. The Medical Room is open between 8.15am and 4.45pm Monday to Friday.
- b) Teachers in charge of sports fixtures and other activities which take place away from the school site are expected to carry a first aid kit and familiarise themselves with first aid provision at the host venue.
- c) All members of staff are encouraged to undertake further first aid training, on a voluntary basis where this is above the mandatory requirements. First aiders should be easily available in areas of greatest risk.
- d) The school will organise the necessary first aid courses on an annual basis.
- e) The procedure for recording details of accidents, injuries and dangerous occurrences is in the RIDDOR Policy (Reporting of Injuries, Diseases and Dangerous Occurrences) and is kept in the Medical Room.

2. **First Aid Risks**

- a) As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981' for its employees – typically around 65, both full and part time. It also has a duty towards others in the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the workplace.
- b) As a school, it must provide appropriate care for its pupils both in school and during school activities, in term time.

The School is also obliged, under these regulations, to provide cover for those staff and students involved in holiday courses / activities whilst on the school premises although outside holiday courses have their own first aid cover.

Requirements for first aid cover vary during the year:

- During term: pupils are present, most staff are available.
During holidays: no pupils; some teachers might be present, but secretarial, maintenance, grounds and some cleaning and technical staff may be present.
During holiday when courses are operating: outside pupils and staff are present.

3. **First Aid Training**

- a) This policy outlines instructions to teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first aid kits, and the levels of first aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
- b) First aiders are trained in accordance with the standards laid down by the Health and Safety Executive and, if necessary, they should be trained to administer first aid for identified and specific risks. They should be certificated. First aid certificates are issued for a three year period only. Before the end of this period re-qualification and re-certification is required.
- c) The designated first aider has a Four Day First Aid at Work qualification.
- d) Lists of staff attending courses and current qualifications are kept and updated by the Health and Safety Coordinator.

4. **First Aid Equipment**

- a) First aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School First Aider will

b) supply first aid kits as appropriate. These are located in the following areas:

Science Laboratory, Ashbrook building, Swimming Pool, Staff Room, Cookery Room, and Medical Room.

- c) First Aid kits should be kept stocked according to the contents list and assessed needs, and should contain a guidance leaflet. All kits are checked and re-stocked as necessary once a term. Eye wash should be provided where there is a need.
- d) When activities take place away from school, first aid requirements will vary according to the nature of the activity and its associated risks, and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container.
- e) The total number of first aiders and appointed persons should be identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.
- f) First aid notices are displayed on the front of the first aid boxes.
- g) All minibuses must carry a first aid kit.
- h) A first aid kit should be taken to all off-site activities and visits. All kits must be returned to the Medical Room immediately on return.

5. Information

It is essential that there is accurate, accessible information about how to obtain emergency aid.

- a) All staff and pupils should be provided with information about how to obtain first aid assistance. This should include:
 - Location of Medical Room
 - How to contact the first aider in an emergency
 - Names of qualified first aiders and appointed persons
 - Location of first aid kits
 - How to call an ambulance in an emergency.

6. Areas of Responsibility during Term Time

- a) Responsibility for first aid lies with the School Governors, but is delegated through the Headmaster to the first aider, as defined in the Regulations.
- b) Medical information about pupils is stored in the Medical Room. Relevant information about pupils' medical conditions will be passed on to teaching staff, PE staff and members of staff in charge of off-site trips and activities at the discretion of the first aider and with the permission of parents.
- c) The provision of first aid is available through the Medical Room. The first aider will also:
 - Liaise with the appointed persons who will, together, provide the required number of trained personnel stipulated in the Regulations, and:
 - Liaise with Heads of Departments holding the notified first aid equipment for their upkeep and replacement, termly.
- d) The Regulations also identify other Duties of the Employer to his employees, including:
 - Notification of the above provisions to all employees;
 - The keeping of records of all actual and potential incidents and their evaluation;
 - Recording of all employee training and the need for refresher courses;
 - Identification of areas of 'specific hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Health and Safety Coordinator and the Assistant Health and Safety Coordinator.

- e) During term time Mrs Lindsey Purdy is appointed by the school to be the first aider as required by the Health and Safety at Work Act.
- f) Mrs Lindsey has taken the Four Day First Aid at Work course.
- g) The following members of staff have completed the Two Day Early Years First Aid course:

Mrs Lindsey Purdy
 Mrs Alison Camp
 Miss Charlotte Emmerson
 Miss Sarah Mepham.

- h) The following members of staff completed the Four Hour First Aid course:

Mr Iain Gilmour	Headmaster
Mr Andrew Whittaker	Deputy Headmaster
Mrs Sheila Wearmouth	Head of Pre-Prep
Mrs Julia Hughes	Head of Middle School
Mr Colin Mannall	Head of Maths
Mr Jonathan Welch	Head of Classics
Mr Richard Brown	Head of Geography
Mrs Shirley Rose	Head of Art
Mr John Russell	Head of Boys' PE and Games
Mrs Judy Devereux	Head of Girls' PE and Games
Mrs Hilary Guyton	PE
Mrs Fiona Whittaker	PE
Mrs Ann Gilbert	Year 2 Class Teacher
Mrs Debbie Platt	Reception Class Teacher
Miss Gill Day	School Secretary
Mrs Louise Moys	Classroom Assistant

7. **Appointed Person**

- a) When the Medical Room is not manned, an Appointed Person will usually be on site during working hours and will ensure adequate provision as in the Regulations. The names of the Appointed Person will be available from the School Office. At times, staff may be working on site on their own or in small groups without an Appointed Person being present. In this case, they must have access to a phone to call the emergency services if required.

8. **Emergency Procedures**

- a) Depending on the severity of the injury or illness the casualty should either see the first aider at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the Medical Room. Pupils should be accompanied by a responsible friend if appropriate. In the event of severe illness or injury, the first aider or an ambulance should be called to attend without delay.
- b) If the first aider is not available, the School Office should be informed and the Appointed Person contact without delay.
- c) Whenever possible someone should remain with the casualty until help arrives.
- d) If an ambulance is called, someone should go to the front of the school to give directions to the crew when they arrive. Parents / next of kin of the casualty must be notified by a member of the SLT, and a responsible adult should accompany the casualty to hospital.

9. **Reporting and Record Keeping**

- a) Accident forms, which are data protection friendly (the statutory version is ISBN 0 7176 2603 2), must be available for recording the details of all injuries etc that occur at work. Any entry must be completed as soon as possible after any accident occurs. Accident forms are kept in the Medical Room.

b) **Injuries to Pupils**

In all cases, the member of staff is to report an injury to a pupil to the Medical Room. Accident / Incident Report forms should be completed if required and kept in the Medical Room. All reportable accidents / incidents will be notified to the HSE by the first aider.

c) **Injuries to Teaching and Support Staff, Visitors and Others**

The member of staff or a colleague should inform the Medical Rom and must also complete and Accident / Incident Report Form. The form must be given to the first aider. All reportable accidents / incidents will be notified to the HSE by the first aider.

d) A record must be kept of any first aid treatment given and should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury or illness
- Treatment and or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital etc.).
- Name and signature of the first aider or person dealing with the incident.

e) Matron keeps a record of all treatments given. In addition, the pupils' school health records are kept in the Medical Room.

10. **Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in School and during Games and Trips Etc.**

a) Life Threatening

- The procedure for resuscitation and basic life support should be followed.
- In cases of suspected spinal injury, the casualty must not be moved.

b) Serious but not Life Threatening

- Immediate first aid, keep the injured person warm, insulating from below as well as above; reassure and keep the casualty calm.
- In cases of suspected spinal injury, the casualty must not be moved.
- Ask the School Office to call an ambulance if necessary; otherwise take to the Medical Room.
- Reassure and keep the casualty calm.

c) All other Injuries

- Immediate first aid
- Send or take the injured person to the Medical Room.

ALWAYS

- Never send an injured pupil to the Medical Room alone – they must have an escort. Staff should check that the injured pupil did report to the Medical Room.
- Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be sent to the Medical Room.

11. **Monitoring and Review of the Policy**

First aid arrangements are continually monitored by the first aider and are formally reviewed annually to ensure that the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupils or staff numbers.