



# Castle School

## First Aid Policy

### Policy Preface

Northumberland Church of England Academy Trust is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of our Trust life.

As a Church of England Academy Trust, we aim to build communities clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy Trust.

This policy, and its associated procedures and protocols, is based on these key principles.

<b>Lead Person:</b>	<b>Principal</b>
<b>Creation date:</b>	March 2021
<b>Version</b>	1
<b>Last updated and approved:</b>	March 2021
<b>Latest edits</b> (please give brief overview)	
<b>Next review due by:</b>	March 2024
<b>Approved by:</b>	LGB – Awaiting Formal Approval
<b>Statutory Requirement:</b>	Yes



## First Aid Policy

- **Statement of intent**

Castle School has overall responsibility for the provision of first aid to the Principal, teachers, non-teaching staff, pupils and visitors (including contractors). The school understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following objectives:

- to provide an accessible first aid policy;
- to ensure all first aid policies and procedures are based on an up-to-date risk assessment;
- to ensure all first aid equipment and facilities are suitable for purpose.

- **Responsibilities for Health and Safety**

**2.1** As the management body, **the Trust Board** must ensure that school staff and premises comply with the acceptable health and safety policies and practices, including First Aid provision

**2.2** The **Local Governing Body** together with the **Principal** and **Lead Higher Level Teaching Assistant for Health Needs** carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid
- promoting and following this First Aid Policy
- dedicating budget to the school's First Aid provision (including appropriate training)
- communicating effectively with parents/carers, staff and pupils
- monitoring and reviewing First Aid procedures and practice

**2.3** The **Senior Leadership Team** and **Principal** have the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate first aid induction training, relating to both whole-school and any specific provision relating to their role in the school
- ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on First Aid
- ensuring that all the relevant checks are done on relevant equipment
- ensuring the competency of contractors that come into the school

- ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department

**2.4 All other members of staff** have the following responsibilities:

- ensuring that they are familiar and up to date with the school's first policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own first aid responsibilities
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions

## **2.5 Pupils**

While school staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for themselves and others as much as they are able to.
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school Behaviour for Learning policy

## **2.6 Contractors**

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

- **Arrangements for Health and Safety/First Aid**

### **3.1 Risk Assessment**

An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after serious accidents, incidents and/ or near misses
- after any significant changes to workplace, working practices or staffing
- following any identified trends or accident statistics

Risk assessment will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.

Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities.

Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.

### **3.2 First Aiders**

The risk assessment will determine the minimum number of trained first aiders required and the Trustees or Principal will monitor this to ensure that these standards are being met.

First aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff.

The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

The Trust will monitor the expiration date of each first aider and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.

All volunteer first aiders must report to the Health and Safety representative / Principal with any questions or concerns in relation to their post.

A list of current volunteer first aiders is included in Annex A.

This list will be displayed in the main reception of the school and other appropriate areas and updated when necessary.

### 3.3 The Roles and Responsibilities for First Aiders

- acting as first responder to incidents that require first aid;
- administering immediate and appropriate treatment;
- contacting the emergency services when the situation requires;
- ensuring that the first aid boxes are adequately supplied;
- ensuring their first aid qualifications are up to date;
- keeping their contact details up to date;
- filing an accident report as soon as possible after the incident;
- reporting the incident to the HSE if required (see paragraph 3.6 below);
- consenting to having their names displayed around the school on the first aid list.

### 3.4 Equipment

- The school will have at least one fully stocked first aid container which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.
- Each **first aid container** will contain, as a minimum, the following:
  - \* leaflet giving general advice on first aid (see HSE website);
  - \* 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - \* two sterile eye pads;
  - \* four individually wrapped triangular bandages (preferably sterile);
  - \* six safety pins;
  - \* six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
  - \* two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - \* one pair of disposable gloves.
- A **travel first aid container** must be taken on any off site visits or trips. This includes sporting events, school trips and site visits. A travel first aid container must include the following as a minimum:
  - \* leaflet giving general advice on first aid (see HSE website);
  - \* six individually wrapped sterile adhesive dressings (assorted sizes);
  - \* two individually wrapped triangular bandages (preferably sterile);
  - \* two safety pins;
  - \* one large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - \* individually wrapped moist cleansing wipes;
  - \* one pair of disposable gloves.
- All public service vehicles used by schools e.g. **minibuses** must have on board a first aid container with the following items contained:
  - \* ten antiseptic wipes, foil packaged;
  - \* one conforming disposable bandage (not less than 7.5 cm wide);
  - \* two triangular bandages;
  - \* one packet of 24 assorted adhesive dressings;

- \* three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
- \* two sterile eye pads, with attachments;
- \* twelve assorted safety pins;
- \* one pair of rustless blunt-ended scissors.

### 3.5 Facilities

The school will ensure that there is a suitable room that the **medical room/nurses room** may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.

Disposable gloves and handwashing facilities will be made available.

### 3.6 Reporting an Incident

A first aid and accident record form will be completed by a first aider or other relevant member of staff without delay after an incident. All incidents or accidents will be reportable using the school's procedures, and senior staff/first aiders will be trained to identify when a statutory report is required, e.g. to RIDDOR.

When an incident is reported the following information must be included on the **Accident/Near Miss form**:-

- the date
- time and place of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease (factual account only).
- whether this accident is reportable under HSE/RIDDOR

This record can be combined with other accident records.

The records will be kept for a minimum of 3 years.

### 3.7 HSE notification

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises Principal will be the responsible person.

The following work-related accidents must be reported to the HSE:

- accidents which result in death or a specified injury must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding), which
  - \* cover more than 10% of the body; or
  - \* cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia.

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## **4.0 Procedures**

### **4.1 On-site procedures**

In the event of an accident or incident the following procedure should be followed:

- The closest member of staff will seek the assistance of a qualified first aider.
- The first aider will assess the injury and undertake the appropriate first aid treatment.
- If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.
- If deemed appropriate the first aider will contact the injured person's emergency contact or next of kin.
- The first aider or relevant member of staff will fill out the first aid and accident record book and include the required details.
- If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

## **4.2 Off-site procedures**

When staff take pupils off the school premises, they should ensure they have the following:

- a first aid container consistent with paragraph 3.2;
- a mobile, on which they can contact the school and the school can contact the staff member;
- a list of the specific medical needs of the pupils and any required equipment;
- emergency contact details for the pupils.

## **4.3 First Aid Procedures During the Coronavirus (COVID-19) Pandemic Statement of intent**

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins. The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

## **4.5 Enforcing new procedures**

The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site. The school ensures that additional first aid procedures are communicated effectively to all pupils. Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place. The school informs parents of any changes to provision outlined in this policy. The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in this policy must be followed.

## **4.6 Social distancing and infection control measures**

**When administering first aid, the relevant staff are advised to:-**

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.



- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- A mask and gloves must be worn by first aiders when administering first aid

## **5.0 First Aiders**

- The school ensures that there is a minimum of two trained first aiders on site during school hours. Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary. Where cover must be arranged, the school ensures that:
  - Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.
  - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.
  - First aid training
  - First aiders' training will be kept up to date.

## **6.0 Administering and handling medication**

When administering medication, staff are expected to:

- Adhere to the school's social distancing and infection control measures as much as possible. Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.
- The school acknowledges that the use of PPE is not required to administer medication in most circumstances however it is available if needed
- When handling and storing medication, staff are advised to:
  - Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## Annex A – First Aiders

HLTA = Higher Level Teaching Assistant, TA = Teaching Assistant)

FIRST AIDERS - Castle School					
NAME	NAME	CAMPUS	EXPIRY DATE		
Evans	Vic	Castle School	Jun-21	TA	Paediatric First Aid (12 hours)
Douglas	Claire	Castle School	Jun-21	TA	Paediatric First Aid (12 hours)
Foster	Lindsey	Castle School	Oct-21	HLTA	Emergency First Aid at Work Including Paediatric
Higginbottom	Sarah	Castle School	Oct-21	TA	Emergency First Aid at Work Including Paediatric
Wood	Margaret	Castle School	Oct-21	TA	Emergency First Aid at Work Including Paediatric
Brown	Claire	Castle School	Jan-22	HLTA	Paediatric First Aid (12 hours)
Cummings	Nicola	Castle School	Feb-22	TA	Emergency First Aid at Work including Paediatric
Wilkins	Debra	Castle School	Feb-22	TA	Emergency First Aid at Work including Paediatric
Stuart	Sam	Castle School	Jul-22	TA	Level 3 Emergency Paediatric First Aid
Stanwix	Lyndsey	Castle School	Nov-22	TA	Emergency First Aid at Work
Leigh	Mole	Castle School	Nov-22	TA	Emergency First Aid at Work
Gillian	Robinson	Castle School	Mar-23	Teacher	Paediatric First Aid (12 hours)
Price	Stefanie	Castle School	Feb-23	TA	<i>Awaiting certificate</i>
Middleton	Caroline	Castle School	Feb-23	TA	<i>Awaiting certificate</i>
Cook	Lucy	Castle School	Jul-23	HLTA	Paediatric First Aid (12 hours) Level 3
Milne	Michelle	Castle School	Apr-23	HLTA	Theoretical Paediatric First Aid (12 hours) Level 3 - Part 1
Banks	Mike	Castle School	Dec-23	HLTA	Emergency First Aid at Work including Paediatric

Lavery	Emma	Castle School	Dec-23	TA	Emergency First Aid at Work including Paediatric
Maley	Cath	Castle School	Dec-23	TA	Emergency First Aid at Work including Paediatric
McPherson	Lynn	Castle School	Dec-23	TA	Emergency First Aid at Work including Paediatric
Ramsden	Alyson	Castle School	Dec-23	HLTA	Emergency First Aid at Work including Paediatric
Tait	Sharon	Castle School	Dec-23	TA	Emergency First Aid at Work including Paediatric