



First Aid Policy

February 2022

The purpose of this policy is to ensure the health and safety of all staff, pupils and visitors. Ensure that staff and governors are aware of their responsibilities with regards to health and safety. Provide a framework for responding to an incident and recording and reporting the outcomes.

1 Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept. Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils. This policy complies with our funding agreement and articles of association.

2 Roles and responsibilities

2.1 Appointed person(s) and first aiders Our school's first aiders will be displayed prominently around the school. Designated first aiders are:

Kirsty Blacklock
Rachel Boyles
Conor Browne
Simon Burgess
Heidi Grange
Melodie Watson

First aiders are trained and qualified to carry out the role (see section 6) and are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Taking charge when someone is injured or becomes ill
- Contacting parents/carers if the pupils needs to be sent home
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Recording all first aid administered on the student's school record in SIMS.
- Filling in an accident report form for any injury to a member of staff, or a student if the injury results in a hospital visit or for which school is responsible. These should be reported on the same day, or as soon as is reasonably practicable, after an incident.

It is emphasised that the qualified First Aiders are **NOT** trained doctors or nurses.

2.2 The Local Governing Body. The LGB has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

2.3 The Headteacher The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the Office Manager)
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 5)

2.4 Staff School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 In-school procedures In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services.
- If an ambulance is required the first aider will request the second opinion of another first aider where possible. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a

recovery position

- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the First Aider will contact parents immediately .
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury or a visit to hospital.

3.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the trip organiser and approved through the Evolve system, prior to any educational visit that necessitates taking pupils off school premises.

4. First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in: The medical room, each designated first aider has their own and the PE Department. -

A Defibrillator is also located on the school site on the external wall of the 3G changing rooms, all designated first aiders are trained to use this device. The unit is maintained by the site team in line with the recommended guidance and is checked for faults and damage weekly.

5. Record-keeping and reporting

5.1 First aid and accident recording All first aid administered will be recorded on the student's school record in SIMS by the first aider.

5.2 Reporting to the HSE An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

The Facilities Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5,

6 and 7). The Facilities Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - 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)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosionInformation on how to make a RIDDOR report is available here (StallardKane, the H&S provider for ALP will do this on our behalf): How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

6. Training

All designated first aiders must have completed an accredited first aid (18 hours) training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid. The staff member should contact the Office Manager 2 months before the end of the certificate expiration if they have not already been contacted by the Office Manager.

7. Monitoring arrangements

This policy will be reviewed by the Office Manager bi annually. At every review, the policy will be approved by the Headteacher & LGB.

8. Links with other policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy

- Supporting student with medical conditions(Diabetes, Anaphylaxis, Asthma & Epilepsy)

APPENDIX 1

Administering first aid to someone with Covid symptoms

If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. Where it is not possible to isolate Staff/Pupils they are to be moved to an area which is at least 2 metres away from pupils and staff. Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.

Protocol

1. Staff to wash their hands prior to administering first aid
2. Staff to wear disposable gloves when providing first aid support.
3. Staff to wash their hands after providing first aid support.
4. Gloves and first aid items used to be double bagged and placed in the waste bin.

Personal Protective Equipment

PPE should be used if a pupil becomes unwell with symptoms of coronavirus, while at school waiting for their parent to collect them. Where it is not possible to maintain a 2 metre or more distance away from an individual who may require first aid, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items. The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Gloves and first aid items used to be double bagged and placed in the waste bin.

Providing CPR: During COVID 19

During the current ongoing situation regarding COVID-19 if you are at work and a first aider you may still be called upon to undertake CPR. As there is no way of knowing whether the casualty has COVID-19, we would advise all first aiders to follow the advice below:

- As with any first aid situation assess the area for dangers before approaching the casualty.
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing.
- Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth.
- Make sure an ambulance is on its way and if there is a defibrillator and trained operator available ask for that to be brought to you. (If COVID 19 is suspected, tell them when you call 999)
- If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- If PPE is not available or there is a perceived risk of infection, first aiders should loosely place a cloth/towel or piece of clothing over the victim's mouth and nose and begin compression only CPR do not attempt to give rescue breaths (and if available defibrillation) until the ambulance (or advanced care team) arrives.
- When working with the casualty either performing compressions or undertaking defibrillation, keep your face away from the casualty's (for example compressions can be undertaken with your

face turned away from the casualty's)

- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- Continue to perform CPR until either: emergency help arrives and takes over, the person starts showing signs of life and starts to breathe normally or you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position.
- Leave their face covering in place and remember to keep your face as far from theirs as possible. Monitor their level of response and prepare to give CPR again if necessary.
- If you have used a defibrillator, leave it attached.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative.
- They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

APPENDIX 2 (Available in Google docs templates)



Accident, Near Miss and Violent Incident Logging System

(Formerly ANVIL)

Used for all of the above plus any instances where First Aid is administered

This form should be used for logging of First Aid incidents from January 2020

| Your Details | | | |
|---|--|---|--|
| Name of person completing the form: | | Position/Job Title: | |
| About the incident/accident | | | |
| Date of incident: | | Time of incident: | |
| Date reported: | | Person incident was reported to: | |
| Describe the circumstances of the incident: | | | |
| Were any vehicles, equipment or tools involved? | | What activity was being undertaken at the time of the incident? | |
| Where did the incident occur? | | Did the incident occur during a lesson? | |
| Witness Details | | | |
| Name: | | Department: | |
| About the person(s) involved | | | |
| First Name: | | Last Name: | |
| Tutor Group: | | Staff/student or visitor: | |
| Details | | | |
| Was an injury sustained? | | Was first aid administered? | |
| Precise nature of injury: | | | |
| Details of first aid given: | | | |

When complete please share with **Sarah Davies**

Completed forms should be shared with **Sarah Davies**

| Action | By whom | By when |
|----------------|----------------|---------------|
| Updated | C Collings | February 2022 |
| Approved | Chair's Action | 07/03/2022 |
| To be reviewed | Office Manager | February 2024 |