

# First Aid Policy



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First aid is intended to maintain life and minimise the consequence of injury until professional medical assistance arrives. Timely action by a suitably qualified first aider may be critical in saving a life or preventing the deterioration of injuries or medical conditions of employees at work.

We will provide adequate first aid equipment and facilities for employees who may be injured or become ill at work. We will inform all employees of the procedure to follow in the event of an accident or illness at work and of our first aid arrangements.

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## **1. Aims**

The aims of our first aid policy are 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

## **2. Legislation and guidance**

This policy is based on advice from Sentinel Safety Solutions Limited, our independent Health and Safety consultants, 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

## **3. Roles and responsibilities**

### **3.1 Appointed Person(s) and First Aiders**

The school's appointed person is the Head of Facilities. They are responsible for:

- Ensuring that there are is an adequate number of First Aid trained staff to take charge when someone is injured or becomes ill
- Delegating responsibilities to the Health and Safety coordinator to ensure adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that staff are enabled to call an ambulance or other professional medical help when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- 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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Governing Board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of Facilities, Head of Care, Head of Education and staff members.

### **3.3 The Management Team**

The Head of Facilities is responsible for the implementation of this policy, including delegating duties to:

- Ensure that an appropriate number of trained first aid personnel are present in the school at all times
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensure all staff are aware of first aid procedures
- Ensure appropriate risk assessments are completed and appropriate measures are put in place
- Undertake or ensure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensure that adequate space is available for catering to the medical needs of pupils
- Report specified incidents to the HSE when necessary (see section 6)

### **3.4 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
- Informing the Head of Department or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 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. 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, care staff will be contacted and the child will return to their room. Upon their arrival, the first aider will recommend next steps
- If emergency services are called, a Head of Department or manager will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **4.2 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 class teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

## **5. First aid equipment**

First aid boxes will be provided and replenished as necessary. A first aid box should contain the following items, as a minimum:

- A first aid guidance note
- 20 individually wrapped sterile adhesive dressings of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm); 3 pairs of disposable gloves.

No medication is kept in first aid kits.

First aid kits are stored in:

- The school kitchen
- The home meds office
- The chef's kitchen
- The main offices
- Oak house main office
- The maintenance compound
- School vehicles

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

All accidents, even if they do not lead to actual injury, should be reported to line management so that the circumstances that led to them can be investigated, with a view to preventing a recurrence. Certain injuries, diseases and dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Also, suitable records must be kept in the Accident Book and accident report form.

- Employees will be provided with information, instruction and training on the action to be taken in the event of an accident including arrangements for reporting to their line manager. Non-employees such as visitors and contractors should report to their host contact.
- If the employee is at work but working away from the company premises, any accident or dangerous occurrence that they are involved with should be reported at the earliest opportunity after first aid has been administered.
- The employee is responsible for ensuring that relevant details are recorded in the Accident Book, if the accident results in personal injury.
- If the injury or dangerous occurrence is reportable (Reportable incidents are detailed below), then the Incident Contact Centre will be notified by the 'Responsible Person', namely Functional Heads or a designated person. All reportable work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported on the online system, with a suite of seven forms available at: <http://www.hse.gov.uk/riddor/online> Fatal and major incidents and injuries may still be reported by phone on: 0345 300 9923
- Fatalities, specified injuries, injury to a non-employee resulting in treatment at a hospital and dangerous occurrences are reportable by the quickest practicable means, namely online or by phone. 'Over 7 day' injuries will be reported as soon as practicable and in any event within 15 days of the accident. Reportable diseases will be reported on receiving a written diagnosis by a doctor. Where the report is made to the Incident Contact Centre, records will be kept. See section 6.2
- A copy of the accident report form will also be added to the pupil's care record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- All accidents that occur resulting in an injury to a pupil will be reported to the relevant local authority via the allocated social worker within 24 hours

## 6.2 Reporting to the HSE

The following categories of incidents and condition are reportable under RIDDOR by means of the approved reporting procedure in each case. Please note that these categories are not exhaustive and reference should be made to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for full details.

### **Work-related fatalities**

Where any person dies as a result of a work-related accident or occupational exposure to a biological agent.

Where an employee has suffered a reportable injury which is a cause of his death within one year of the date of the accident, the employer must notify the relevant enforcing authority of the death in an approved manner without delay, whether or not the injury has already been reported.

### **Specified Injuries to workers**

Where any person at work, as a result of a work-related accident, suffers -

- (a) any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- (b) amputation of an arm, hand, finger, thumb, leg, foot or toe;
- (c) any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- (d) any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- (e) any burn injury (including scalding) which -
  - (i) covers more than 10% of the whole body's total surface area; or
  - (ii) causes significant damage to the eyes, respiratory system or other vital organs;
- (f) any degree of scalping requiring hospital treatment;
- (g) loss of consciousness caused by head injury or asphyxia; or
- (h) any other injury arising from working in an enclosed space which -
  - (i) leads to hypothermia or heat-induced illness; or
  - (ii) requires resuscitation or admittance to hospital for more than 24 hours

### **Non-fatal injuries to non-workers**

Where any person not at work, as a result of a work-related accident, suffers -

- (a) an injury, and that person is taken from the site of the accident to a hospital for treatment in respect of that injury; or
- (b) a specified injury on hospital premises.

## **Over 7- Day Injuries**

This includes where someone 'at work', is unable to do their routine work as a result of an injury caused by an accident at work, for more than 7 consecutive days (excluding the day of the accident but including days that the person would not have normally worked).

## **Dangerous Occurrences**

Where there is a dangerous occurrence with respect to:

- Lifting Equipment
- Pressure systems
- Overhead electric lines
- Electrical incidents causing explosion or fire
- Explosives
- Biological agents
- Radiation generators and radiography
- Breathing apparatus
- Diving operations
- Collapse of scaffolding
- Train collisions
- Wells
- Pipelines or pipeline works

## **Occupational diseases**

Where, in relation to a person at work, the responsible person receives a diagnosis of -

(a) Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;

(b) cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;

(c) occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;

(d) Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;

(e) occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer; or

(f) tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements,

## **Exposure to carcinogens, mutagens and biological agents**

Where, in relation to a person at work, the responsible person receives a diagnosis of -

(a) any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or

(b) any disease attributed to an occupational exposure to a biological agent.



## **7. Training**

Before taking up their duties, first aiders must hold a certificate of competence issued by an accredited training organisation. This may be First Aid at Work (FAW), Emergency First Aid at Work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes the same content as EFAW and also equips a first aider to apply first aid to a range of specific injuries and illnesses. First aiders must attend refresher training to prove their competence following initial training.

All school staff are able to undertake first aid training if they would like to. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (this log is kept and updated by the Training Manager).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed by the Health and Safety committee annually or when a change in circumstances occurs.

At every review, the policy will be approved by the Health and Safety Committee.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and Safety Policy
- Medication Policy

## Appendix 1: list of trained first aiders

Staff member's name	Role	Course Title
Andrew Hill	Teaching Assistant	Emergency First Aid at Work
Louise Jones	Teaching Assistant	Emergency First Aid at Work
Georgina Martin	Teaching Assistant	Emergency First Aid at Work
Holly Pritchard	Teaching Assistant	Emergency First Aid at Work
Mark Moloney	Teacher	Emergency First Aid at Work
Tracey Yapp	Teacher	Emergency First Aid at Work
Nigel Howitt	Care Staff	Emergency First Aid at Work
Lorraine McLeod	Duty Manager	Emergency First Aid at Work
Graeme Beedie	MDT	EFAAW Training the Trainer
Merlin Beedie	Training Manager	EFAAW Training the Trainer
Kuba Poturalski	Behaviour Manager	EFAAW Training the Trainer
Kyla Boulton	Care Staff	External – 1 day +
Ben Sherlock	Care Staff	External – 1 day +
Ezzeldin Haroun	Duty Manager	External – 1 day +
Bijo Jose	Care Staff	External – 1 day +
Sian Ruston	Care Staff	External – 1 day +
Paul Cody	Care Staff	External – 1 day +
Kathleen Thomas	Teaching Assistant	External – 1 day +
Tracy Webb	Care Manager	External – 1 day +