



# First Aid Policy

Name of policy	First Aid Policy
Review committee	Board of Trustees
Last review date	September 2024
Next review date	September 2025

**Designated first aiders**

Daniel Barnes – First Aid at Work

Matthew Tindale – Emergency First Aid at Work

Gillian Tindale – Outdoor First Aid; Paediatric First Aid; Forest School First Aid

**Responsible persons**

Jonathan Blower

Nigel Grant

**Mental health lead**

Nigel Grant

**POLICY STATEMENT**

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first-aid equipment and trained personnel in accordance with the requirements of the Health & Safety (First Aid) Regulations 1981 (as amended 2013).

The first-aid appointed persons are Daniel Barnes and Matthew Tindale. In their absence, the day-to-day first-aid duties of the appointed persons will be carried out by an appropriately qualified first aider.

**AIMS OF THE POLICY**

The aims of this policy are that:

- There is adequate provision of appropriate first aid at all times
- Where an injury or illness takes place, there are suitable mechanisms in place to provide remedial treatment
- A person(s) is (are) appointed to take charge of first-aid arrangements
- Staff nominated as 'first aiders' receive up-to-date training on courses by an appropriate provider
- Suitably stocked and marked first-aid containers are available at appropriate locations throughout the school in accordance with Health and Safety Executive (HSE) advice and specific needs in that area
- All members of staff are fully informed with regard to first-aid arrangements and have completed an Educare First Aid Essentials course
- Relevant members of staff are aware of pupils with particular medical conditions and requirements
- All staff are aware of hygiene and infection control procedures
- Written and/or electronic records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- First-aid arrangements are regularly reviewed

## **REVIEW DATES AND APPROVAL**

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed annually and revised in light of any legislative or organisational changes.

## **FIRST AID**

The Health and Safety (First Aid) Regulations, revised in 2013, require employers to provide trained persons and equipment to deal with first-aid emergencies and ill health occurring at work. Provision must be made available for pupils, employees, visitors, service users, temporary staff etc. if they become ill or are injured on or off site.

First aid is provided to:

- Preserve life
- Prevent the condition from worsening
- Promote recovery

## **Risk assessment**

On behalf of the governing body, the appointed person(s) outlined below will conduct a regular risk assessment of all school buildings and facilities paying particular attention to:

## **Provision**

- First-aid provision will be available at all times while people are on the school premises and also off the premises during school visits/sports fixtures.
- On school premises, first aid is administered by the designated first aider or in their absence by a member of staff holding a first-aid qualification.
- For school visits and sports fixtures, first-aid provision is part of the risk assessment and will usually be provided by a suitably trained member of the teaching staff.
- Portable first-aid kits are available on all school vehicles.
- The administrator holds a complete and up-to-date record of all staff who are first-aid trained, along with their particular qualifications and dates of expiry.
- Medication for pupils is kept in a locked storage box in the reception area. Trained staff give pupils medication as required.

Whilst staff may administer first aid within their level of training and experience, an ambulance should **always** be called on 999/112 in the following circumstances:

- An individual is unconscious
- An individual is fitting
- An individual is bleeding heavily
- An individual has complex fractures
- An individual has a deep laceration or cut requiring stitching
- An individual has chest pain
- An individual has difficulties breathing
- An individual has a severe allergic reaction (anaphylaxis)

### **Pupil illness/injuries**

If a pupil is ill or injured during the school day, the designated first aider or a suitably trained member of staff will assess the child and contact the parents/carers if the child needs collecting. There is access to a school medical room where children can be looked after if they are ill or injured until they are collected by a parent or are fit to return to class.

Pupils with an infectious illness or high temperature should be kept off school until a medical professional has been consulted or until they are symptom-free and well enough to return to school. Pupils suffering from suspected infectious diarrhoea and sickness must be kept at home until at least **48 hours** after the last episode.

The Health Protection Agency 2017 guidelines will be referred to for advice on school exclusion for pupils with infectious illnesses.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### **Qualifications and training**

All school first aiders will hold a valid certificate of competence issued by an appropriate organisation whose training and qualifications are recognised and that will be valid for three years. Since 1st October 2013, first-aid regulations have changed, removing the requirement for the HSE to approve first-aid training and qualifications. There is a range of training levels available for staff, from 3-hour Basic First Aid and Emergency First Aid at Work (1 day) to the more advanced First Aid at Work (3 days). Staff who give regular medication to pupils are qualified and have completed training to do so.

First-aid training is provided in-house.

Qualified first aiders will:

- Look after the first-aid equipment in their area, restock first-aid containers when required, replace out-of-date materials and inform the school administrator if items have been used and extra supplies are needed
- Check and log first-aid equipment monthly
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Liaise with the governing body and headteacher as appropriate
- Ensure that all accidents and injuries are appropriately recorded
- Ensure that all members of full-time and temporary staff are familiar with the school's first-aid provision
- Notify the senior leadership team (SLT) when their first-aid qualification is due for renewal
- Ensure that the administrator has an up-to-date copy of their first-aid qualification certificate on completion of their training

### **First-aid materials, equipment and facilities**

- The designated first aider holds a complete list of the location and identification of first-aid kits (see Appendix 1).
- All school minibuses will have a first-aid container on board.
- Portable first-aid containers are available on all vehicles for all school trips, sports activities and other events that take place off site.
- First-aid kits will be stocked using HSE guidelines or by taking into account the specific needs of certain areas (for example, PE or trips).
- Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, a designated container will include the resources required to meet these specific needs; e.g. a supply of insulin or an adrenaline pen.

**Staff using items from the first-aid kits must advise the designated first aider what items they have used and from which kit immediately so that they can be replaced.**

### **EMERGENCY EQUIPMENT**

Anyone can use emergency equipment; they do not have to have training in order to save a life. Staff will be made aware of the location of emergency equipment and how to use it.

GUST Independent School has an on-site defibrillator, and our staff have carried out training in the use of this. Our defibrillator can be found at reception, and we have ensured the location of this is communicated to employees.

### **Identification**

First-aid notices giving the location of first-aid containers will be prominently displayed using 'green cross' first-aid notices. The school will make every effort to ensure that first-aid notices are clear and placed in easily visible locations.

Emergency equipment is easily identifiable by designated signage.

## **Hygiene and infection control**

All staff will:

- Be familiar with the school infection control policy
- Follow basic hygiene procedures
- Be made aware of how to take precautions to avoid the spread of infections (e.g. norovirus and blood-borne infections such as hepatitis B or HIV)

All staff will have access to single-use Personal Protective Equipment (PPE) within the school medical rooms, as well as first-aid kits and hand-washing or hand-sanitising facilities.

Disposable gloves and other PPE as appropriate must be worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

### **Recording accidents and injuries (amended March 2022)**

All accidents, injuries and near misses must be recorded in the accident book, and records kept in line with current document retention guidelines.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- The date, time and place of the incident
- The name and class/work location of the injured individual
- Details of the injury and what first aid was given
- What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class/work or went to hospital)
- The name and signature of the first aider or person dealing with the incident
- The accident added to CPOMS if felt to be relevant by the first aider

The first-aid incident book will be checked on the day of the incident by a leader (initialled) and checked and signed off weekly by a designated first aider/deputy if designated unavailable.

Serious or significant incidents will be reported to parents/carers by telephone.

If a child sustains a significant head injury, their parents/carers should be informed by telephone.

### **Emergency medical treatment**

In accepting a place at the school, parents/carers are asked to give their consent for the headteacher or other nominated representative to act in 'loco parentis' and, on the advice of a qualified medical practitioner, give consent for NHS emergency medical treatment, including general anaesthetic and surgical procedures in cases where the school is unable to contact a parent/carer.

A suitably qualified first-aid trained member of staff will normally be responsible for summoning an ambulance and for escorting the pupil to hospital in the absence of a parent. In cases where a parent is uncontactable or unavailable, then a member of school staff should remain with the pupil in hospital until a parent/carer arrives.

In an emergency situation out of school, the headteacher, a member of the SLT or the appointed person will follow the school's established procedures for contacting a parent or carer.

## Reporting accidents and near-miss events to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:

- Injuries and ill health involving employees
  - Accidents that result in death or a specified injury must be reported without delay.
  - Accidents that 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.
  - Any case of a work-related disease as specified under RIDDOR that affects an employee and that a doctor confirms in writing
- Injuries involving pupils and other people not at work
  - The death of the person, which arose out of or in connection with a work activity
  - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)
- Dangerous occurrences
  - These are specified near-miss events, which are only reportable if listed under RIDDOR and typically include:
    - 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 explosion

Records must be kept for at least three years after the incident. The school refers to HSE guidance in relation to reportable specified injuries and occupational diseases.

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>



## Appendix 1

<b>Location of First-Aid Boxes</b>
Reception
Kitchen
Quiet room (First-aid room)
Construction workshop
Motor vehicle workshop
Functional skills
Upstairs kitchen
KS2 classroom
KS3 classroom
White minibus
Silver minibus
Defibrillator (located in reception)