

First Aid Policy

September 30 2015

1. Authority and circulation

1.1 This policy has been authorised by the IEB of Hanson School. It is available to parents and students and to all members of School Staff.

1.2 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School with regard to all staff, students and visitors.

1.3 This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.

2. Definitions

2.1 **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

2.2 **First Aiders** are members of staff who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

2.3 **First Aid Guidance** is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 2nd edition, 2009).

2.4 **Appointed Persons** are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

2.5 **Staff** means any person employed by the School, volunteers at the School and self employed people working on the premises.

2.6 The Health and Safety Officer is Ian Moorby, Business Manager

3. Aims of this policy

3.1 To ensure that the School has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

3.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

4. Who is responsible?

4.1 **The IEB (interim executive board) - Governors** of Hanson School, as the employer, has overall responsibility for ensuring that the School has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

4.2 The Principal delegates to the Health and Safety Officer and heads of departments have the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel

available to the School. The Health and Safety Officer, Heads of departments and the Principal will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

4.3 The Principal is responsible for ensuring that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy.

4.4 The School First Aider (is responsible for updating all medical records) has responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.

4.5 The Health & Safety Officer / School First Aider is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

4.6 **First Aiders:** The Health & Safety Officer / School First Aider is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the advice given in Appendix 3 of the First Aid Guidance.

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

Course: First Aid at Work (FAW)

Amanda Maiden-Brown
Roxanne Rogers
Laura Woodhead
Helen Kelly
Ben Hugill
Ian Moorby

Course: Emergency First Aid at Work (EFAW)

Brian Bartle
Linda Ellis
Jayne Craven
Sian Duckworth
Ben Irving
Clare Buckley
Danny Yates
Adam O'Neill
Kelly Clarke
Mark Ellis
Imran Jhangir
Beverley Dewing
Debbie Daykin
Jenny Walker

The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. The School First Aider monitors records to ensure that all First Aiders certificates are kept up to date through liaison with the Health & Safety Officer / SLT.

The First Aiders will undergo update training at least every three years.

4.7 All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

4.8 **Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

5. First aid boxes

5.1 First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid

Guidance. For more information please see
<http://www.hse.gov.uk/firstaid/legislation.htm>.

5.2 First aid boxes are located at these positions around the School site;

Medical room 412 (x 7 various sizes)
Creative Office 238
PE 205 (x 3 Large)
Science Prep. 4108
Science Prep. 3105
Tech Office 130
Food Tech 261
Tech Work Shop 108
Main Office / Reception

If first aid boxes are used, they should be taken to the **School First Aider** who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the **School First Aider** Health and Safety Officer and are regularly stocked at request of individual departments.

5.3 **School minibuses:** The School may from time to time hire transport. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.

5.4 **Off-site activities:** First aid boxes for any off-site activities are kept in the Medical Room.

6. Information on students

6.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment before students are admitted to the School.

6.2 The School First Aider (in consultation with the Health & Safety Officer if necessary) will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the School to the Principal, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the School community.

7. Procedures for students with medical conditions such as asthma, epilepsy, diabetes etc

7.1 The information held by the School First Aider will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders. Individual students usually have responsibility for keeping such equipment with them. In other cases, the equipment will be kept, suitably labelled, by the School First Aider (in the Medical Room).

8. Procedure in the event of illness

8.1 **Illness:** If a student is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action.

9. Procedure in the event of an accident or injury

9.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. Appointed Persons or First Aiders can also be called for if necessary.

9.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

9.3 **Ambulances:** If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site.

Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

10. Procedure in the event of contact with blood or other bodily fluids

10.1 The First Aider should take the following precautions to avoid risk of infection:

10.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;

10.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;

10.1.3 use suitable eye protection and a disposable apron where splashing may occur;

10.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;

10.1.5 wash hands after every procedure.

10.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

10.2.1 wash splashes off skin with soap and running water;

10.2.2 wash splashes out of eyes with tap water or an eye wash bottle;

10.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

10.2.4 record details of the contamination;

10.2.5 report the incident to the Health and Safety Officer and take medical advice if appropriate.

11. First aid in the physical education department

11.1 **Offsite:** When students travel offsite for PE, they will be accompanied by a member of staff and will take first aid equipment from the department office. Any incident of first aid treatment must be reported to the School First aider for entering into the accident database/book on return to School.

12. Reporting

12.1 The First Aider should complete a record of first aid provision.

12.2 All injuries, accidents and illnesses, however minor, must be reported to the heads of departments and he/she is responsible for ensuring that the accident report forms and databases are filled in correctly and that parents and HSE are kept informed as necessary.

12.3 **The Student Database:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the Student accident book/Database. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

12.4 **Accident report form:** The School First Aider will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School First Aider (In the Medical Room). Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

12.5 **Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the heads of departments if necessary.

12.6 Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

12.6.1 Accidents involving Staff

work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);

work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;

cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

12.6.2 Accidents involving students or visitors

accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a trip);
- equipment, machinery or substances;
- the design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

13. Monitoring

13.1 The Health & Safety Officer will organise a regular review of the Student Database in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Health & Safety Officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

| | |
|------------------------------|--|
| Authorised by | The Principal |
| Date | September 2015 |
| Effective date of the policy | September 2015 |
| Circulation | Teaching staff / all staff / parents / Students on request |
| Review date | September 2016 |