

## **First Aid Policy**

### **Purpose of the policy**

The School recognises its responsibility to provide first aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day. The policy has regard to the DofE guidance *First Aid in Schools - February 2014*.

### **Availability:**

This policy is made available to parents of pupils via the parent website and parents of prospective pupils can request a copy of the policy free of charge from the school office as indicated on the public website.

### **Legislation**

The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

The Health and Safety First-aid Regulations 1981 set out the basic requirements for the provision at work of first-aid equipment, facilities and appropriately qualified personnel. These requirements have been further expanded and updated by the production of the First-Aid Approved Code of Practice and Guidance 1997 (ACOP).

### **General Guidance**

The DofE publishes guidance which gives the legislation which should be followed. The regulations require employers to make an assessment of their first-aid needs within the workplace that is appropriate to their circumstances. The level of provision of first aid facilities is based on risk assessment and the number of personnel on site. If staff consider that the first-aid provision is not adequate they should immediately make representation to the Head Teacher.

The recommendations are that there should be a minimum ratio of 1:100 fully qualified first aiders (FAAW) to people in school (staff and pupils). Emergency first aiders then fill the gaps when extra help is required. At school functions there should be a minimum of one FAAW qualified person with emergency first aiders making up the numbers at large events.

A first aider is always on site whenever pupils are present. On day trips it is recommended that an emergency first aider be present, but it is not essential. On

residential trips there should always be at least one emergency first aider who maybe part of the team at the residential site. However, the risk assessment for the trip may indicate that more provision is required.

## **First Aiders**

The school identifies the need for trained first aiders in sufficient numbers and at suitable locations to enable first aid to be administered without delay. Staff trained in FAAW are available in the PE (Mr Walters), DT (Mr Orchardson, Miss Whitworth) and Science (Miss Omezi) departments. Additionally some office staff (Mrs Tomlinson) are also trained in FAAW.

There are two HSE approved courses:

- FAAW
- Emergency Aid

A first-aider must hold a current Certificate of Competence in First Aid at Work issued by an organisation approved by the HSE and the certificate is valid for three years. Prior to expiry a refresher course and examination is required for renewal of the certificate's validity. Emergency Aid is either delivered in school as an 8-hour course or as a one-day external course, and is also valid for three years.

In the event of an accident, an Emergency Aid person may be the first on the scene, but should then call a more qualified person unless the injury is minor.

Account is taken of the person's normal duties because a first-aider must be able to leave to go to an emergency immediately. It is the School's policy to ensure an adequate number of non-teaching staff are trained first-aiders.

Whilst first-aiders carry out their duties voluntarily, they do so in the course of their employment. This is important in the event of a third party claim arising from first-aid treatment. The school gives written confirmation that it fully indemnifies the staff against claims for negligence arising from the administration of first-aid to pupils or third parties, provided that the members of staff are acting within the scope of their employment at the time, hold a current approved first-aid qualification, and are following the school's guidelines in relation to the administration of first-aid.

In the absence of a qualified nurse or doctor on site, emergency first aiders are only permitted to apply cold/heat packs to sprains and bruises, to wash wounds, apply plasters or bandages to any minor injury requiring such treatment. They are not permitted to administer medication or any medicated antiseptic. However, with parents' permission, they may provide the means for and assist the pupil to self-medicate or apply antiseptic to themselves.

For any injury where this is not sufficient, staff will call an ambulance. A member of staff or responsible adult will accompany an injured person to hospital in the ambulance and stay until the arrival of the parent or other emergency contact.

In the event of unconsciousness or asphyxia, first aiders are trained to administer emergency first aid until the arrival of the ambulance.

### **Accidents:**

- In the case of a serious emergency or accident, dial 999/112 first, contact the parents, then inform the school office and the Head. For less serious cases contact the school office who will be able to advise.
- All accidents to pupils must be recorded in the school accident book and investigated by the staff member who first dealt with the accident. The accident book is kept in the school office. Details of the accident, the results of the investigation and any treatment should be recorded and dated.
- All accidents to staff and significant accidents to pupils including those where there is injury to the head or require medical treatment must be investigated using the Incident Report Form and the incident recorded on the online system. The investigation must consider whether or not any policy or procedure needs to be modified to prevent recurrence. Once complete the form must be sent to the Wandsworth Health and Safety Team who will report the accident to RIDDOR if necessary. The parent/s must be contacted with out delay.
- In the event of fatal or serious injury the site of the accident must remain untouched until an investigation has been carried out.
- Records must be kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR. For a full list of reportable specified injuries, refer to HSE Incident reporting in schools (accidents, diseases and dangerous occurrences) - guidance for employers.
- Records must also be kept of all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. However since 6 April 2012, these injuries do not have to be reported.
- Records must be kept for at least three years after the incident.
- The school takes seriously its legal obligation to report cases of notifiable diseases and other infections as listed under the Health Protection (Notification) Regulations 2010 and the HSE to the appropriate bodies.

### **Medication & Inhalers:**

- Members of staff are not permitted to administer medicine or medicated dressings to pupils. However, with the parents' permission, staff will supervise a pupil to "self-medicate".
- Where possible parents are encouraged to time the doses of medicines so that they do not coincide with the school day. If this cannot be avoided, parents are asked to come into school to administer the medicine or give the school permission to supervise self-medication by their child. Details of the dosage must be given in writing.
- Where a child has been prescribed a long-term course of medication the

administration of medicine will be considered on an individual basis. The parents will need to provide written authorisation detailing the doses and timings of the medicine. In this case medicines will be stored in the fridge in the kitchen, clearly labelled. The medicine will be self-administered under staff supervision.

- Some pupils require the use of inhalers at various times. Parents of these children are asked to provide information detailing the dose, medicine and any other information necessary. Inhalers must be kept by the pupil concerned and may not be used by any other pupil. Parents are asked to supply a second inhaler which will be kept by the school in case a pupil loses or mislays their own inhaler. All inhalers must be named.
- The emergency Asthma inhalers, which are kept in the school office, will be used only in the case of an emergency when the pupil's own inhaler is broken, empty or missing. They are not intended as a replacement for pupils carrying and supplying their own inhalers. An up to date register of all children with asthma and/ or prescribed inhalers who have written parental consent will be always kept with the emergency inhalers and should be referred to BEFORE using the inhalers. (refer to Emergency Asthma Inhaler Protocol for further details)

#### **Allergies:**

- Parents are asked to inform the school of any severe allergies that children have on the Medical/Emergency Contact form.
- Some pupils with severe allergies may carry Epipens. Epipens must be kept by the pupil concerned and parents are asked to supply a second Epipen which will be kept by the school in case a pupil loses or mislays their own. All Epipens must be named and in date.
- A list of pupils with medical conditions including allergies is kept in the staff room.

#### **Epilepsy:**

- Parents or staff must provide a letter from their GP detailing guidance to the first aiders.

#### **Dealing with body fluids - HIV & Blood-borne Diseases:**

All body fluids should be treated as infectious and the following guidelines should be followed:

- Disposable gloves must be worn and can be found in the First-aid boxes.
- All abrasions must be covered with a plaster.
- Clean up spills immediately using a Body Fluids Disposal Kit.
- If a pupil's clothing is soiled it should be sent home in a sealed plastic bag.
- Hands must be washed thoroughly with soap and warm water after contact and then dried thoroughly.

#### **First-aid boxes**

First aid boxes comply with current regulations. These first-aid boxes and other kits are to

be found at the following locations:

- the school office
- the medical room
- the staff room
- the science laboratory
- the DT/Art room

The contents of each first-aid kit reflect the perceived need. Back-up supplies of first-aid equipment are to be obtained from a cupboard in the office. Ice packs are kept in the freezer in the staff room.

It is important to keep the first-aid boxes fully stocked. If an item is used or if supplies are running low, these items should be replaced immediately from a central store by the first-aider.

Responsibility for termly check of all first aid boxes and other kits: Mrs Tomlinson.

First Aid Kit Locations and Kit Content Chart							
	Office	Medical Room	Staff Room	Lab	DT / Art Room	Sport (Mobile Kit)	Chapel
Content	21-50 ppl	1-10 ppl	1-20 ppl	1-20 ppl	1-20 ppl	1-10 ppl	1-10 pp
Guidance Leaflet on First Aid	1	1	1	1	1	1	1
Sterile Adhesive Dressing (Plasters)	60	40	40	40	40	40	40
Sterile Eye Pad	4	2	4	4	4	2	2
Triangular Bandage	8	4	4	6	6	2	2
Finger Bandage	4	2	2	4	4	2	2
Safety Pins	12	12	12	12	12	12	12
Sterile Wound Dressing, Medium	10	3	9	9	6	2	2
Sterile Wound Dressing, Large	4	3	3	3	3	1	2
Sterile Wound Dressing, Extra Large	2	2	2	2	2	1	2
Moist Cleaning Wipes	20	10	10	20	20	20	20
Disposable Gloves (Pair)	3	2	2	2	2	2	2
Sterile Eye Wash Solution	2	2	2	2	2	2	2

Resuscitation Face Shield	1	1	1	1	1	1	1
Scissors	1	1	1	1	1	1	1
Hot/Cold Compression Cuff	1	-	1	-	-	-	-
Clear Micro-porous Tape	1	-	1	-	-	1	-
Emergency Foil Blanket	1	-	-	-	-	1	-
Cotton Wool Roll (Office Cupboard)	2	-	1	-	-	-	-
Cold Compress (Office Cupboard)	5	-	-	-	-	-	-
<b>Spillage Kit</b>							
Spillage Compound	1	-	1	-	-	-	-
Body Fluids Disposal Kit	1	-	1	-	-	-	-
Sick Bags	22	5	5	5	5	1	5

### **Travelling first-aid kits**

There are first-aid kits available to take to outdoor activities/events. A list of contents is to be found with each kit. Any first-aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary.

The PE Department specifically hold a mobile First Aid kit-bag which is taken to all lessons and fixtures both on and off the premises.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

### **Maintaining & Improving Policy:**

The school will ensure that all staff are aware of the First Aid Policy and welcome any comments on its implementation. The management will ensure prompt action if necessary to remedy any deficiency that might endanger the implementation of this policy. This policy has been checked by Grays Medic First Aid training and First aid provision is overseen by Mrs Tomlinson BN Dip Midwifery. This policy will be reviewed in September 2017.

**Training Undertaken in previous 3 years:**

<b>Provider</b>	<b>Type of Training</b>	<b>Date</b>	<b>Staff</b>
Grays Medic First Aid Training	Emergency Aid	01/09/2014	All current staff at the time who do not hold FAAW
Grays Medic First Aid Training	Level 3 - First Aid at Work	20-22/10/2014	Mr R Orchardson (Art/DT) Miss R Fowkes (Office) Miss E Omezi (Science)
Grays Medic First Aid Training	Level 3 - First Aid at Work	26-27/08/2015	Mrs K Tomlinson (Office) Miss L Whitworth (Art/DT) Miss M Fernando (Maths)
Grays Medic First Aid Training	Level 3 - First Aid at Work	25-26/08/2016	Miss H Ruoff (Office) Mrs M Tulkens (Geography) Mrs R Pique (MFL) Mrs N Ramos (MFL) Mr D Adkins (Art/DT)

**Signed:**