



First Aid Policy

This is the First Aid Policy for Polwhele House which includes Early Years Foundation Stage, Boarding and After School Clubs.

Introduction

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as appointed persons and first aiders to meet the needs of the school, EYFS, after school clubs and boarders.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

The Principals are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head, teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the school's arrangements for first aid are made available to parents. Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The appointed persons should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment e.g. restocking the first aid boxes.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

First aiders must have completed and keep updated a training course approved by the HSE. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders, the Head should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Procedures

Risk assessment

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principals and Head.

Re-assessment of first aid provision

As part of the school's annual monitoring and evaluation cycle

- the Head reviews the school's first aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- the Bursar monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- the Bursar also monitors the emergency first aid training received by other staff and organises appropriate training.
- the Housemother checks the contents of the first aid boxes termly.

Providing information

The Head will ensure that staff are informed about the school's first aid arrangements. Information on the location of equipment, facilities and first aid personnel is in the staff handbook.

Provision

How many first aid personnel are required?

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Schools are low risk environments, but the Head will consider the needs of specific times, places and activities in deciding on their provision.

In particular he should consider:

- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Adequate provision in case of absence, including trips
- Paediatric first Aid courses for all those involved in Early Years Foundation Stage
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of both First aiders and appointed persons is available at all times when people are on school premises.

Qualifications and Training

First aiders will hold a valid certificate of competence, issued by an organization approved by the HSE. Appointed persons will undertake four-day emergency first-aid training with three-yearly two-day refreshers. Specialist training in first aid for children is arranged in a three-year cycle for the majority of the other teaching/maintenance staff.

First aid materials, equipment and facilities

The Bursar must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available.

- All first aid containers must be marked with a white cross on a green background.
- Each school vehicle must carry a first aid container.
- First aid containers must accompany PE teachers off-site.
- First aid containers should be kept near to hand washing facilities. Spare stock should be kept in school.

Responsibility for checking and restocking the first aid containers:

- in school, the Housemother.
- for off-site PE, the Head of the PE department.

Accommodation

The Principals must provide a suitable room for medical treatment and care of children during school hours. There should be a washbasin in this room. This need not be a dedicated area but should be close to a lavatory.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

Boarding

The Housemother holds detailed medical forms for all boarders. She is a fully qualified first aider and always available should accidents occur out of normal school hours when usual procedures will be followed and parents notified. In case of illness, parents will be informed and, where possible, asked to collect the child. The only medicines administered will be with the written permission of the parents. Any chronic conditions and disabilities are noted before the child starts boarding.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Bursar must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description

of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence).
- accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to:
 - any school activity, both on or off the premises.
 - the way the school activity has been organised and managed.
 - equipment, machinery or substances.
 - the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens, but may delegate the duty to the Bursar. The Bursar will report the incident to HSE and also to our insurers.

Record keeping

Statutory accident records: The Principals must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

The Secretary must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident.
- the name (and class) of the injured or ill person.
- details of their injury/illness and what first aid was given.
- what happened to the person immediately afterwards.
- name and signature of the first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Head and Health and Safety Officers identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Head should establish a regular review and analysis of accident records. This policy will be reviewed according to the school's policy review cycle.

RIDDOR INCIDENT REPORT FORM
THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES
REGULATIONS 1995 (RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG
Website: www.riddor.gov.uk email: riddor@natbrit.com Telephone: 0845 300 9923

Please refer to the above website or contact the Director of Administration (the Administrator in DofA absence), for further information. To assist you, occurrences will include:

- A serious /fatal incident at work/school.
- An accident at work/school where the person is taken to hospital from the scene of the accident.
- An accident at work/school, which results in the person being unable to carry out their normal job for more than three consecutive days.
- The person suffering from a specified disease associated with their current job.
- A dangerous occurrence at work/school i.e. a building collapse, a scaffolding collapse.

Reviewed: May 2009, July 2011 (DM), May 2012 (SMT), June 2012 (SMT), June 2015, May 2017

Review date: According to the school's policy review cycle

Signed by Principals:

Date: