



## FIRST AID POLICY

### INTRODUCTION

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

### AIMS

- To identify the first aid needs of the School in line with current legislation
- 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
- 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 ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Schools together with details of any first aid treatment given
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- To ensure that any notifiable accidents that occur in the Early Years are reported to Ofsted (as soon as practicable but in any case within 14 days) and also to the local child protection agency if required

### ROLES AND RESPONSIBILITIES

**The Principals** are responsible for the health and safety of their employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the Schools 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/she 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 First Aider** must have completed and updated a training course and hold a valid certificate of competence, issued by an organisation approved by the HSE.

This is a voluntary post.

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 Heads 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

**The Appointed Person** need not be a First Aider, but should have undertaken a one day emergency first aid training course. He/she will:

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

## **PROVISION**

### **How many first aid personnel are required?**

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

In particular they should consider:

- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg 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.

### **First aiders**

The recommended number of certified first aiders is one per 100 pupils/staff.

### **Appointed person**

The Schools should appoint at least one Appointed Person per key stage. In addition, all members of the PE, Drama, Art, Science, Transport departments plus three members of the Catering department will be Appointed Persons.

### **Qualifications and Training**

In addition to the training for First Aiders and Appointed persons, specialist training in first aid for children should be arranged in a three year cycle.

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

The Heads must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background
- Each school bus 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.

The following people are responsible for checking and restocking the first aid containers:

- in school, the Health and Safety Officer or School Nurse
- on buses, the Transport Manager
- for off-site PE, a named member of the PE department

### **Accommodation**

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

## **PROCEDURES**

### **Risk assessment**

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and department heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principals and Heads.

### **Re-assessment of first aid provision**

As part of the Schools' annual monitoring and evaluation cycle:

- the Heads review the Schools' first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc
- the Personnel Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Personnel Manager also monitors the emergency first aid training received by other staff and organises appropriate training
- the Health and Safety Officer or School Nurse checks the contents of the first aid boxes termly.

### **Providing information**

The Heads will ensure that staff, parents and children are informed about the Schools' first aid arrangements.

The Health and Safety Officer or the School Nurse will:

- provide information packs/school procedures training for new staff as part of their induction programme
- maintain a first aid file, notice board and related medical documentation for when needed
- review basic medical procedures & practices as needed in school, as requested
- give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.
- alert staff during a specific outbreak of illness in school re management & procedures in place
- provide regular information and updates for parents in regard to any outbreak of illness in school.

### **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, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places

### **Accidents/Incidents**

- Each school follows its own procedures when treating a pupil, member of staff or visitor who has sustained an accident or injury. However the following guidelines apply:
  - The member of staff who witnessed the accident, School Nurse or Appointed person will administer appropriate treatment
  - An accident form is completed and parents are informed
  - All head bumps, however slight are reported to the parents during the school day, even if no action is required. In such cases the child must be monitored for a period
  - In suspected cases of concussion the Rugby Football Union's (RFU) "Head Case" Guidance is followed in recognising and dealing with cases
- Each school has a defibrillator and staff trained in its use

### **Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Principals 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 seven days

For definitions, see HSC/E guidance on RIDDOR 2013, 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 (or Ofsted for Early Years) 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 Health and Safety Officer.

The Head/Health and Safety Officer, must complete the RIDDOR Form attached to this policy and email/fax it to the Personnel Administrator at Ringwood [Ext.222], Fax 01425 481501. The Personnel Administrator 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 three years**. (see HSE Guidance for Incident reporting in schools 2013)

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Heads 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 Heads must have in place procedures for ensuring that parents are informed of significant incidents and the amount and timing of any non-prescribed medicines (e.g. mild analgesic) administered in school.

**Monitoring**

Accident records can be used to help the Heads and Health and Safety Officers/School Nurses 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 Heads should establish a regular review and analysis of accident records.

**REFERENCES**

This policy has been informed by:

DfE Guidance 'First Aid for Schools' (2000)

Management of Health and Safety at Work Regulations 1992 and 1999 (amended 2003 /2006),

Health and Safety (First Aid) Regulations 1981 (amended 2013) and RIDDOR (2013).

**See also:**      [Health and Safety Policy, Medical Needs and Medication Policy](#)

<b>This policy will be reviewed annually</b>			
Created: December 2007	By:	Jill Kelham, Vice Principal	
Latest Review: January 2017	By:	Joanna Copland, Vice Principal, School Nurses	No changes
Next Review: January 2018	By:	Joanna Copland, Vice Principal, School Nurses	

**Appendices**

Appendix 1: RIDDOR Incident Report Form

## FIRST AID POLICY APPENDIX 1

**RIDDOR INCIDENT REPORT FORM****THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS  
2013 (RIDDOR)**

HSE Contact Information Website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Telephone: 0845 300 9923

**This form is to be completed by the member of staff who witnesses the incident** and sent to the Personnel Department, within 3 working days, if there is an occurrence that is reportable under RIDDOR. **[PLEASE COMPLETE IN FULL]**

Please refer to the above website or contact the Personnel Department, 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 seven 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.

	Questions	Answers
<b>Part A: Details of the person reporting the incident:-</b>		
1	What is your full name?	
2	What is your job title?	
3	What is your telephone number?	
4	What is the name of your organisation?(e.g. Thomas's, Battersea)	Thomas's
5	What is the address of your organisation? (School Address)	
6	What type of work does your organisation do?	Primary Education
<b>Part B: About the Incident:-</b>		
1	On what date did the incident happen?	
2	At what time did the incident happen?	
3	Did the incident happen at the above address? If, NO, where did the incident happen (full address details and postcode).	
4	What is the name of the Local Authority? i.e. Wandsworth, Westminster.	
5	In which department or where on the premises did the incident happen? i.e. Rugby field.	

<b>Part C: About the Injured Person:-</b>		
1	What is their full name?	
2	What is their home address, including postcode?	
3	What is their home telephone number?	
4	How old are they?	
5	Are they male or female?	
6	What is their job title? i.e. teacher, pupil	
7	Was the injured person:- <ul style="list-style-type: none"> <li>• One of your employees?</li> <li>• On a training scheme?</li> <li>• On work experience?</li> <li>• Employed by someone else?</li> <li>• Self-employed and at work?</li> <li>• A member of the public?</li> <li>• A pupil of the school?</li> <li>• Other (please give details)?</li> </ul> (Only one category to be used)	
<b>Part D: About the Injury:-</b>		
1	What was the injury? (fracture, laceration)	
2	What part of the body was injured?	
3	Was the injury :- <ul style="list-style-type: none"> <li>• A fatality?</li> <li>• A specified injury?</li> <li>• An injury to an employee or self employed person, which prevented their doing their normal work for more than 7 days?</li> <li>• An injury to a member of the public/parent or a pupil of the school, which meant that they had to be taken from the scene to a hospital for treatment?</li> <li>• None of the above (please give details)?</li> </ul> (Only one category to be used)	
4	Did the injured person:- <ul style="list-style-type: none"> <li>• Become unconscious?</li> <li>• Need resuscitation?</li> <li>• Remain in hospital for more than 24 hours?</li> </ul> None of the above? (Please give details)	



<b>5</b>	<p><b>What happened? Please provide a description of what happened. If it was a personal injury (self- inflicted), give details of what the person was doing?</b></p>  <p><b>What treatment, if any, was administered?</b></p>  <p><b>What was the outcome?</b></p>  <p><b>Date the injured person returned to school?</b></p>  <p><b>Describe any action that has since been taken to prevent/minimise the risks of a similar incident occurring in the future?</b></p>
<b>Part E: Reportable Diseases</b>	
<b>I.</b>	<p>Please complete this section detailing the reportable disease, if applicable?</p>     
<b>Part F: Dangerous Occurrence:-</b>	
<b>I</b>	<p>Please complete this section detailing the dangerous occurrence, if applicable?</p>     <p><b>Examples of dangerous occurrences:</b></p> <ul style="list-style-type: none"> <li>• Explosion or fire causing suspension of normal work for 24 hours.</li> <li>• Unintended collapse of any building or structure under construction, alteration or demolition.</li> <li>• Electrical short-circuit or overload causing fire or explosion.</li> </ul>
<b>PLEASE CONFIRM THAT THE ACCIDENT HAS BEEN REPORTED IN YOUR SCHOOL ACCIDENT BOOK</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	