

## First Aid Policy

**Written by:** Marcus Link  
**Approved by:** College of Management  
Council of Trustees

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**Review:** Updated February 2018 by ML to reflect DfE guidance on managing infectious diseases.

**Date for next review:** September 2019

### 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 and Safety (First Aid) Regulations 1981.

### Responsible Persons

The first-aid appointed person is Marcus Link (HSO) supported by Martine Liddle (First Aid Supplies Coordinator).

### Aims

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

1. A person is appointed to take charge of first aid arrangements
2. Staff nominated as first aiders receive up-to-date training
3. Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school
4. All members of staff are fully informed with regard to the first aid arrangements
5. All staff are aware of hygiene and infection control procedures
6. Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
7. First aid arrangements are regularly reviewed

### Procedure

First aid provision will be available at all times while people are on the school premises and also off the premises while on school visits. People with minor injuries should be taken to the main office for treatment. (Names of trained First Aiders are listed on the wall in various location across the school including the Reception and Staff Room.)

### Risk Assessment

On behalf of the Trustees the Health and Safety Coordinator will conduct an annual risk assessment of all school buildings and facilities paying particular attention to:

1. Practical activities.
2. The use of machinery.

3. Storage of hazardous substances.
4. The use of equipment for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision, the appointed person and the Trustees will consider:

1. The provision during lunch times and breaks.
2. The adequacy of the provision to account for staff absences.
3. The provision of first aid for off-site activities and school trips
4. The provision for practical lessons and activities, eg science, crafts and handwork, cookery and physical education.

### **Qualifications and Training**

All school first aiders hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider annual refresher training to maintain first aiders' basic skills and keep them up to date with changes. The preferred method for this is via EduCare online training.

The appointed persons do not necessarily have to be one of the certificated first aiders.

The appointed persons will:

1. Line manage the team of first aiders, monitoring their training and competencies
2. Look after the first aid equipment, restocking first aid containers when required and replacing out of date materials
3. Ensure that an ambulance or other professional medical help is summoned when appropriate
4. Undertake regular risk assessments and liaise with the trustees, HSO and HST as appropriate
5. Ensure that all accidents and injuries are appropriately recorded
6. Ensure that all members of full time and temporary staff are familiar with the school's first aid provision

### **First aid Materials, Equipment and Facilities**

First aid containers will be:

1. Marked with a white cross on a green background
2. Located near to hand washing facilities (where possible)
3. Stocked in accordance with HSE recommendations see, for example:  
HSE Guide: First aid at work  
<http://www.hse.gov.uk/pubns/priced/l74.pdf>

Portable first aid containers will be available for all school trips and for any sporting and other activities that take place off site.

Where it is known that staff or pupils engaged in and out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The school's sick bay is located in the back office of Reception. Although this room is used for other purposes, the provision of first aid and medical usage will have absolute priority when necessary.

There is also a first aid and quiet room with a bed located on the first floor next to the staff room.

### **Information and Notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in:

1. Staff room
2. Reception
3. Woodwork room
4. Ground floor corridor

- The school will make every effort to ensure that first aid notices are clear and easily understood by all.
- Information on the school's first aid provision will be included in the staff handbook.
- Information on the school's first aid provision will be provided in the induction programme given to new and temporary staff.

### **First Aid Treatment**

First Aiders will:

- Identify the casualty
- If a pupil, then check with the Annual Consent form as to which treatments are OK for that pupil
- Wear protective equipment if there is evidence of body fluids
- Under no circumstances must school staff offer any kind of remedy including homeopathic remedies or apply any ointments or creams.
  
- If the casualty is taken to the First Aid room, the first aider shall:
  - write on the blackboard in the staffroom the name of the casualty and the time
  - stay with them if required
  - tell the casualty that if they need assistance, to go into the staffroom or shout for help
  - generally, ensure the above happens and take any other action necessary to ensure that the condition of the casualty is monitored effectively
  - make a note in the Quiet Room book
  
- If the injured person has had a significant blow to the head or other potentially serious injury, then:
  - A parent to be informed and advised to take their child to hospital
  - If parent not available, summon emergency services or a member of staff to take casualty to hospital
  - Ensure that driver has "business use" cover on their insurance policy if member of staff

## Hygiene and Infection Control

First aiders will follow the relevant procedures in the school's Sickness, Disease and Infection Control Policy which follows the DfE guidance for "health protection in schools and other childcare settings"

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

including:

1. Handwashing
2. Personal protective equipment (PPE)
  - Staff to wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity.
  - Gloves should be disposable, non-powdered vinyl or latex-free and CE marked.
  - Staff to wear goggles if there is a risk of splashing to the face.
3. Managing cuts, bites and nose bleeds:
  - Cover all cuts and abrasions with a waterproof dressing
  - If a bite does not break the skin:
    - Clean with soap and water.
    - No further action is needed.
  - If a bite breaks the skin:
    - Clean immediately with soap and running water.
    - Record incident in accident book.
    - Seek medical advice as soon as possible (on the same day):
      - to treat potential infection
      - to protect against hepatitis B
      - for reassurance about HIV
4. Cleaning blood and body fluid spills:
  - All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE.
  - Staff to clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses).
  - Always follow the manufacturer's instructions.
  - Use disposable paper towels or cloths to clean up blood and body fluid spills, and dispose of after use.
  - A spillage kit should be available for bodily fluids like blood, vomit and urine.
5. Dealing with contaminated clothing
  - Clothing of either the child or the first-aider may become contaminated with blood or body fluids. Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing. The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate.

## Recording Accidents and Injuries

All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years or for three years after the 18<sup>th</sup> birthday in the case of students. Injury and accident patterns will be monitored by the HSO.

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

1. The date, time and place of the incident.
2. The name and class of the injured or ill person.
3. Details of the injury or illness and what first aid was given.
4. What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital).
5. The name and signature of the first aider or person dealing with the incident.
6. Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the receptionist or the appointed person will follow the school's established procedures for contacting a parent or carer.

### **Reporting Accidents 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 2013:

1. Accidents resulting in death or major injury (including those that result from physical violence)
2. Accidents that prevent the injured person from doing their normal work for more than seven days
3. Occupational diseases as defined by the HSE
4. Dangerous occurrences as defined by the HSE

### **Information/ Advice/ Guidance:**

- DfE Guidance: Health protection in schools and other childcare settings  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- HSE Guide: First aid at work  
<http://www.hse.gov.uk/pubns/priced/l74.pdf>

### **Compliance:**

- Independent School Standards:  
[https://www.legislation.gov.uk/ukxi/2014/3283/pdfs/ukxi\\_20143283\\_en.pdf](https://www.legislation.gov.uk/ukxi/2014/3283/pdfs/ukxi_20143283_en.pdf)
- The Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### **References:**

- Health and Safety Policy
- Sickness, Disease and Infection Control Policy
- First Aid Coordinator Job Description