



## **FIRST AID POLICY**

### **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. The policy is reviewed annually.

### **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 Schools
- 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 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 Appointed Person** need not be a First Aider, but 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 eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The First Aider** must have completed and keep updated a training course 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,

## **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 staff, building/site, activities, off-site facilities, etc
- the Administrator monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Administrator also monitors the emergency first-aid training received by other staff and organises appropriate training
- the Health and Safety Officer or the School Nurse checks the contents of the first-aid boxes termly.

### **Providing information**

The Heads will ensure that staff are informed about the Schools' first-aid arrangements

The Health and Safety Officer or the School Nurse

- provide information packs for new staff as part of their induction programme
- maintain a first-aid notice board in the staff room
- give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

## **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
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg clubs, events

Arrangements should be made to ensure that the require 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**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

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.

Responsibility 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.

## **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.

## **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 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 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 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 Administrator at Ringwood [Ext.203], Fax 01425 481501. The 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 seven years**. (see DSS The Accident Book BI 510)

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.

### **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.

<b>This policy will be reviewed annually.</b>			
Reviewed: March 2010	By:	Jill Kelham Vice Principal	No changes
Reviewed: December 2008	By:	Jill Kelham Vice Principal	No Changes
Reviewed: December 2007	By:	Jill Kelham Vice Principal	No Changes
Next Review: December 2010	By:	Jill Kelham, Vice Principal	

## 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](http://www.riddor.gov.uk) email: [riddor@natbrit.com](mailto:riddor@natbrit.com) Telephone: 0845 300 9923

**This form is to be completed by the member of staff who witnesses the incident** and sent to the Director of Administration, 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 Director of Administration (the Administrator in D of A 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.

	Questions	Answers
<b>Part A: Details of the person reporting the incident:-</b>		
<b>1</b>	What is your full name?	Margaret Tuck (or Ruth Young]
<b>2</b>	What is your job title?	[1] Director of Administration [2] Administrator
<b>3</b>	What is your telephone number?	[1] 01425 481502 [2] 01425 481503
<b>4</b>	What is the name of your organisation?(e.g. Thomas's, Battersea)	Thomas's
<b>5</b>	What is the address of your organisation? (School Address)	
<b>6</b>	What type of work does your organisation do?	Primary Education
<b>Part B: About the Incident:-</b>		
<b>1</b>	On what date did the incident happen?	
<b>2</b>	At what time did the incident happen?	
<b>3</b>	Did the incident happen at the above address? If, NO, where did the incident happen (full address details and postcode).	
<b>4</b>	What is the name of the Local Authority? i.e. Wandsworth, Westminster.	
<b>5</b>	In which department or where on the premises did the incident happen? i.e. Rugby field.	
<b>Part C: About the Injured Person:-</b>		
<b>1</b>	What is their full name?	
<b>2</b>	What is their home address, including postcode?	

<b>3</b>	What is their home telephone number?	
<b>4</b>	How old are they?	
<b>5</b>	Are they male or female?	
<b>6</b>	What is their job title? i.e. teacher, pupil	
<b>7</b>	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>		
<b>1</b>	What was the injury? (fracture, laceration)	
<b>2</b>	What part of the body was injured?	
<b>3</b>	Was the injury :- <ul style="list-style-type: none"> <li>• A fatality?</li> <li>• A major injury?</li> <li>• An injury to an employee or self employed person, which prevented their doing their normal work for more than 3 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)	
<b>4</b>	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>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?</p> <p>What treatment, if any, was administered?</p> <p>What was the outcome?</p>	

