



**Eden
Primary**

First Aid Policy

Eden Primary

First Aid Policy

May 2017

Source material

HSE guidelines - <http://www.hse.gov.uk/>
<http://news.hse.gov.uk/2008/06/05/a-guide-to-ACCIDENT BOOK>

Related Policies and Reading

EMERGENCY OR QUICK REFERENCE POINT

The HSE (Health and Safety Executive) will be notified of fatal and major injuries and dangerous occurrences without delay on 0845

Out of hours contact no. 0151 922 9235

Contents

1.0	Roles and Responsibilities	3
2.0	Suggested Audience	3
3.0	Related Policies	3
4.0	School Mission Statement	3
5.0	Introduction	3
6.0	Aims	4
7.0	Objectives	4
8.0	School First Aid Staff	4
9.0	Responsibilities	5
10.0	First Aiders and Appointed Persons	5
11.0	Identification of Suitable Candidates	6
12.0	Roles and Responsibilities of First Aiders	6
13.0	Indemnity and Insurance	8
14.0	Use of ‘EpiPens’	8
15.0	Procedures	8
16.0	Provision	9
17.0	Accommodation	11
18.0	Control of Infection	11
19.0	Dealing with Bodily Fluids	12
20.0	Waste Disposal	12
21.0	Reporting Accidents	12
22.0	Serious Accidents	13
23.0	Recording Accidents	13
24.0	Monitoring	14
25.0	Action in the Event of an Accident	14

26.0	Procedures for First Aiders	15
27.0	Payment for First Aiders	15
28.0	Monitoring and Review	15
29.0	Approval by Governing Body and Review Date	16

Throughout this policy, the term “parent/carer” refers to those adults having parental responsibility for a child.

1.0 Roles and Responsibilities

The Head Teacher is responsible for this policy and its implementation. On an operational basis, the responsibility for leadership, organisation and review of this policy will be undertaken by the ***nominated postholder, the Deputy Head***

2.0 Suggested Audience

All Staff

3.0 Related Policies

This policy should be read alongside a suite of other school policies, which should also be referred to:

1. The Medical Treatment of Children policy
2. The Health and Safety Policy
3. The Educational Visits policy
4. Staff Handbook
5. Safeguarding & Child Protection May 2016

4.0 School Mission Statement

Eden Primary is an inclusive, tolerant, broad-minded and warm-hearted school that intends to play a central role in the community it serves and amongst which it sits. Our aim is to foster in our pupils:

a love of learning

a sense of pride and responsibility for their place in society

an understanding of Judaism and its role in partnership with other faiths

a love of nature

an ability to value all people equally
the ability and desire to achieve their potential in all things

Our approach to first aid, like all aspects of the school, will reflect our mission and vision, in that it will be considerate, caring, individually targeted and responsible.

5.0 Introduction

- 5.1 The Health & Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment etc. in order to deal with First Aid, emergencies and ill health occurring at work. This policy outlines the school's responsibility to provide adequate and appropriate First Aid to children, staff, parents/carers and visitors - and the procedures in place to meet that responsibility. This document should be read in conjunction with the Health and Safety Policy and Medical Treatment Policy.
- 5.2 The school recognises that First Aid can save lives and can also prevent minor injuries from becoming major ones. This document provides guidance on the administering of the policy and associated procedures for dealing with First Aid in school. The requirements for the statutory provision of First Aid have been taken into full account, to ensure that the school will provide adequate and appropriate equipment, facilities and qualified First Aid personnel. Failure to implement the procedures contained in this document could result in a criminal offence, as well as disciplinary action being taken by the school. This policy is informed by the DfE 'Guidance on First Aid for Schools' and is reviewed annually.

6.0 Aims

- To identify the First Aid needs of the school in line with the 'Management of Health & Safety at Work Regulations 1992 and 1999'.

- To ensure that First Aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

7.0 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/carers of the School's First Aid arrangements.
- To keep accident records and to report to the Health & Safety Executive (HSE), as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

8.0 School First Aid Staff

Name

Kamali Freedman

Lizzie Leusink

Justyna Krzychowiec

Santi Rodriguez

Yifat Johnson

9.0 Responsibilities

- 9.1 The Head Teacher is responsible for the health and safety of all employees and anyone else on the premises. This includes teachers, non-teaching staff, children, volunteers and visitors.
- 9.2 The Head Teacher will ensure that a risk assessment of the school is undertaken, and that arrangements for First Aid are appropriate and in place – including the appointment and training of staff, and the necessary resources.
- 9.3 The Head Teacher will ensure that the school's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 9.4 The Head Teacher is responsible for putting the policy into practice, and for developing detailed procedures.
- 9.5 The Head Teacher should ensure that the policy and information on the school's arrangements for First Aid are made available to parents/carers.
- 9.6 All staff are expected to do all they can to secure the welfare of the children.

10.0 First Aiders and Appointed Persons

Definitions

A First Aider is a person who has attended, successfully completed and has a valid certificate for the four day 'First Aid at Work' training course approved by the HSE. This is a voluntary post

Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.

First Aid means the following:

- Initial treatment in cases where a person will need help from a medical practitioner or nurse.
- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

11.0 Identification of Suitable Candidates

In selecting First Aiders, the Head Teacher will 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 – for example, a first aider must be able to leave to go immediately to an emergency

The Head Teacher will ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid, and be prepared to receive appropriate health and immunisation advice.

12.0 Role and Responsibilities of Appointed Persons and First Aiders

12.1 An Appointed Person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the First Aid equipment - e.g. restocking the First Aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate
-

Appointed Persons are **not** First Aiders. They should **not** give First Aid treatment for which they have not been trained. However, it is good

practice to ensure that appointed persons have emergency First Aid training or refresher training, as appropriate. Emergency First Aid training should help an Appointed Person cope with an emergency and improve their competence and confidence.

12.2 A First Aider is someone who:

- administers First Aid, up to but not exceeding the level of their training
- ensures that any incident, and the treatment given, is recorded in a suitable local register
- reports immediately to the Head Teacher, by telephone, all incidents requiring the attendance of a child, member of staff or any person at hospital
- ensures that all spillages of bodily fluids are cleared up promptly
- maintains stocks in the First Aid kit (See appendix B)
- ensures, in liaison with the School's leadership, that appropriate documentation is completed and that accidents are reported to the line manager and other relevant staff as soon as possible after dealing with the immediate effects.

12.3 A First Aider's responsibilities include:

- attending an initial approved training course
- ensuring their own recommended immunisations /injections are up to date
- reporting any illness or injuries which would preclude their abilities to administer First Aid to the Senior Leadership Team, in order for the school to arrange alternative cover
-
- First Aiders also have a responsibility to attend a three yearly refresher training course. This should be attended before the expiry of the previous accreditation, or the initial training course will have to be completed again.

12.4 First Aid should be provided where a person will need further medical treatment, until such help arrives, and for the treatment

of minor injuries. It should be noted that the treatment of minor illnesses by the administration of tablets or medicines falls outside of the definition of First Aid. See the Medical Treatment Policy.

- 12.5 The role of the First Aider is to provide care after an accident or injury, including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.
- 12.3 The role of a member of staff discovering a serious injury or illness is to make contact with the general office and, where necessary, to take charge until qualified assistance is available.
- 12.4 Office staff will then contact a First Aider and may also contact the emergency services.
- 12.5 The First Aider will decide whether or not the ill or injured party should move, be moved or remain undisturbed - and may have to take other appropriate action, depending on the assessment of the situation.
- 12.6 In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other children in the area.

13.0 Indemnity and Insurance

Where an employee, acting in the course of their employment, administers First Aid assistance to another colleague or to other person in the school (such as a child) they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a school officially-designated First Aider with a current valid First Aid at Work certificate, and have attended relevant refresher training
- they are a school officially-designated Appointed Person with a current valid Appointed Persons training certificate, and have attended relevant refresher training
- the relevant Personal Protection Equipment (PPE) is used.
- the First Aider or Appointed Person is adhering to protocols, is acting within the limitations of their training, and is acting in good faith.

14.0 Use of 'EpiPens'

An EpiPen issues a controlled dose of medication which helps to control the symptoms of anaphylactic shock, a potentially life-threatening condition caused by exposure to a wide range of substances and foods. This includes nuts, some fruit, insect stings and so on, and will vary from person to person. Members of staff who have been trained in the use of the EpiPen by a member of the school's medical staff or PCT personnel, will also be covered, provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training
- the member of staff is acting in good faith

15.0 Procedures

15.1 Risk assessment

Reviews are required to be carried out at least annually, or more frequently at the request of the Head Teacher. Recommendations on measures needed to prevent or control identified risks should

be forwarded to the Head Teacher.

15.2 **Reassessment of First Aid provision**

As part of the school's annual monitoring and evaluation cycle, the School Business Manager (or) Deputy Head Teacher will:

- review the school's First Aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- monitor the number of trained First Aiders, alert them to the need for refresher courses and organise their training sessions.
- monitor the emergency First Aid training received by other staff and organise appropriate training
-
- An *Appointed Person* will also check the contents of the First Aid kits every month
-

15.3 **Providing information**

The Head Teacher will ensure that all staff, including those with reading and language difficulties, are informed of the First Aid arrangements, including the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the school's First Aid needs.

The School Business Manager or Deputy Head Teacher will:

- provide information packs for new staff as part of their induction programme
- maintain a First Aid notice board in the staff room
- inform all staff on the location of equipment, facilities and First Aid personnel - this will also appear in the Staff Handbook
-

15.4 First Aid notices will be displayed in a prominent place. First Aid information will also be made available in the Staff Handbook.

16.0 **Provision**

16.1 **Number of First Aid personnel required**

The Head Teacher 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 Teacher will consider the needs of specific times, places and activities in deciding on the required provision. In particular they will consider:

- off-site PE
- school trips
- science/ecology areas
- DT/art/kitchen areas
- adequate provision in case of absence, including trips
- out-of-hours provision - e.g. clubs or events

Arrangements will 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.

16.2 **First Aiders**

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

16.3 **Appointed Persons**

The school should appoint at least one Appointed Person per Key Stage.

In addition, one member of the catering department must be an Appointed Person.

16.4 **Qualifications and training**

- First Aiders must hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed Persons must undertake one day of emergency First Aid training.
- Specialist training in First Aid for children should be arranged in a three year cycle.
-

16.5 First Aid materials, equipment and facilities

The Head Teacher will ensure that the appropriate number of First Aid kits are available, according to the risk assessment of the site. See HSE guidelines on recommended and mandatory contents.

- All First Aid kits must be marked with a white cross on a green background.
- Any staff teaching sport and PE must take First Aid kits for all off-site activities.

First Aid kits should be placed near to hand washing facilities and must be kept in the following areas, as appropriate:

- Ecology Zone
- Kitchen
- Medical Room
- Classrooms
-

16.6 First Aid kits

- A schedule showing the locations of First Aid containers will be made available.
- The named Appointed Person will check all containers each month.
- Any person who uses an item from a first aid container should inform the Appointed Person as soon as possible so that it can be replaced.

Items must be discarded safely after the expiry date has passed.

16.7 Responsibility for checking and restocking First Aid kits:

- In the School - the Appointed Person
- For off-site PE - a named member of staff

17.0 Accommodation

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

18.0 Control of Infection

- 18.1 Many blood-borne micro-organisms, for example Hepatitis, have the capacity to infect a First Aider, should blood from an already infected casualty enter an open wound or sore on the person of the First Aider. The HIV virus is not readily transmitted in this way, and only a small number of cases of cross infection are documented in healthcare circles, usually involving heavily infected patients in the latter stages of their condition. However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.
- 18.2 As it is impossible to be sure of who is, or is not, infected with these viruses the following precautions should be taken by First Aiders:
- Treat all casualties as if they are carriers of a virus
 - First Aiders should always cover any open wounds on their own hands with a waterproof adhesive dressing
 - Where practical, a pair of disposable latex or nitrile gloves should be worn when dealing with bleeding, or when cleaning up bodily fluids or excreta
 - All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal.
 - Any blood splashes on the skin should be washed off with soap and water.
- 18.3 If a cut or puncture wound (by a needle) is sustained, First Aiders should let the wound bleed, squeeze it gently (but do not suck it),

wash the area in cold running water and apply a sterile dressing. They should then report the incident and seek medical advice immediately.

18.4 The HIV virus has only occasionally been found in saliva, and in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth-to-mouth resuscitation. Therefore, the risk to the First Aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available, and this may be kept in First Aid kits.

18.5 Disposable equipment should never be reused, or used to treat more than one casualty.

19.0 Dealing with Bodily Fluids

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Wear disposable Personal Protection Equipment (PPE) including latex or nitrile gloves, or equivalent, and a disposable plastic apron
- Clear up the spill, either with disposable absorbent paper towels or with an appropriate sanitizing product.

20.0 Waste Disposal

Waste created by the administration of First Aid is categorised as hazardous, as it may contain bodily fluids. However, in most circumstances and premises, the amount produced is minimal and as such special arrangements for disposal are not required.

21.0 Reporting Accidents

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

21.2 The school will keep an accurate record of any reportable injury, illness, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event, the personal details of those involved and a brief description of the nature of the event, illness or disease. This record can be combined with other accident records.

-
- The following accidents, involving students/pupils, employees, visitors or self-employed people working on the premises, must be reported to the HSE:
- 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 in Appendix A.

22.0 Serious Accidents

The HSE must be notified without delay on 0845 300 99 23 (out of hours no. 0151 922 9235 if any accident results in a person being killed, or being taken from the school to hospital, and if the accident arises out of, or in connection with, work - e.g. if it relates to:

- any school activity, both on or off the premises
- the way a school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

The HSE will be notified of fatal and major injuries and dangerous occurrences without delay on 0845 300 99 23. This will be followed up within ten days, with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they will be reported to HSE within ten days on Form 2508.

The Head Teacher is responsible for ensuring this happens, but can delegate this duty to the **Deputy Head Teacher**.

23.0 Recording Accidents

23.1 Statutory accident records. The Head Teacher will ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

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

23.3 The Head Teacher will ensure that a clear and accurate record is kept of any accident that occurs and/or any First Aid treatment given by First Aiders or Appointed Persons. This will include:

- date, time and place of incident
- name, age and class of the injured or ill child, visitor or member of staff
- details of the injury/illness and what First Aid was given
- details of what happened to the person immediately afterwards
- name and signature of the First Aider or person dealing with the incident

The Head Teacher will ensure that robust procedures are in place for ensuring that parents/carers are informed regarding significant incidents.

In addition it is the policy of Eden Primary that any minor injury to the head area of a child or any injury likely to cause a mark (e.g.

substantial bruise, graze etc.) anywhere on the child's body, is reported to the parent by the School Office personnel as soon as possible but by the end of the school day whenever possible.

24.0 Monitoring

25.0 24.1 Accident records can be used to help 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 Teacher will establish a regular review and analysis of accident records.

24.2 It is the responsibility of the **School Business Manager** to ensure that this list is kept up to date and that, where required, qualifications are renewed as required.

24.3 The School Business Manager will review all records at the start of each term to ensure compliance with this policy.

26.0 Action in the Event of an Accident – Aide Memoir

25.1 People with minor injuries should report to the nearest First Aider.

25.2 Children needing First Aid during a lesson should be referred to the Appointed Person in the School Office who will contact a First Aider if deemed necessary. They should be accompanied by another child, if the injury is minor or by another adult if the injury is more serious.

25.3 If it would further endanger the child, then the nearest First Aider should be called to the casualty via the School Office (using radios provided – Channel 1)

- 25.4 Injuries and accidents that occur during non contact and break times should be dealt with in a similar way by the Duty Staff.
- 25.5 **Casualties with suspected fractures, or back or neck injuries, must not be moved unless directed by ambulance personnel. For the casualty's safety, and for insurance reasons, they must NOT be moved on the instructions of ANY bystander.**
- 25.6 No children should be left unsupervised in *the Medical Room*.
- 25.7 In more serious cases, where hospital attention is deemed necessary, an ambulance will be called and the parent/carer informed.
- 25.8 Accompanying sick or injured children:
- In the absence of a parent/carer, a member of staff must accompany the child to the hospital and remain there until the parent/carer arrives.
 - If a parent/carer cannot be contacted, the school will act 'in loco parentis' for the parent/carer and give permission for any emergency treatment.

27.0 Procedures for First Aiders

- First Aid should only be administered in response to an immediate and serious medical problem.
- First Aid staff are not allowed to administer any medication or cream without parental consent.
- No treatment or procedure should be attempted for which formal training has not been undertaken.
- All head injuries must be reported to the parent as soon as possible by phone and email. A proforma should be sent home with the child, giving advice to parents/carers on monitoring them, in the event of any knock or bang to the child's head, even if they did not lose consciousness.

- Parents/carers of children who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.

28.0 Monitoring and Review

The ***Deputy Head Teacher*** will work closely with other staff to ensure the implementation and full development of this policy and provision. This person will regularly monitor and review this policy and make an annual written report to the Governing Body.

Approval by Governing Body and Review Date

- 25.1 Aware of its responsibilities in this important area, the Governing Body approves the implementation of these systems and fully supports the Head Teacher and his staff in this area.
- 25.2 These guidelines will be reviewed on an annual basis by the Deputy Head Teacher and a summary report will be produced, outlining any changes and progress made.

Policy approved:

Gavin Presman _____
(Chair of Governing Body)

Date:

Date of Policy review May 2018