

## First Aid Policy

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*This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.*

It is Bournville School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

### Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1981.
- To ensure that the provision is available at all times while people are on school premises and 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 keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### Duties and Responsibilities

The **Bournville Association** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, students and visitors (including contractors).

**The Health and Safety Co-ordinator** 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. The Health and Safety Co-ordinator 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 of Academy** is responsible for putting the policy into practice and for developing detailed procedures. The Head of Academy should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

**All staff** are expected to do all they can to secure the welfare of the students.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- If the 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/refresher training, as appropriate.

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or any other time during the hours of 8am – 4pm (after 4pm, the first aiders on site are the premises team). Any students complaining of illness or who has been injured is to be sent to the school office with a note from the classroom teacher and where possible accompanied, the Appointed Person / First Aider to inspect and, where appropriate, treat.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a student, parents or carers (as stated on student record on the MIS system) should be contacted as soon as possible so that the student can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions
- First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:
  - The individuals general practitioner
  - To the hospital when symptoms indicate severe illness requiring emergency treatment

## Reporting

- The Head of Academy or most senior teacher on site will be informed of any serious injury occurring in a day.

- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or first aid report kept in the Student Support Centre
- A record of the incidents needs to be recorded on students' electronic file.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

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

1. Involving employees or self-employed people working on the premises.
2. Involving students and visitors

The Head of Academy is responsible for ensuring this happens.

### **Record Keeping**

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. 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
- Called Parent – action taken
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to 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.

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) some accidents must be reported to HSE. The Bournville Associate, who hold the Governor's responsibility for Health and Safety, will be informed of all accidents reported to HSE.

### RIDDOR reporting - Staff and Self-employed people

The following accidents must be reported to HSE if they injure either the school's employee during an activity connected with work, or self-employed people while 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 (including acts of physical violence).

Further advice can be obtained from <http://www.hse.gov.uk/riddor/> RIDDOR reporting

– Students or visitors

- the person involved is killed or is taken from the site of the accident to hospital: and ☐ the accident arises out of or in connection with work.

All accident reporting records should be kept for a minimum of 3 years.

### **Administration of drugs and medicines**

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated. (see Medical Conditions at School Policy for further details on policy and documentation required).

**The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the student will have a Healthcare plan which clearly details medication required, dosage and storage. Healthcare plans for each vulnerable student are displayed in the following areas: Bronte and Elgar Staff rooms, primary and secondary medical rooms.**

### **First Aid boxes**

First Aid Boxes are located in:

- E27
- E24
- Boys Gym
- Girls Gym
- Science Prep Rooms
- Isolation Room, Elgar Building
- Bronte reception
- Secondary Medical Room
- Primary Medical Room

### **First Aid Boxes should contain**

- 20 Wrapped sterile adhesive dressings (assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (preferably sterile)
- 6 Safety pins
- 6 medium sized (approximately 2cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- 6 Large sized ( approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair disposable gloves

- General advice on basic first aid
- Equivalent or additional items are acceptable

First Aiders, or any member of staff should report use of any equipment to **Elaine Tisdell**, to enable restocking of first aid boxes post use. **For the first aid box in the primary area this should be reported to Elizabeth Hunt.**

### **School Mini Bus**

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container with the following items.

- 10 antiseptic wipes (foil packaged)
- one conforming disposable bandage (not less than 7.5 cm wide) • 2 triangular bandages
- one packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye dressings
- 12 assorted safety pins
- one pair of rustless blunt ended scissors

**No medicine/tablets are to be kept in the first aid boxes Accommodation** Has a first aid room with close proximity to running water.

### **Hygiene/Infection Control**

All staff should take precautions to avoid infection and to follow basic hygiene procedures. Staff should have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Hygiene in treatment**

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a mediwipe may be used. Soiled clothing can be effectively decontaminated by washing in a domestic washing machine using the hot programme.

### **Disposal of soiled dressings**

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc. All items should be handled with care and dropped

directly into a clinical waste bin located within the Student Support Unit waste should be regularly collected by a licensed contractor, to prevent bins from becoming overfilled

Who wrote the policy	Nicola Gould	Head of Academy
Who is responsible for making amendments	John Dovey	Assistant Headteacher
Version	Two	
Changes made	Six	