



Learning that Connects

## FIRST AID POLICY

**Policy Date:** September 2016

**Review Date:** September 2018

**Chair of Governors:** Bob Paton

**Governors Approval:** 28<sup>th</sup> September 2016

Please note that Simon Hanson is our Chair of Governors as from 29<sup>th</sup> November 2016

The health and safety of all members of the Studio West community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by the school Governing Body with the assistance of the Principal and Lead Personal Coach, and is put into practice in conjunction with the school's **health and safety policy**. The school expects all staff and students to be familiar with this policy, as with all school policies. Health and safety policy available from any member of staff and on school website.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

### **1. Roles and responsibility**

The Governing Body and Lead Personal Coach holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place. However, it is the school Principal and Lead Personal Coach that are in the best position to monitor the first aid provision in the school on a day-to-day basis.

#### **The Principal**

The Principal is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Principal is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

#### **Lead Personal Coach**

The Lead Personal Coach is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately. The Lead Personal Coach can be contacted on the school number. Queries etc should be directed to the Principal in the Lead Personal Coach's absence.

#### **First aiders**

The school has seven first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in *First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]*. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the school Lead Personal Coach. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

The list of current school first aiders is maintained centrally and listed in all school departments.

There will be at least one first aider on the school site when children are present. Pupils will be made aware of which members of staff are designated first aiders, and will be notified of any changes to who holds these positions when they occur.

### **School staff**

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep the Lead Personal Coach informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- co-operate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to the Lead Personal Coach and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

### **Students**

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice

by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy;
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where students will be travelling off the school premises, for example for a sports match or a school trip.

## Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept by Lead Personal Coach in the admin office unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff;
- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home;
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises;
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**. Names of school first aiders are displayed in each school department.

## 2. First aid boxes

Each department has a first aid box, and these are situated at the teacher's work area. They can be replenished from supplies kept by reception. It is the responsibility of all members of staff in each department to ensure that their first aid boxes are fully stocked at all times with items that are within expiry dates, and it is the responsibility of the department head to oversee this provision.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the school nurse or emergency services to arrive.

**For off-site activities**, first aid boxes should be taken from reception and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from reception.

**For school mini buses and coaches**, there will be first aid boxes permanently kept on board. These must be maintained by the Lead Personal Coach and should be kept in good condition, ready for use at all times.

### **3. Information on students**

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes student privacy and confidentiality very seriously. The Lead Personal Coach will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding student allergies is shared with staff taking a class on an off-site trip. Student medical records will be kept locked in the admin office and will only be accessed by the Lead Personal Coach.

All staff will be made aware of which students have access to asthma inhalers, EpiPens, injections, or similar medical equipment. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the student is (see *section 4*.)

### **4. Policy for students with medical conditions that are known to the school**

This covers students with medical conditions such as diabetes, epilepsy and asthma. The school is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of an emergency:

- All staff are given up to date and regular training.
- A record of all students who have access to asthma inhalers, EpiPens, injections, or similar medical equipment is kept up to date and circulated to all members of staff; this type of medication will be kept in the admin office, suitably labelled and easily accessible in case of an emergency. Some students may have the responsibility for carrying this medication on them at all times. Staff will be made aware of each individual's circumstances.
- A database will be kept on the central school system that details students at risk of certain conditions, such as anaphylactic shock. The Lead Personal Coach is responsible for reviewing this on a regular basis and ensuring that it is up to date. It will be made clear to staff that they have a responsibility to regularly remind themselves which students are on this list, and what they should do in the case of an emergency.

In the case of a medical emergency, the Lead Personal Coach should be contacted whether the pupil carries their own medication or not. Emergency services should be contacted where they are needed, or thought to be needed.

## **5. Procedure in the event of an illness**

If a student falls ill while in a school lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be accompanied to a first aider if appropriate. Students who are clearly in pain, are distressed, or are injured will never be required to go to the first aider unaccompanied.

The first aider will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain in the first aid/admin office until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with students who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she may visit first aid throughout the school day but should ensure that their manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

## **Reporting continued absence due to illness**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day and each day of absence. When the student returns to school they should bring a note from their parent explaining the absence – this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

### **6. Procedure in the event of an accident or injury**

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. The first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

### **Emergency services**

**An ambulance should always be called by staff in the following circumstances:**

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves.

Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported. For reporting procedures, please see *section 9*.

## **7. Procedure in the event of contact with blood or other bodily fluid**

The school understands the importance of ensuring that the risk of cross contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other students and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to a school nurse and take medical advice if appropriate. The Lead Personal Coach will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## **8. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the Lead Personal Coach and physical education staff to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

**Signs alerting all members of staff to where these first aid boxes are kept are displayed within the sports hall and on the notice board at the entrance to the sports hall**

**For off-site activities and away fixtures**, first aid boxes will be taken from the admin office and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the admin office. The first aid boxes within other departments in

the school are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must visit the host-school's nurse's office or be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to the Lead Personal Coach on return to the school, who will provide first aid follow-up care where necessary.

### **9. Reporting accidents, emergencies, and first aid administration**

Any first aider who has administered first aid or medication should fill out an **incident report form**. These are stored in the admin office/reception and are used to record **all** incidents, both major and minor. Each page is used for a separate incident and stored securely in the school's first aid file/first aid section of the health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy**.

All injuries that have occurred, and first aid that has been carried out both on and off-site should be reported to the Lead Personal Coach, no matter how minor the injury. The Lead Personal Coach is responsible for ensuring that all incident report forms are filled out accurately, and stored properly. The Principal/Governing Body/Lead Personal Coach will annually review the first aid file/health and safety file to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is school policy.

The Lead Personal Coach/first aider is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

The first aider should report to the Lead Personal Coach on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

## **Serious incidents**

Serious incidents will also be recorded, and reviewed by senior leaders. The Governing Body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

## **Reporting to HSE**

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Lead Personal Coach to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

## **Involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health.)

## **Involving pupils, parents, or school visitors**

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

## **Incident investigations**

An investigation may be launched by *external authorities* in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

### **This policy will be reviewed:**

- at regular intervals
- after major accidents, incidents and near misses that have first aid implications
- after any significant changes to workplace, working practices or staffing.