

# Oakfield School



## 46. First Aid Policy

	Date
Agreed by School Governors:	June 2013
Review Date:	June 2016

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# Section 1

## General Policy Statement

The Governors and Headteacher of the School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The Governors are committed to the Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and dangerous Occurrences regulations 1995.

The provision of first aid in the school will be in accordance with the Authority's guidance on First Aid in School.

Signed

Headteacher

Date:

Signed

Chairperson of the Governing Body

Date:

# Section 2

## Statement of First Aid

The School's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually. With staff re-certified every 3 years.
- Establish a procedure for managing accidents in school which require first aid treatments.
- Provide information for employees on the arrangements for first aid.
- Undertake a risk assessment of the first aid requirements of the School.

# Section 3

## Arrangements for First Aid

### 3.1 Materials, equipment and facilities.

The School will provide materials, equipment and appropriate facilities. First aid boxes in school are located in:

- Medical room
- Design & Technology room
- Food Technology room
- Science laboratory's x 2
- Nurture Rooms, Rm1 and Rm 7.
- Staffroom
- 6 Residential Houses x 2 in each house
- Lease Transport x 6 vehicles
- Upstairs meeting room
- Downstairs meeting room
- S.F.R.U

The contents of the first aid box(es) will be checked on a regular basis by the Appointed Person.

The appointed Person will be responsible for all record keeping on first aid.

## Items kept in First Aid Boxes / Travelling First Aid Kits

- Guidance card / leaflet on first aid
- Individually wrapped large adhesive dressings
- Individually wrapped bandages / dressings
- Finger bandages
- Individually wrapped sterile plasters (assorted sizes)
- Individually wrapped sterile wound dressing
- Individually wrapped moist cleaning wipes
- Individually wrapped eye pads
- Individual one use eye washes
- Individually wrapped triangular bandages
- Individually wrapped disposable resuscitation shields
- Disposable rubber gloves
- Disposable aprons
- Disposable vomit bags
- Disposable clinical waste bags
- Individually wrapped disposable foil blankets
- Eye wash (500ml) - available in the Medical room, Science room and Design and Technology room.

In compliance with The Education (School Premises) Regulations 1996 the Governing Body will ensure that a room will be made available for medical treatment.

This facility will contain the following and be readily available for use:

- Sink with running hot and cold water
- Drinking water (if not available on mains tap) and disposable cups
- Paper towels
- Smooth-topped work surfaces
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage
- Reclining chair
- Soap / Sanitiser
- Suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags, i.e. for clinical waste
- Appropriate record-keeping facility
- Means of communication, e.g. telephone
- Disposable drying materials
- Disposable vomit bowls

- Biohazard type plastic bags for disposing of bulky amount of blooded/ clinical waste
- Wheelchair

### **3.2 Appointment of First Aiders**

The Headteacher will appoint a member of staff to be the Appointed Person. The duties of the Appointed Person Are to:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid containers
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Governing Body recognises that the Appointed Person need not be a 3 or 4 day First Aider; however they will support any member of staff who is an Appointed Person to undertake emergency first aid training and refresher training. In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Governing Body accept their responsibilities towards non-employees. In order to provide first aid for pupils and visitors, the Governing Body will undertake a risk assessment to determine, in addition to the Appointed Person, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Governing Body acknowledge that unless first aid cover is part of a member staff's contract of employment, those who agree to become first Aiders do so on a voluntary basis.

In determining who should be trained in first aid the Headteacher will consider each individual against the following criteria:

- 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
- Must be able to leave normal duties to go immediately to an emergency

### **3.3 Information on First Aid arrangements**

The Headteacher will inform all employees at the School of the following;

- The arrangements for recording and reporting accidents
- The arrangements for first aid
- Those employees with qualifications in first aid
- The location of first aid boxes

In addition the Headteacher will ensure signs are placed where first aid boxes are stored. All members of staff will be made aware a copy of the School's First Aid Policy.

### **3.4 Provision away from the School**

Provision for first aid on school visits and journeys will be determined by risk assessment.

### **3.5 Review of the First Aid Policy**

The Governing Body will review the First Aid Policy on an annual basis and make recommendations, where appropriate.



# Section 4

## Accident Reporting

The Governing Body will implement the Council's Procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but not including non working days)
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- It is an accident in school which requires immediate emergency medical treatment at hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Authority will be sought. Where a pupil has an accident it shall be reported to the Authority. All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Authority.

# Section 5

## Pupil accidents involving their head

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- In accordance with Section 11 of the Authority's Guidance on First Aid, where a pupil receives a blow to the head as a result of an accident Form RH1 Will be completed.
- Where emergency treatment is not required the Form RH1 will be sent to the parents as the reverse side of the letter informs them of the accident to their child.
- A copy of Form RH1 and the parental letter are provided at Annex 4.

# Section 6

## Transport to hospital and home

- The Headteacher will determine what is a reasonable and sensible action to take in the circumstances of each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over the responsibility of the child.

If the parent cannot be contacted then a member of staff may decide to transport the pupil to hospital.

- Where the Headteacher makes arrangements for transporting a child then the following points will be observed:
  - Only staff cars insured to cover such transportation will be used.
  - No individual member of staff should be alone with a pupil in a vehicle (2 staff members)
  - The second member of staff will be present to provide supervision for the injured pupil.
  - At least one member of staff will be the same gender as the pupil.

# Section 7

## Personnel

This section contains the names of employees at the school with a qualification in first aid or who have a first aid responsibility.

- Appointed Persons - School
  - Mrs Doreen Ricketts
  - Mrs Leanne Middleton
  - Mr Andrew Downsworth
  - Mr Wayne Beacock
  - Ms Donna Lethem (Residential's / Camps only)
  
- Appointed Persons – Residential
  - Mr David Leeman
  - Mrs Maria Smith
  - Mr Adam Thackeray
  - Mr Steven Sunners
  - Mrs Sarah Cockerline
  - Mrs Tracey Lane
  - Mr Aaron Fewlass
  
- Emergency First Aiders
  - All staff
  
- First Aiders at Work
  - All staff
  
- Other recognised qualifications

# Section 8

## Approval

This policy was approved by the Governing Body of the School at their meeting held on: .....

and recorded by resolution in the minutes of the meeting, dated:

.....

Date of policy review: June 2015

# Annex 1

## Pupil accident reporting procedure

Accident to a pupil.

- Is the accident connected to any work being undertaken by an employee or contractor? Yes....No
- Is the accident connected to a curriculum activity? Yes....No
- Did the accident occur during lunch or break time? Yes....No

Did the accident result in:

- Death; or Yes...No
- Major injury (definitions are shown in Annex 3) Yes...No

Was the pupil treated at the hospital as an emergency Yes...No

This accident must be reported under **RIDDOR** Action

- Notify the Corporate Health, Safety and Emergency Planning Unit
- Notify Education Services
- Notify Parents
- Complete an Accident Report Form
- Record any First Aid treatment given.

This accident will be investigated by the Health and Safety Executive and the Corporate Health, Safety and Emergency Planning Unit.

# Annex 2

## Definition of major injuries which must be reported to the Health and Safety Executive

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Date .....

# Annex 3

## Letter (head injury)

### Accident involving the head

Dear

I have to inform you that today .....had an accident which involved a blow to the head.

The nature of the accident was such that it was not necessary to call an ambulance or call for you to collect your child.

Following the accident ..... was closely observed for any signs of any adverse effects, but none were seen. Details are provided on the reverse side of this letter.

As a precaution you are strongly advised to monitor your child and if you are concerned you should seek medical advice.

In accordance with the Council's procedures this accident has been reported to Education Services.

Yours Sincerely



**Time of injury .....**

**Location of accident .....**

**Did the pupil fall and bump their head on the ground? Yes/No**

Was the floor /ground surface:

- Concrete
- Tarmac
- Grass
- Soft play surface
- Wood
- Tile
- Carpet
- Other

**Did the pupil fall and strike their head whilst falling? Yes/No**

On what did they strike their head?

- Sharp corner - what was the item? .....
- Rounded corner
- Flat surface
- Do not know

**Did the pupil display any of the following symptoms?**

- Blood
- Loss of consciousness
- Temporary loss of memory
- Headache
- Dizziness
- Nausea
- Vomiting
- Graze
- Cut
- Bump
- Bruise
- No visible marks
- Raised temperature

# Annex 4

## Records and monitoring

The date on which the first aid boxes were inspected and replenished  
- To be checked at the beginning of each ½ term.

Autumn term – Date .....  
Signed .....  
Spring term - Date .....  
Signed .....  
Summer term – Date .....  
Signed .....

Any training or briefing carried out on first aid with staff:

### Monitoring

This is to check on Policy implementation

- Has the school carried out its first aid risk assessment..... **Yes**
- Has the risk assessment been reviewed because of changes in the size of the school..... **N/A**
- Has the school sufficient trained first aiders and an appointed person..... **Yes**
- Are the names of first aiders clearly displayed in school..... **Yes/No**
- Are first aid boxes prominent and easily accessible ..... **Yes**
- Are the contents of the first aid boxes correctly stocked  
With sufficient items ..... **Yes**
- Is there a person designated to keep records and monitor requirements ..... **Yes**

This Policy was reviewed June 2015.

Signed: .....

Mr Lee Morfitt (Chair of Governors)