

Heathfield Community School



FIRST AID POLICY



Approved by: James Stone, Chair of Governors **Date:** 04/06/2020

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's Appointed person is responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Update this policy for Governor Review.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- In the absence of the Appointed person taking charge when someone is injured or becomes ill.
- In the absence of the Appointed person ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2).
- Keeping their contact details up to date.

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Somerset County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see section 6).

Some or all of these tasks are delegated for day to day management to the Appointed person in 3.1 above.

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Reporting personal Accidents to the Appointed Person and Completing an accident report form which is kept in the main office for any injury sustained by staff.
- Informing the headteacher, HR Manager and their line manager of any specific health conditions or first aid needs.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position.
- The first aider will decide if the use of a Defibrillator is required, and if so refer to 4.4 below, this will involve further assistance from a colleague and the emergency services should be contacted.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- The first aider will record all incidents involving pupils in the student first aid book which is kept in the main office.
- If emergency services are called, the first aider will ensure parents are contacted immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school or personal mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Parents' contact details.

Risk assessments will be completed by the trip organizer prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits with Outdoor First Aid training if required by the risk assessment.

4.3 In relation to Covid-19 (Coronavirus) – during the pandemic only and not applicable once government guidance allows full normal interactions to resume

Please adhere to the latest government guidance on social distancing if possible.

4.3.1 Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre (or other distance as per latest government guidance) or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a surgical face mask is recommended. The Face masks must:

- cover both nose and mouth.
- not be allowed to dangle around the neck.

- not be touched once put on, except when carefully removed before disposal.
- be changed when they become moist or damaged.
- be worn once and then discarded - hands must be cleaned after disposal.

Additional use of eye protection (such as face visor) should be used when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. If there has been a blood or body-fluid spill keep people away from the area. Using the PPE place paper towels/roll onto the spill and seek further advice from emergency services when they arrive.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Guidance on putting on and taking off PPE is available, use and dispose of all PPE according to government guidelines.

Government Guidance should then be followed for a Suspected Covid -19 Case in School, including separating the student (including from you if safe to do so) and sending them home as soon as possible.

See the Gov.UK website for the latest up to date guidance.

4.3.2 Cardiopulmonary Resuscitation

If you are required to perform cardiopulmonary resuscitation (CPR), you should adopt appropriate precautions for infection control.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website. If you want to be tested you will be eligible, please follow government guidance.

4.3.3 Temperature checking

If required by SLT to perform temperature checks on individuals on entry to the building, please follow the instructions for the individual machine provided. A normal temperature is between 35.5 and 37.8 degrees centigrade, do not record the persons temperature, but ask them to mark they have been checked on the signing in sheet if their temperature is within this range. If it is not the person should be asked to wait quietly in the designated medical space for 20 minutes and then rechecked. During this time and if they still record a high temperature after this rest period they should be treated as symptomatic of Covid 19 and the specific government guidance followed including the above guidance.

4.4 Use of Defibrillators

If deemed appropriate to use, a defibrillator should be used in accordance with the instructions given by the machine and the emergency services. A colleague should be sought to help and another first aider if available. All effort should be made to shield the patient from the view of others to preserve personal dignity. If this is not possible dignity should be maintained by requesting others move away from the scene and requesting other staff support this. First and foremost, the safety and life of the patient should take precedence over the patient's dignity. No recourse will be taken by the school against a staff member if these efforts were made but dignity could not be maintained.

Defibrillators are located behind the Main School Reception desk and in the Tacchi Morris Arts Centre Office.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes (foil wrapped)
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

A Minibus first aid kit will contain the following:

- A suitable marked First Aid box which is readily available for use and kept in good condition
- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rust-proof blunt-ended scissors.
- Disposable Plastic gloves

These items are recommended for all minibuses but are a legal requirement for those first registered after April 1986.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The Main School Office
- The PE Office
- The Space Office
- The Tacchi Morris Arts Centre Office
- The Main School Kitchen
- The School Minibuses

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed on line by the first aider on the same day or as soon as possible after an incident resulting in a reportable injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- A copy of the accident report form will also be added to the pupil's educational record by the Appointed Person.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The Appointed Person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). This task can be delegated but responsibility remains with the Appointed Person to ensure it is done.

The Appointed Person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This is held by the HR manager and Appointed person Jointly.

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed every 2 years.

At every review, the policy will be approved by the chair of governors or full governing board.

9. Links with other policies

This first aid policy is linked to the :

- Health and safety policy.
- Risk assessment policy.
- Policy on supporting pupils with medical conditions .

Appendix 1: list of Primary (paid) and Other trained first aiders

Primary Staff member's name	Contact details
Anne Treeby (Appointed Person)	Ext 5894
Julia Bowden	01823 412820
Sue Ebdon	Ext 5923
Wendy Foxwell	Ext 5932
Sue Hawkins	Ext 5895
Sarah Ousley	Ext 5884
Clare Ousley (inc Outdoor)	Ext 5925
Charlotte Williams	Ext 6852

Other Staff member's names	Type
Connie Bowler, Brian Edmunds, Scott Ellwood, Kirsten Lacey, Jen Martin, Theresa Palmer, Hannah White	Outdoor
Helena Nicholls	First Aid

This list is subject to change during the period the policy is current, an updated list will be held in the Main School Office.