



THE BEMROSE SCHOOL

FIRST AID POLICY

MANAGER: M STRANGE

ADOPTED: OCTOBER 2015

Introduction

The Governing Body recognise their responsibilities in respect of the Health and Safety at Work Act 1974 and their obligations under the Health and Safety (First-Aid) Regulations 1981. These regulations require employers to provide adequate and appropriate equipment, facilities, training and personnel to enable first-aid to be given to employees if they are injured or become ill at work.

The governors are also aware of the need to assess the first-aid provision required in respect of pupils at the school, both during normal school hours or on out of school trips. Consequently, the forthcoming policy should be viewed in conjunction with the Supporting pupils in school with medical conditions (Including Administering Medicines) Policy and the Off Site Visits Policy for school trips.

Purpose

The school's First-Aid Policy (the policy) sets out the provision made by the Governing Body and the arrangements made to ensure that the Health and Safety (First-Aid) Regulations 1981 are met.

The policy details the arrangements made in respect of:

- Responsibility for first-aid arrangements
- Assessment of first-aid needs
- Organisation of first-aid provision and duties
- Monitoring of first-aid provision
- Reporting of injuries, diseases & dangerous occurrences Regulation (RIDDOR)
- Links to other school policies:

Safeguarding.

Supporting pupils with medical conditions

Off site visits policy.

Lone working policy.

Health and Safety.

Responsibility for first-aid arrangements

The Governing Body as the employer has overall responsibility for Health and Safety Policy and to ensure the school complies with the Health and Safety (First-aid) Regulations 1981.

- **The Governing Body** – has overall responsibility for the development of all Health, Safety and Welfare policies including the Health and Safety (First-aid) Regulations 1981. These regulations place a specific duty on the employer to ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off site.
- **The Executive Head Teacher** - is responsible for ensuring the Governing Body's policies are implemented, developing detailed procedures in relation to them and communicating these arrangements, including those for first-aid, to staff and parents.
- **The Duty holder** – (Premises Team Leader) is responsible for ensuring that procedures are followed and to manage health, safety and welfare matters on a day to day basis.
- **Appointed person(s)** – will take charge if someone falls ill or is injured, call for professional medical help when required and monitor first aid provision and facilities.
- **First-aiders** – will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- **Teachers and support staff** – are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. Whilst Teachers' Conditions of Employment do not include giving first-aid in general, the Governing Body acknowledge that the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- **Parents and carers** – are required to notify the school immediately of any medical condition, which may require support as described in DfE statutory guidance "Supporting pupils at school with medical conditions," require medicines to be administered or change the school's assessment of first-aid needs.

Assessment of need

First-aid provision in the school will be based on the outcome of an assessment of need. The assessment will identify and record significant risk in the workplace from:

- Hazardous substances
- Tools or equipment
- Machinery
- Manual handling
- Level of risk in specific areas

- Accident and or ill health records
- Numbers employed
- Nature of workforce – (experience, disabilities or specific health issues)
- Shift patterns and lone working
- Geography of the site
- Visitors and contractors
- The needs of students at the school
- Off site activities and school trips
- Out-of-hours arrangements –parent evenings, lettings or community events, holiday periods.

The assessment of first-aid needs will be reviewed annually or at any time if there have been changes to the buildings, nature of use and level of occupation or any other significant event.

Organisation of First-Aid provision and Duties

The Governors will arrange for the appointment of a suitable number of people, as determined by the assessment of risk, to be responsible for first-aid arrangements and to provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. The Governors will, through the procedures put in place by the Executive Head Teacher, provide adequate and appropriate resources, facilities, training and guidance for staff who volunteer to be first-aiders or appointed persons to help them cope with their duties and ensure their competence and confidence.

Governors will monitor this through the Resources Committee.

Duties and competence - Appointed person

An appointed person or persons will:

- Have received emergency first-aid training;
- Receive refresher training every two years;
- Take charge when someone is injured or falls ill;
- Call an ambulance if required;
- Liaise with the ambulance crew or paramedics arriving on site;
- Contact next of kin in the event of illness or injury at the request of the sick or injured person (**but not in the event of a serious injury or fatality when a member of the SMT will inform the appropriate persons**)
- Inspect first-aid equipment and facilities such as;
 - Wheel chairs
 - Medical couch

- Medical room
- Report or if possible rectify any defects identified immediately.

The appointed person will also:

- Ensure that an accident or incident report is completed for the attention of the Executive Head Teacher.
- Monitor first-aid provision, including restocking first-aid boxes
- Check, update and replace as required first-aid signs and notices

The appointed person **does not** have to hold a current first-aid at work certificate, however if that is the case they should **not** attempt to give first-aid for which they have not been trained.

Duties and competence – First-aider

A first-aider will:

- Complete an approved training course.
- Hold a valid approved first-aid certificate
- Maintain the qualification by completing refresher training when required
- If working in the EYFS phase of the school hold a valid Paediatric First-aid certificate.
- be qualified in the use of Heartstart defibrillator equipment which is available on site.
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- complete a record of any first-aid treatment given;
- undertake the role of appointed person when necessary.

Organisation of first-aid provision

The primary phase building has a medical room adjacent to the reception office, with a toilet and disabled facilities adjacent to it.

The medical room is equipped with:

- a Heartstart defibrillator
- a medical couch,
- a lockable medicines refrigerator,
- a first-aid dressing container,
- a medical waste bin and sharp container,
- a sink with hot and cold running water.

The secondary phase has medical room is situated in the reception area. There is a toilet and disabled facilities in close proximity to the medical room.

The medical room is equipped with:

- Heartstart defibrillator
- medical couch,
- lockable medicines refrigerator,
- first-aid dressing container,
- medical waste bin and sharp container,
- sink with hot and cold running water.
- a wheel chair is also kept at this location.

Student reception staff and the Premises Team Leader are both appointed persons and qualified first-aiders. Both the Caretakers and the Cleaner in Charge are appointed persons but are not qualified to administer first-aid.

Lists of first-aiders and the means by which they can be contacted are displayed prominently across the site.

All cases of illness or minor injury involving pupils are referred to medical room by the person responsible for the pupil concerned.

More serious injuries are referred to a first-aider to assess and treat at the scene. The first-aider has access to a first-aid “grab bag” for use at the scene of the incident.

First-aid can be summoned by telephone and or two way radio; a list of first-aiders and the contact numbers for them is situated by each remote telephone extension and in every office across the site. Access to First-aid is also available by using the schools two way radio system

Holiday and Out-of-hours working (term time)

The school is open during term time from 07:00hrs each day. Most staff normally leave site by 16:00hrs. However; some members of staff may remain on site after 16:00hrs.

The premises team work between 06:00hrs and 22:00hrs Monday to Friday, working either in small groups or in lone working situations. In the period between 16:00hrs

and 22:00hrs no qualified first-aider is on site. During this time the appointed person will be the Duty Caretaker, the Cleaner in Charge or Deputy. Lone working arrangements and procedures are detailed in the school's Lone Working policy statement.

Monitoring of first-aid provision

The level of first-aid provision will meet the requirements of the Health and Safety (First-Aid) Regulations 1981.

A review of the assessment of needs will be carried out annually, or at any time if there have been changes to the buildings, nature of use, level of occupation or other significant events. This review will be reported to the Governors' Resources Committee.

Staff will be informed of the first-aid arrangements, including the location of equipment, facilities and first-aid personnel and of any changes to them.

The number of first-aiders and appointed persons will be monitored by the Premises Team Leader to ensure levels of first-aid provision are adequate at all times.

The School Business Manager will review the insurance arrangements prior to each renewal to establish that the insurance provides full cover against claims of negligence arising from actions of staff that, acting within the scope of their employment, assist with any form of first-aid procedure.

Records of first-aid training will be kept for all appointed persons and first-aiders and reviewed annually by the individuals' line manager as part of the schools Performance Management programme.

When necessary appropriate refresher training will be provided for appointed persons and first-aiders.

First-aid containers, signage, notices and information for staff concerning first-aid provision will be checked regularly by the Premises Team Leader in cooperation with the first-aiders and appointed persons to ensure that:

- First-aid containers are fully stocked and first-aid supplies are in date;
- Signage is in place;
- Information on notices is current and updated in line with any changes.

Anyone who is provided with a personal emergency "bum bag" first-aid kit must ensure it is checked and restocked regularly and that all items are in date where appropriate.

Reporting of injuries, diseases and dangerous occurrences

Details of accidents, or incidents of any kind are recorded electronically and anonymous hard copies are created and filed for reference.

All reported accidents will be recorded and when necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR.) will also be reported to the Health and Safety Executive (HSE) online, by email or by telephone followed up in writing on form F2508 within ten days when necessary. In accordance with the regulations accident records will be readily accessible and will be retained for a minimum of 3 years.

Accidents or incidents involving pupils or visitors will be recorded separately within the electronic system. However; if an accident occurs because of, or in connection with, the working environment or work activities and results in the person being killed or taken to hospital from the site of the accident, such accidents will be reported to the HSE without delay, online, by email or by telephone followed up in writing on form F2508 within ten days when necessary.

In addition to the accident reports, a record of any first-aid treatment given by first-aiders will be kept and will include:

- The date, time and place of the incident;
- The name (and form) of the injured or ill person (pupils);
- The name and address of the person injured or ill (Staff, visitors, contractors)
- Details of the injury/illness and what first-aid treatment was given;
- What happened to the person immediately afterwards;
- Name and signature of the first-aider dealing with the incident.

The Premises Team Leader will regularly review the data provided by the accident reports and any subsequent investigations to:

- Help identify accident trends;
- Identify areas for improvement in the control of health and safety risk;
- Inform future first-aid needs assessments;
- Support insurance investigations.

Details of accident and incident statistics, and any subsequent recommendations will be reported to the Governors in the Premises Team Leader's report to the Resources Committee.

Performance indicators

1. Staff awareness of the policy and its inclusion in the induction of new staff
2. Spot checks of first aid provision
3. Accident trends

Useful Guidance

The following approved codes of practice, guidance or information sheets are available from the Health & Safety Commission (HSC) or the Health and Safety Executive (HSE)

Basic advice on first-aid at work (1997)

IND(G)215L – **free leaflets or available in priced packs**

ISBN 0 7176 1070 5

First-aid at work – your questions answered (1997)

IND(G)214L - **free leaflets or available in priced packs**

ISBN 0 7176 1074 8

First-aid at work – The Health and Safety (First Aid) Regulations 1981

Approved Code of Practice and Guidance (1997)

L74 ISBN 0 7176 1050 0 - **priced at £6.75**

First-aid training and qualifications for the purposes of Health and Safety (First Aid) Regulations 1981 (1997)

ISBN 0 7176 1347 X – **priced at £8.50**

Everyone's guide to RIDDOR '95 (1996)

HSE31 - **free leaflets or available in priced packs**

ISBN 0 7176 1077 2

Reporting school accidents (1997)

EDIS 1 - **free leaflets or available in priced packs**

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