



Esland North Limited

ED0031DON - First Aid



ED0031DON - First Aid Policy – Esland Doncaster School

Aims

The aims of our first aid policy are to:

- Ensure the Health and Safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a clear framework for responding to an incident and recording and reporting the outcomes
- Ensure statutory compliance with Independent School Standards Part 3 Paragraph 13.
- Provide arrangements that reflect EHCPs, Individual Healthcare Plans and special educational needs.

Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered.
- The Management of Health and Safety at Work Regulations 1999, which require employers to assess risks to health and safety and implement appropriate arrangements, procedures, information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which require certain accidents, injuries, diseases and dangerous occurrences to be reported to the Health and Safety Executive (HSE).
- The Social Security (Claims and Payments) Regulations 1979, which set out requirements for the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, in particular Part 3 (Welfare, Health and Safety of Pupils) and Paragraph 13 (First Aid), which require suitable first aid provision and appropriate accommodation for pupils' medical and therapy needs.

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed person details are located on the school notice board. They are 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
- First aiders are trained and qualified to carry out the role and are responsible.
- 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 students 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
- First aider names will also be displayed prominently around the school.

The governing board

The proprietor and governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

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 students
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures and Arrangements

- All staff receive first aid training appropriate to their role, and at least one suitably qualified first aider will be present on site at all times.
- First aid arrangements take account of pupils' Education, Health and Care Plans (EHCPs), Individual Healthcare Plans (IHPs), risk assessments and identified medical needs. Emergency healthcare plans are available and implemented where required. Reasonable adjustments are made to support pupils with communication, sensory, physical or mobility needs.

- The school maintains suitable first aid accommodation and facilities. The designated First Aid/Medical Room is located on the ground floor of the main school building adjacent to reception and has convenient access to toilet facilities.
- An Automated External Defibrillator (AED) is available at High Melton Business Park adjacent to the site entrance. Staff are aware of its location and emergency access arrangements.
- The names, locations and qualifications of trained first aiders are displayed prominently throughout the school.

First Aid Kits :
First Aid Room on Ground Floor
Staff Room on First Floor
Porta Cabin in central cabinet

- Specialist training is provided, where appropriate, to enable staff to meet the medical needs of pupils. This may include training in epilepsy management, anaphylaxis awareness, moving and handling, and other identified healthcare requirements.
- Emergency medication arrangements operate in accordance with the school's Medication Policy and individual healthcare plans.
- Up-to-date emergency contact information is maintained and regularly reviewed for all pupils.
- Relevant medical information, parental consent and healthcare documentation are obtained, recorded and stored securely in accordance with data protection requirements.

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 the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student 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
- If emergency services are called, the School Administrator will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of students
- Parents' contact details

When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Offsite Activities

At least one trained first aider must accompany visits. A travel first aid kit must be carried. Risk assessments will be completed by the designated trip leader prior to any educational visit that necessitates taking students off school premises. In the event of an accident, staff assess the situation and contact a first aider. Individual risk assessments will be followed at all times.

External medical assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialling 999 from the nearest available telephone.

Calling Emergency Services (999)

An ambulance must be called immediately in the following circumstances:

- Unconscious or not breathing
- Difficulty breathing or choking
- Severe bleeding
- Suspected heart attack or stroke
- Serious head injury
- Seizures lasting more than 5 minutes
- Severe allergic reaction
- Serious burns or fractures
- Any life-threatening condition

The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.
- Brief description of the accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

Provide location, details, and remain on the call.

Managing Bodily Fluids

First aiders must wear disposable gloves where bodily fluids are involved. Any dressings or materials which have been in contact with bodily fluids (such as blood or vomit) must be disposed of in the designated yellow bin in a first aid room. Bodily fluids spilt should be cleaned up and bleached or disinfected. If the spillage is significant, staff should be removed from the area (where necessary) and the office's premises staff should be called upon to clean the area professionally using the appropriate cleaning materials.

Recording Accidents

School staff: reportable injuries, diseases or dangerous occurrences

All accidents must be recorded in the accident register and reported under RIDDOR if required. Incidents involving a student are also logged on CPOMS and tagged Medical on the same day, or as soon as possible, after the incident. Accident records are retained for a minimum of 3 years under the Social Security (Claims and Payments) Regulations 1979, then securely disposed of. The record should include accidents to staff, visitors, members of the public or contractors working or visitors.

In addition to reporting the accident on the internal accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), such as:

Fatal and specified injuries, and dangerous occurrences, are reported to the HSE without delay by telephone, and followed up in writing within 10 days, in line with RIDDOR 2013:

- 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) which covers more than 10% of the whole body's total surface area; or Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to HR for reporting to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.

These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- 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

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

The Chief Operating Officer and the Head of Health, Safety and Estates must be informed by telephone as soon as possible of any injury to an employee, visitor, member of the public or contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties because of an accident at work. This also applies if the injured person continues to work but then reports unfit for work the following working day.

The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health.

Esland Doncaster School is required to report all relevant injuries, dangerous occurrences, or work-related ill health to any of our employees, wherever they occur. There is also a duty to report major injuries to members of the public if they occur in workplaces under our control.

Informing Parents

Parents must be informed as soon as possible for:

- Emergencies
- Hospital treatment
- Head injuries
- Injuries requiring monitoring

Minor injuries are also communicated.

Training

All staff receive first aid training as part of their induction and training and maintain certification. Records are maintained via Access. Staff receive refresher training as required.

Monitoring

The Headteacher is responsible for reviewing this policy annually and following any significant incident, change in legislation or change in school provision.

Links with Other Policies

This policy links to:

- Health and Safety Policy
- Risk Assessment Policy
- Allergy and Medical Condition Policy
- Medication Policy