

# CONISBOROUGH COLLEGE



## First Aid Policy

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Date Agreed by Governors: \_\_\_\_\_

Chair of Governors Signature: \_\_\_\_\_

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# CONISBOROUGH COLLEGE

## FIRST AID POLICY

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.

The school also recognises that its responsibility for the safety and welfare of all the pupils at the school is paramount. First aid matters will be raised at staff briefing and staff meetings. First aid notices will be prominently displayed, and all staff/new pupils will be informed about first aid arrangements during induction.

### **Statutory Requirements**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Employers must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

### **First Aid Provisions at Conisborough College**

1. A suitably stocked and labelled first-aid container situated in the school office, each curriculum area and meal supervisor's office.
2. Trained fully qualified first aiders to take charge of first-aid arrangements.
3. Minimum of one trained staff per department [one day course] to cover trips and to cover out of school activities etc. and [full first aider] for higher risk activities such as PE, practical work in Technology and Science within each department.
4. Information for employees, pupils, parents/carers on first-aid arrangements
5. On-going risk assessment carried out periodically.
6. First-aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sport activities)
7. The mini bus has a stocked first aid box and a portable one is carried on outside visits. Five Portable first aid bags are held by the school office for trips and one held per meal supervisors.

### **Responsibilities**

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The school is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA) and under the regulations for the

registration of schools for having a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first-aiders
- numbers and locations of first-aid containers;
- arrangements for off-site activities/ trips/work experience. This does not conflict with the responsibility of the employer to undertake a risk assessment to identify significant risk and necessary control measures when pupils below the minimum school leaving age are on or off site.
- Out of school hours arrangements e.g. lettings, parents evenings etc.

Conisborough College provides a minimum of one qualified First Aiders per curriculum area who have received one day awareness training to support with minor injuries who can be present in afterschool activities and trips. In addition to this, there is one fully trained first aiders per high risk curriculum area [PE, Science and D&T], who has received training approved by the HSE and updated every three years.

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

At Conisborough College, the main first aid service is managed within student services where there is a designated first aid room. Within the administrative team there are a number of fully trained first aiders as well emergency trained first aiders to manage whole school. A defibrillator is held in this area and one in the staff room.

Pupils should not be sent directly to student services for immediate first aid as facilities are provided within each department. Minor injuries should be dealt with, within departments in the first instance. See operational flow chart at Appendix E.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their pupils.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders.

First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every three years.

In school, the main duties of a first-aid person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record.
- Administer prescription medication and keep appropriate records.
- Take charge when someone is injured or becomes ill
- Look after the first-aid equipment e.g. restocking the first-aid container

### **Procedure in Case of Accident, Injury, Defect or Hazards**

In case of an accident the following procedures should be followed:

- The injured party should be seen by a qualified First Aider.
- If the injuries cannot be treated at the school, arrangements should be made for transportation to hospital via student services.
- All witnesses must complete an Accident Report; Accident Reports Book can be found in student services and curriculum area with first aid box.
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report, obtainable from the Headteacher's PA/Office Manager.

### **Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures.

Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids when disposing of dressings or equipment

Conisborough College keeps a record of any first aid treatment given by first aiders. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/ illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

This information will aid in identifying accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. These records may also be helpful for insurance and investigative purposes. The record book is not the same as the statutory accident book.

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such defects to Kier via email to the helpdesk. Any damage to the building that could be dangerous should also be reported to the Premises Manager immediately.

### **Disposal of Medical Waste**

A separate bin must be in place to hold such waste separate from ordinary waste bins and should be clearly labelled 'Medical Waste'. When dealing with sick, seek the support of the premises team who have a special compound to absorb such fluids.

### **Special Arrangements**

In some cases, pupils with medical needs may be more at risk than other pupils. Staff may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed and these will be detailed in an individual risk assessment/Individual Healthcare Plans (IHCPs).

The SENCO is responsible for making sure that all relevant staff know about and are trained to provide any additional support these pupils may require.

### **Emergencies**

In a medical emergency, the school's First Aiders will be asked to attend. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Staff cars should not be used for this purpose.

### **Supporting Pupils with Medical Conditions**

Please see our Supporting Pupils with Medical Conditions policy. This also covers administration of prescribed medicines and over the counter medicines.

### **Outings and off-site activities**

New health forms are collected for every off-site activity/trip. Pupils with asthma must take their asthma inhaler on all off-site activities. Pupils with known allergies will be identified on the outings health form. Pupils must carry two Epi-pens and where necessary, parents will provide a spare Epi-pen which will be kept in an easily accessible place by the teacher in charge of the outing. In the case of specific food allergies, the catering staff will be informed so that an appropriate packed meal can be provided. Should a pupil have a severe allergic reaction on an outing then an ambulance must be called and the school [SBM] notified.

Any Pupil who has a medical condition and does not bring their required medicine will not be permitted to attend any outings or off-site activities.

### **Contacting the Emergency Services**

When a serious incident occurs requiring an ambulance, the first aider must make contact with student services via the radio provided to make the appropriate call.

### **Head Injuries**

If a pupil sustains an injury to his/her head, it is imperative that the first aider observe the pupil and follows the procedures outlined for such injuries [see Appendix A]

Employees are not expected to be able to diagnose a concussion, however employees must be aware of the signs, symptoms and behaviours of a possible concussion or traumatic head injury, and implement the appropriate protocol as outlined in the procedure.

### **Child Protection**

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the first aider must inform the designated Child Protection officer who will then take appropriate action.

### **Physical Contact with Pupils**

The treatment of pupils for minor injuries, illness or medical conditions may involve members of staff in physical contact with pupils. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other pupils or adults
- Be recorded in appropriate methods
- Parents informed

### **First Aid Materials, Equipment and Facilities**

First-aid equipment must be clearly labelled, easily accessible and up to date.

Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

Please see Appendix E for list of appointed first aiders.

### **Contents of a first-aid container**

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment.

All first aid containers must contain the correct contents. The first-aider is responsible for examining the contents of first-aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

They might typically contain:

- (a) a leaflet giving general guidance on first aid (for example HSE's leaflet Basic advice on first aid at work6);
- (b) 20 individually wrapped sterile adhesive dressings (assorted sizes);
- (c) two sterile eye pads;
- (d) four individually wrapped triangular bandages; (preferably sterile)
- (e) six safety pins;
- (f) six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- (g) two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- (h) individually wrapped moist cleansing wipes;
- (i) two pairs of disposable gloves

Equivalent or additional items are acceptable

### **Travelling first-aid containers**

Before undertaking any off-site activities, the responsible person/first aider assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use; prominently marked as a first-aid container.

There is no mandatory list of items to be included in first-aid kits for travelling workers.

They might typically contain:

- (a) a leaflet giving general guidance on first aid (for example HSE's leaflet Basic advice on first aid at work6);
- (b) six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- (c) two triangular bandages;
- (d) two safety pins;
- (e) one large sterile un-medicated dressing;
- (f) individually wrapped moist cleansing wipes;
- (g) two pairs of disposable gloves

Additional items may be necessary for specialised activities.

## **Minibus first-aid containers**

Transport Regulations require that all minibus and public service vehicles have on board a first-aid container. The trip organiser is responsible for checking the first aid container prior to usage and reporting to the office whether any items have been used.

- a) ten antiseptic wipes, foil packaged;
- b) one conforming disposable bandage (not less than 7.5 cms wide);
- c) two triangular bandages;
- d) one packet of 24 assorted adhesive dressings;
- e) three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
- f) two sterile eye pads, with attachments;
- g) twelve assorted safety pins;
- h) one pair of rustless blunt-ended scissors.

This first-aid container shall be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- Prominently marked as a first-aid container.

## **Accidents/Incident**

All accidents that occur on school premises must be reported to the Headteacher PA/Office Manager and SBM. An incident report completed. All witnesses should also complete incident reports.

All serious accidents (one that involves hospitalisation, 3+ days off work or death) that happens' to employees, pupils or visitors must be reported to the HSE. Accidents that must be reported are those which are a result of any school activity or a result of defective premises or equipment within the school.

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508

All records are kept for a minimum of 3 years. They will be analysed to look for trends and patterns and maybe used for reference in future first-aid needs assessments; and be helpful for insurance and investigative purposes.