



Brown's School First Aid Policy



<u>Full Name of Policy</u>	First Aid Policy
<u>Date of Approval</u>	September 2021
<u>Date of Next Formal Review</u>	September 2022



The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, pupils, parents and visitors are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

Staff will always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

This policy is created and maintained by the Headteacher and First Aid Coordinator and is put into practice in conjunction with the school's general health and safety and specific pupil healthcare policies. The school expects all staff and pupils to be familiar with this policy, as with all school policies.

The Headteacher will ensure that this policy is reviewed regularly and is readily accessible to parents, pupils and school staff. All school policies can be found in the school policy folder on the policy bookshelf outside the business managers office.

Roles and Responsibilities

The Headteacher: Mr George Mitchell

The Headteacher has overall responsibility for ensuring that the school has an up to date First Aid Policy, and effective first aid provision, personnel, and equipment in place.

The Headteacher is responsible for ensuring that first aid provision is available on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The First Aid Coordinator: Mr Mark Bushnell

The First Aid Coordinator is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls are reported immediately to the Senior Leadership Team. This person holds a First Aid at Work Instructor Certificate (Certified by Nuco Training Ltd).

First Aiders

In addition to the First Aid Co-ordinator the school has eight first aiders. First aiders are members of staff who hold a valid certification of competence in *First Aid at Work [FAW]* or *Emergency First Aid at Work [EFAW]*. First aiders receive updated training every three years and must make sure that their certificates are kept up to date, through liaison with the school's First Aid Co-ordinator. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary.



The current school first aiders are:

Staff Member	Expiry Date
Mark Busnell (Instructor)	July 2022
William Barrett	October 2024
Livvy Buhler (Paediatric)	September 2023
Charlie Crisp	October 2024
Claire Gardner	October 2024
Steve Goldsmith	October 2024
Holly Lansdell	October 2024
Denise Mitchell	October 2024
George Mitchell	October 2024
Thomas Mitchell	October 2024

There will be at least one first aider on the school site when pupils are present. Pupils will be made aware of which members of staff are designated first aiders and will be notified of any changes to these personnel.



School Staff

School staff, who are not designated first aiders, still have responsibility for aspects of first aid provision throughout school. All staff should be aware of this policy and basic first aid. Staff should:

1. Ensure that they are familiar and up to date with the school's First Aid Policy and standard procedures.
2. Keep the Senior Leadership Team informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred.
3. Ensure that all the correct first aid provisions are assessed and in place before the start of any activity.
4. Ensure that activities in school, which they are supervising or organising, are risk assessed; this should be in line with the school's health and safety policy, to reduce the risk of accident or injury.
5. Co-operate fully with the school to enable compliance with legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
6. Ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a member of the senior leadership team and that piece of equipment should not be used.
7. Be aware of the needs of pupils with medical conditions; knowing what to do and respond accordingly when a pupil with a medical condition needs help - see details in the school healthcare policy.
8. Where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Staff will receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support pupils with medical conditions - see details in the school healthcare policy.
9. Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training or guidance (updated to reflect any individual healthcare plans).
10. Make appropriate records of any accidents or incidents that occur (Recreation time monitor sheets etc).

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by:

1. Reporting any medical emergencies or incidents to a member of staff immediately
2. Reporting anything that they feel to be a hazard to health and safety on or near the school premises
3. Taking care for their own and others safety. Pupils that put themselves, staff, or visitors to the school in danger, through reckless behaviour, may be dealt with under the School's Behaviour Policy
4. Informing staff members of their own health conditions or ailments that may require first aid assistance. This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip
5. Wherever practicable, be involved in discussions regarding their medical support needs and be compliant with their healthcare plan
6. Acting in a way which demonstrates a positive awareness to the needs of those with medical conditions; taking appropriate action if a pupil requires medical support



Parents

Parents can help the school maintain effective first aid provision by:

1. Alerting the School, in writing, to any ongoing or temporary medical conditions that their pupil has that may require first aid
2. Informing the School, in writing, of any prescribed medicines either for a set timescale or as an ongoing provision. Medication will be kept by the Headteacher in school office or medical room unless there is a specific reason for the pupil to have it on them at all times.
3. Being involved in the development and review of healthcare plans. Parents are expected to carry out any necessary actions they are responsible for, to ensure its implementation, e.g. provision of medicines and equipment, ensuring that they, or a nominated adult, are contactable at all times
4. Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
5. Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
6. Familiarising themselves with this policy to ensure they understand the steps that will be taken if their child requires emergency first aid

Pupils **must not** be sent to School with medication without giving prior notification to staff.

Visitors to the School

Visitors are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. Names of school first aiders are displayed around the school for the information of everyone including visitors.

First Aid Boxes

First aid boxes are situated in the Medical Room, DT Workshop, Food Technology Room, Science Lab., Orchard Block and Gym. There are also portable first aid boxes available in the Medical Room. It is the responsibility of all First Aiders to ensure that first aid boxes are fully stocked at all times, with items that are within expiry dates. Supplies for the first aid boxes can be ordered from the School Office.

For off-site activities: Portable first aid boxes should be taken from the Medical Room and returned back to the same place. These will be taken on any off-site activity and should be signed out and back in from the School Office.

Staff who are in charge of away fixtures and off-site activities will check there is adequate first aid provision in place; risk assessments should be carried out. If an accident or injury does occur to a pupil, treatment should be sought from the host school's first aiders. A member of staff from Brown's School will be with the pupil at all times. Where necessary in an emergency situation, the pupil should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site to either staff members or pupils should be reported to the Office on return to school, to ensure the necessary recording takes place.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part in sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.



School Minibus: A first aid box is permanently kept on board. This is maintained by Mr Bushnell and is kept fully stocked, ready for use at all times.

Procedure in the Event of an Illness

If a pupil becomes ill during a lesson, they should be accompanied to the School Office. The nearest first aider will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. They will remain in the medical room until they are collected.

If a pupil who is sent home early is still too unwell to attend school the next day, parents should follow the absence reporting procedure. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk.

Procedure in the Event of an Accident or Injury

In the case of an accident or injury, a First Aider should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. First aiders are not paramedics, if they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

Emergency Services - an ambulance will always be called in the following circumstances:

- ∞ a significant head injury
- ∞ fitting, unconsciousness, or concussion
- ∞ difficulty in breathing and/or chest pains
- ∞ a severe allergic reaction
- ∞ a severe loss of blood
- ∞ severe burns or scalds
- ∞ the possibility of a serious fracture
- ∞ if the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted, and that the person requiring assistance can be easily accessed by emergency services.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff, unless parents are able to reach the school site in time to go with their child themselves. Parents will be informed immediately of any medical emergency and told which hospital to go to.

If a member of staff has to be taken to hospital, their next of kin will be informed as soon as possible with information regarding their illness/injury and which hospital they have been taken to.



Procedure in the Event of Contact with Blood or Other Bodily Fluid

It is important that the First Aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- ∞ cover any cuts and grazes on their own skin with a waterproof dressing
- ∞ wear suitable disposable gloves when dealing with blood or other bodily fluids
- ∞ wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- ∞ wash splashes off skin with soap and running water
- ∞ wash splashes out of eyes with tap water or an eye wash bottle
- ∞ wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- ∞ record details of the contamination
- ∞ report the incident to the School Office; the appropriate containment, clear-up and cleaning of the spillage site will be organised

Reporting of Accidents, Emergencies, and First Aid Administration

All accidents should be recorded on the First Aid report form and logged in the First Aid book; a copy of the form should be sent home with the pupil. First Aid report forms and the logbook are kept in the school office.

The Headteacher is responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries they have sustained, and medical treatment they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The school is legally required to contact the Health and Safety Executive (HSE) to report fatalities, specified injuries, certain diseases and dangerous occurrences. The report informs the enforcing authority so they can decide whether they need to investigate the circumstances surrounding the accident/incident themselves.

All incidents can be reported online at <http://www.hse.gov.uk/riddor/report.htm> but a telephone service is also provided for reporting fatal/specified injuries, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

It is the responsibility of the Headteacher to report to the HSE when necessary. Incidents that need to be reported include:

Involving Staff

- ∞ Work related accidents resulting in death or a specified injury (including as a result of physical violence) must be reported immediately. The specified injuries are:
 - A fracture, other than to fingers, thumbs and toes (bone fractures include a break, crack or chip);
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe;
 - Permanent loss of sight or reduction of sight;
 - Crush injuries leading to internal organ damage;
 - Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - Scalpings (separation of skin from the head) which require hospital treatment;
 - Unconsciousness caused by head injury or asphyxia;
 - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

- ∞ Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)

- ∞ Cases of certain occupational diseases, where these are likely to have been caused or made worse by the work. These diseases include:
 - Carpal tunnel syndrome;
 - Severe cramp of the hand or forearm;
 - Occupational dermatitis;
 - Hand-arm vibration syndrome;
 - Occupational asthma;
 - Tendonitis or tenosynovitis of the hand or forearm;
 - Any occupational cancer;
 - Any disease attributed to an occupational exposure to a biological agent.

Involving Pupils, Parents, or School Visitors

- ∞ Accidents which result in the death of a person that arose out of or in connection with the school's activities
- ∞ Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital for **treatment**. NOTE: examinations and diagnostic tests do not constitute treatment.



Dangerous Occurrences:

Certain dangerous occurrences are reportable to the HSE. These are incidents which have a high potential to cause death or serious injury but which happen relatively infrequently. Incidents include (but are not limited to):

- ∞ failure of lifting equipment load bearing parts;
- ∞ failure of any closed vessel or pipe work forming part of a pressure system;
- ∞ electrical short circuit or overload causing an explosion or fire;
- ∞ accidental release or escape of any substances that may cause personal injury;
- ∞ sudden, unintentional and uncontrolled release of flammable liquids or gases either inside a building or in the open air.

Monitoring and Reviewing

The Senior Leadership Team will investigate serious incidents and accidents. They may conduct internal investigations into less serious incidents to ensure that policies and procedures are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

The Headteacher will review first aid data regularly to ensure that it remains an effective method of record keeping, and that all incidents are being recorded as is school policy.

Serious incidents will also be recorded. The Senior Leadership Team will review any cases of serious accidents and incidents and determine what, if any, additional control measures could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will also be reviewed at Senior Leadership Team meetings to determine whether there are any accident trends that could be avoided.

Person Responsible for Editing: George Mitchell in September 2021

_____ Signature

_____ Date

_____ Headteacher

_____ Date

This policy will be reviewed in September 2022.