

October 2017

Stanley Grove Primary Academy First Aid Policy

1. Vision

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential.

2. Rationale

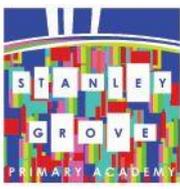
The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment, etc. to deal with First Aid emergencies and ill health occurring at work.

This policy outlines the Trust's responsibility to provide adequate and appropriate first aid to pupils/students, staff, parents/carers and visitors and the procedures in place to meet that responsibility.

This document should be read in conjunction with the Health and Safety Policy and Medical Treatment of Pupils Policy.

3. Aims

- To identify the first aid needs of every Academy within the Trust in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on Academy premises and also off the premises whilst on Academy visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of each Academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff of the appropriate Academy's first aid arrangements.
- To keep accident records and to report to the Health & Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1995.



FIRST AID POLICY

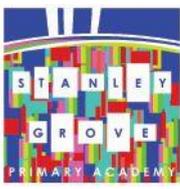
1. Personnel

1.1 Head of School

- 1.1.1** The HoS is responsible for the health and safety of the employees and anyone else on the Academy premises. This includes the teachers, non-teaching staff, students and visitors (including contractors).
- 1.1.2** They must ensure that a risk assessment of the Academy is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- 1.1.3** They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 1.1.4** The HoS is responsible for putting the policy into practice and for developing detailed procedures.
- 1.1.5** The HoS should ensure that the policy and information on the Academy's arrangements for first aid are made available to parents.
- 1.1.6** All teachers and other staff are expected to do all they can to secure the welfare of the students.

1.2 First Aiders and Appointed Persons

- 1.2.1** A First Aider is a person who has attended and completed a certified First Aid Training course approved by the HSE. As certified by St. Johns Ambulance.
- 1.2.2** Appointed person means a person who has attended, successfully completed and has a valid certificate for the training.
- 1.2.3** An Appointed Person is someone who:
 - Takes charge when someone is injured or becomes ill.
 - Looks after the first aid equipment e.g. restocking the first aid container, ensuring the items are in date and a sign in check sheet carried out.
 - Ensures that an ambulance or other professional medical help is summoned when appropriate.
 - What to do in an emergency;
 - Cardiopulmonary resuscitation;
 - First aid for the unconscious casualty;



- First aid for the wounded or bleeding.

1.2.4 First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse.
- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

1.3 Identification of Suitable Employees

1.3.1 In selecting first aiders, the HoS should consider the person's:

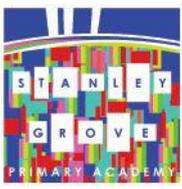
- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

1.3.2 The HoS must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering first aid and be prepared to receive appropriate health and immunisation advice.

2. Roles and Responsibilities

2.1 Role of Appointed Persons and First Aiders

- The administration of first aid, up to but not exceeding the level of their training.
- Ensuring that any incident and treatment is recorded in a suitable local register.
- Reporting immediately to the Headteacher/Principal, by telephone, all incidents requiring the attendance of a pupil, member of staff or any person at hospital.
- Ensure that all spillages of body fluids are cleared up promptly.
- Maintaining stocks in First Aid kit/box. (Checklist completed regularly)
- Ensuring, in liaison with management that appropriate documentation is completed and that reportable incidents are reported to the line manager as soon as possible after dealing with the immediate effects.



2.2 Responsibilities of Appointed Persons and First

Aiders

- Attending an initial approved training course approved by the Health and Safety Executive (HSE).
- Ensuring their own recommended immunisations/injections are up to date and reporting an illness or injuries (to the Health and Safety Officer and Headteacher/Principal) which would preclude their abilities to administer first aid, in order for the Academy to arrange alternative cover.
- First Aiders also have a responsibility to attend a three yearly refresher training course. (They should attend this course before the expiry of their previous accreditation or they will have to complete the initial training course again).

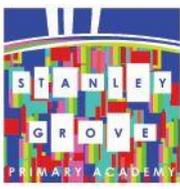
2.3 Responsibilities of all Academy Staff

- 2.3.1** The role of any member of staff discovering a serious injury or illness is to make contact with the school office and, when necessary, take charge until qualified assistance is available.
- 2.3.2** Office staff will then contact a first aid qualified person and may also contact the emergency services.
- 2.3.3** The First Aider will decide on whether or not the ill or injured party should move, be moved or remain undisturbed, and may have to take other appropriate action, depending on the assessment of the situation.
- 2.3.4** In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other pupils in the area.

2.4 Indemnity and Insurance

- 2.4.1** Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a pupil, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- They are an Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training.
- They are an Academy officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training.
- The relevant protective equipment (PPE) is used.
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- The First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and the First Aider or Appointed Person is acting in good faith.

2.5 Use of the 'Epi Pen' (In line with the Epi-Pen legislation Oct 2017)

2.5.1 Members of staff who have been trained in the use of the Epi Pen whether by a parent, user or medical staff will also be covered provided that:

- The member of staff is adhering to protocols and acting within the limitations of their training; and
- That the member of staff is acting in good faith.

3. Procedures

3.1 Risk Assessment

3.1.1 Reviews are required to be carried out at least annually, and when circumstances alter, at the request of the Headteacher/Principal. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher/Principal.

3.2 Re-assessment of First Aid Provision

3.2.1 As part of the Academy's annual monitoring and evaluation cycle the HoS reviews the Academy's first-aid needs following any changes to staff, building/site, activities, off-site facilities etc.

3.2.2 The designated Health and Safety Officer (Gary Russell) monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

3.2.3 The designated Health and Safety Officer (Gary Russell) also mentions the emergency first-aid training received by other staff and organises appropriate training.

3.2.4 The Appointed Person (Becky Embleton) checks the contents of the first aid boxes termly.

4. Providing Information

4.1 The Headteacher/Principal will inform all staff (including those with reading and language difficulties) of the first aid arrangements, including the location of



equipment, facilities and first aid personnel, and the procedures for monitoring and reviewing the Academy's first aid needs.

4.2 The Health and Safety Officer:

- Provides information packs for new staff as part of their induction programme.
- Maintains a first aid notice board in the staff room.
- Gives all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

4.3 First aid notices will be displayed in a prominent place. First aid information will also be made available in the Academy Staff Handbook.

- **4.4** The school will ensure that any child who has an allergy to food or drink will be identified to the catering team and their picture and the details of the allergies will be prominently displayed. This will also be displayed in their classroom. A copy will also be present in a Senior Lunchtime Organisers file and in school office First Aid file.

5. Provision

5.1 How many First Aid Personnel are Required?

5.1.1 The HoS will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Academies are low risk environments, but the HoS will consider the needs of specific times, places and activities in deciding on their provision.

5.1.2 In particular they should consider:

- Off-site PE;
- Academy trips;
- Adequate provision in case of absence, including trips;
- Out of hours' provision e.g. clubs, events.
- Cross school cover and all lunch time staff trained as per building layout

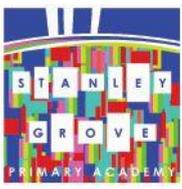
5.2 First Aiders

5.2.1 The recommended number of certified first aiders is one per 100 students/staff.

5.3 First Aid Materials, Equipment and Facilities

5.3.1 The HoS must ensure that the appropriate number of first containers according to the risk assessment of the site, are available. See HSE guidelines on recommended and mandatory contents.

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- All first aid containers must be marked with a white cross on a green background;
- Each Academy bus must carry a first aid container, which is regularly checked, stocked and signed off.

- First aid containers must accompany PE teachers off-site.

5.4 First Aid Containers

5.4.1 A schedule showing the locations of First Aid containers will be made available. The named Appointed Person will check all containers each month. Any person who uses an item from a first aid container should inform the Appointed Person as soon as possible so that it can be replaced.

5.4.2 Items will be discarded safely after the expiry date has passed.

5.5 Accommodation

5.5.1 The HoS must provide a suitable room for medical equipment and care of children during Academy hours. This need not be a dedicated area but should be close to the toilet and contain a wash basin. (This is located near the creative room)

5.6 Control of Infection

5.6.1 Many blood borne micro-organisms have the capacity to infect a first aider should blood from an already infected casualty enter an open wound or sore on the person of the first aider, for example Hepatitis.

5.6.2 The HIV virus is not readily transmitted in this way and only a small number of cases of cross infection are documented in health care circles, usually involving heavily infected patients in the latter stages of their condition.

5.6.3 However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.

5.6.4 As it is impossible to be sure of who is, or is not infected with these viruses the following precautions should be taken by first aiders:

- Treat all casualties as if they are carriers of a virus.
- Always cover open wounds on your own hands with a waterproof adhesive dressing.
- Where practical, a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta.

- All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal.
- Any blood splashes on the skin should be washed off with soap and water.
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- If a cut or puncture wound by a needle is sustained, let the wound bleed, squeeze it gently but do not suck it. Wash the area in cold running water and apply a sterile dressing. Report the incident and seek medical advice immediately.
- The HIV virus has only occasionally been found in saliva in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth to mouth resuscitation. Therefore, the risk to the first aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available and this may be kept in first aid kits.
- Never re-use disposable equipment or use to treat more than one casualty.

5.7 Dealing with Blood and Body Fluid Spills

5.7.1 Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

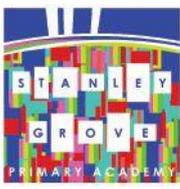
- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other bodily fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product.

5.8 Waste Disposal

5.8.1 Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. However, in most circumstances and premises the amount produced is minimal and as such special arrangements for disposal are not required.

5.9 Reporting Accidents

5.9.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to HSE.



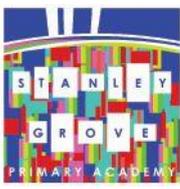
- 5.9.2** The HoS and Health and Safety Officer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting: the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.
- 5.9.3** The following accidents must be reported to the HSE involving employees or self employed people working on the premises:
- Accidents resulting in death or major injury (including as a result of physical violence).
 - Accidents which prevent the injured person from doing their normal work for more than three days.

6. Accidents Involving Students and Visitors

- 6.1** In the case of any accidents that result in the person being killed or taken from the site of the accident to hospital and if the accident arises out of or in connection with work i.e. if it relates to:
- Any Academy activity, both on or off the premises;
 - The way the Academy activity has been organised and managed;
 - Equipment, machinery or substances;
 - The design or condition of the premises.
- 6.2** HSE will be notified of fatal and major injuries and dangerous occurrences without delay (i.e. by telephone). This will be followed up within ten days with a written report on form 2508. Other reportable accidents do not need immediate notification, but they will be reported to HSE within ten days on form 2508.
- 6.3** The HoS is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

7. Record Keeping

- 7.1** Statutory accident record: The Headteacher/Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.
- 7.2** The HoS must ensure that a record is kept of any first aid treatment given by first aiders to appointed persons. This should include:
- The date, time and place of incident;
 - The name (and class) of the injured or ill person;
 - Details of their injury/illness and what first aid was given;
 - What happened to the person immediately afterwards;
 - Name and signature of the first aider or person dealing with the incident.



- 7.3** The HoS must have in place procedures for ensuring that parents are informed of significant incidents. Office phone where relevant.
- 7.4** Jenny Hollingworth is responsible for the signing in/out of any medication that is stored in the medicine fridge. She will ensure that only trained First Aid personnel will have access to the fridge and that the administration of medication is recorded accurately.

8. Monitoring

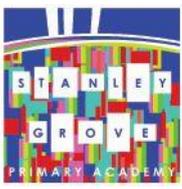
- 8.1** Accident records can be used to help the HoS and Health and Safety Officers/Academy Nurses identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.
- 8.2** The HoS should establish a regular review and analysis of accident records.
- 8.3** It is the responsibility of the Academy nurse to ensure that this list is kept up to date and that, where required, qualifications are renewed as required.
- 8.4** The HoS will review the list at the start of each term to ensure compliance with the policy.

9. Action in the Event of Injury – Aide Memoir

- People with minor injuries should report to the nearest First Aider.
- Students needing first aid during a lesson should be referred to the nearest First Aider by the teacher. They should be accompanied by another student (if the injury is minor) or by another adult if the injury is more serious.
- If it would further endanger the student, then the nearest First Aider should be called to the casualty and Reception informed.
- Casualties with suspected fractures or back or neck injuries must not be moved unless directed by the ambulance personnel. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of any bystander.
- Injuries and accidents that occur during non contact and break times should be dealt with in a similar way by the duty staff.
- No student should be left unattended in the medical room.
- In more serious cases, where hospital attention is deemed necessary an ambulance will be called and the parent contacted.
- In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.
- If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

10. Procedures for First Aid Staff

- First Aid should only be administered in response to an immediate and serious medical problem.



- First Aid staff are not allowed to administer any medication or cream without parental consent, as per supporting children with medical conditions policy.
- No treatment or procedure should be attempted for which formal training has not been undertaken.
- All head injuries must be reported and referred on to the nearest casualty department.
- Parents of students who have received first aid must be advised at the earliest opportunity of the incident, the injury and the action taken. There is a copy of a blue slip sent home and parents contacted where deemed appropriate.

11. Payment for First Aiders

11.1 This payment will be stopped if the First Aider:

- Chooses not to continue as a First Aider.
- Does not attend the 12 monthly refresher courses.
- On attendance at the refresher course is not found to be competent.
- Allows their certificate to lapse, or relocates to a unit/establishment which already has sufficient First Aiders.
- Leaves the organisation.

11.3 At the HoS's discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, e.g. long term sickness, home working, maternity leave, unpaid leave etc.

Updated October 2017

Review Date October 2019

Signed by Tracey Williams (Acting Head of School October 2017)

Signed by Steven Zdolny (Chair of Governors)