

## **THE DEANES SCHOOL**

### **FIRST AID POLICY**

This policy conforms to the DFE Guidance on First Aid in Schools.

Current Appointed Person is: LORRAINE SPALDING

#### **THE PLACE FOR FIRST AID:**

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. 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.

This should include arrangements for first aid, based on a risk assessment of the school, with reference to the following:

- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Lone Working Policy

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.

#### **FIRST AID PROVISION AT THE DEANES:**

1. An appointed person, responsible for first aid arrangements.
2. A suitably stocked and labelled first aid cupboard situated in the Medical Room.
3. Trained First Aiders to take charge of first aid arrangements.
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. sports activities).
7. School minibuses have a stocked first aid box and a portable one is carried on outside visits.
8. Defibrillators are located outside Student Services and within the Sports Centre.

#### **RESPONSIBILITIES:**

The Deanes School will provide at least 3 qualified First Aiders who have received training approved by the HSE and updated every 3 years. One member of staff with First Aid training will be on site whenever the school is open (including parents' evenings and other out of hours events) and where possible, one will accompany off-site visits. We will complete an individual health care plan for pupils with specific medical needs, anaphylaxis, diabetes, asthma, epilepsy etc. and ensure that explicit permission is given for the administration of any

medications. Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

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 children. 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/appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course and ensure they receive refresher training every 3 years.

In school, the main duties of a first aider/Appointed 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 requested;
- enter details of injuries and treatment outcome in the appropriate record;
- administer 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.

Details of qualified First Aiders are located around the school, with the nearest First Aid staff member highlighted.

#### Appointed Persons

The Appointed Person role within the school will:

- look after the first aid equipment e.g. restocking the first aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- maintain records of all accidents and provision of medication;
- maintain an up to date list of trained first aiders.

The Appointed Person is not necessarily a trained first aider. They should not give first aid treatment for which they have not been trained.

#### **PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS:**

1. In case of an accident at the school, 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;
- all witnesses must complete an Accident Report for both students and staff. These are kept in Student Services;
- if the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report;
- any accident that is reportable under RIDDOR regulations (see Appendix A) must be reported immediately to the Appointed Person who will submit the report to the HSE.

2. 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 and disposing of dressings or equipment.
3. The Deanes School keeps a record of any first aid treatment given by first aiders/appointed persons. 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.
4. All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager. Any damage to the building that could be dangerous should also be reported to the Site Manager immediately.

### **Emergency Procedures**

***These emergency procedures are separate to the emergency procedures detailed in IHCPs***

- An ambulance will be called in all emergency situations.
- A pupil should not be taken to hospital in a staff car except in very exceptional circumstances.
- In the parent/ carer's absence, a member of staff will accompany the pupil to hospital and stay with the pupil until the parent arrives.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff will not routinely go to hospital with a pupil if a parent/ carer is able to do so; therefore any request for a member of staff to do so must be made to the Designated Safeguarding Lead who will make the final decision.

### **SPECIAL ARRANGEMENTS:**

In some cases pupils with medical needs may be more at risk than other children. 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. The Headteacher is responsible for making sure that all relevant staff know about these and are, if necessary, trained to provide any additional support these children may require. Please refer to the 'Supporting Pupils with Medical Conditions' policy for further information.

### **SAFEGUARDING:**

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

### **Physical Contact with Children:**

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

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 children 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.

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

All first aid containers must contain the correct contents (as recommended by the DFE Guidance) to provide first aid to our client groups. The Appointed Person 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.

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

Before undertaking any off-site activities, the responsible person 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.

#### **Minibus first-aid containers:**

Transport Regulations require that the minibus has on board a first aid container. The Site Manager is responsible for maintaining it.

#### **Defibrillator**

There are defibrillators located at the Sport Centre and outside Student Services. The Appointed Person is responsible for these.

### **REPORTING**

- The Appointed Person will compile a termly report on accidents which will be presented to Governors' Premises Committee, along with an analysis of trends and patterns.
- All records are being kept for a **minimum of 3 years** for adults, and for pupils; date of birth plus 25 years.
- Reports will be used for reference in future first aid needs assessments and for insurance and investigative purposes.

Updated January 2016

## APPENDIX A

### **ACCIDENT REPORTING**

#### **Forms available from Student Services**

1. All completed forms, along with student or staff statements should be placed at the front of the Accident Reporting Folder held in Student Services, in the clear plastic wallet marked 'TO BE REPORTED TO GOVERNORS.'
2. If an accident results in a major injury, or has been caused as a result of a defect to the building, it may require a RIDDOR report. An Accident Report form should be completed and shown immediately to the Appointed Person who will inform the appropriate member of the Senior Leadership Team. Examples of major injury include:-
  - Fractures;
  - Amputation;
  - Dislocation of shoulder, hip, knee or spine;
  - Loss of sight;
  - Chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - Injury resulting from an electrical shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
  - Injury resulting in the victim being taken immediately to hospital.

Further information can be found on the HSE website: [RIDDOR reportable incidents](#)

When the Accident forms have been reported to Governors, they should be filed in date order in the relevant section of the Accident Reporting book.