

Date of issue:	January 2018
Renewal date:	January 2019
Individual(s) responsible:	School Nurse/ Mark Hudson, Head Teacher

First Aid Policy

INTRODUCTION

Kew House recognizes its responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed bi-annually.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1974 1992 and 1999 amendments).
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

At Kew House, we aim for a minimum of 5 trained Appointed First Aiders at Work and the majority of the staff should have either basic first aid training or 12 hour pediatric first aid training.

Kew House School will:

- provide relevant training and ensure monitoring of training needs
- provide sufficient and appropriate resources and facilities
- inform staff and parents of the School's First Aid arrangements
- keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

CONTENTS

- Responsibilities under the first aid policy
- Information
- Training
- First Aid Personnel
- Emergency Procedures
- Reporting and Record Keeping
- *Dealing with biohazards Hygiene/Infection Control*
- Accommodation/Medical Room
- First Aid Materials, Equipment and Medicines
- Monitoring and review of policy
- Appendices

ROLES & RESPONSIBILITIES UNDER THE FIRST AID POLICY

The *Directors of Gardener Group (GGS)* are ultimately responsible for the health and safety of everyone on the premises. This includes the Head and teachers, non-teaching staff, students and visitors (including contractors). GGS will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

- SMT will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. Risk assessments will be carried by relevant members of staff and subject leaders, and when circumstances alter, these are overseen by the Health and Safety Committee.

The Health and Safety Committee of Kew House School, on behalf of the Gardener Group is responsible for the continuing assessment for first aid needs, we will take into account:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Hours of work
- Out of hours and off-site arrangements
- Arrangements to provide adequate numbers of first aiders, to provide cover in the absence of first aiders, and adequate training.
- First aid equipment needed
- Location of first aid equipment and notices

The Head on behalf of the board and The Health and Safety Committee, is responsible for:

- Ensuring the policy is put into practice and there are detailed procedures.

The Domestic Bursar on behalf of the Health and Safety Committee is responsible for:

- Arranging an ongoing cycle of training including an induction training programme to meet the requirements of First Aid at work and schools.
- Maintaining an up-to-date log of training.
- Maintaining a first aid notice board in the staff print room
- Giving all staff information on the location of equipment, facilities and first-aid trained personnel and the same provision for new staff as part of their induction programme.

The School Nurse on behalf of the Health and Safety Committee is responsible for:

- Liaising with the health and safety committee on first aid issues and reporting of accidents.
- Arranging the provision for in-house training for administering pupil medication.
- Advising the School on training and resources needed for pupils with special medical needs.
- Advising on the dates and requirements of the immunization team for pupil immunisations on site.
- Holding a record of all first aid trained staff

The School Nurse is responsible for:

- All day to day first aid issues.
- Organizing provision and replenishment of first aid equipment
- Ensuring first aid boxes are checked regularly.
- Maintaining accurate records of first aid treatments given in the medical room
- Maintaining accurate records of accidents
- Maintaining a first-aid notice board in the medical rooming
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring that pupils with medical conditions are properly supported so that they can have full access to education, school trips and physical education in line with the Equality Act (2010).

The School Nurse will support the staff member dealing with the situation by:

- Giving 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 and must be able to leave to go immediately to an emergency.

Qualified first aiders (see appendix) are responsible for:

Responding promptly to calls of assistance.

Providing first aid support within their level of competence.

Summoning medical help as necessary.

Recording details of treatment given and the nature of the injury.

Head of Sport is responsible for:

Ensuring appropriate first aid cover is available at all out-of-hours PE activities.

Ensuring first aid kits and specialist medication is taken to all practice sessions and matches.

Science department staff are responsible for:

Ensuring that they are aware of the location of the first aid kits in their laboratories

Art and DT staff are responsible for:

Ensuring that they are aware of the location of the first aid kits in their class room.

The Nurse and School Secretary are responsible for:

Holding and maintaining an up to date list of all staff trained in Emergency First Aid at Work, and specialist training e.g., Diabetes, Epilepsy, EpiPen, Asthma etc.

All Staff:

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the students.

All staff are briefed about the School's Medical Room and are encouraged to work closely with the School Nurse to identify early on students who need support. All staff are reminded regularly about the specific medical needs of pupils within the school community and are expected to familiarize themselves with pupils who may require first aid due to medical conditions such as epilepsy, diabetes etc. A list of qualified first aiders is published in this policy and updated regularly.

INFORMATION

The domestic bursar will:

- Provide information for all new staff as part of their induction programme
- Maintain a first-aid notice board in the staff print room
- Give all staff information on the location of equipment, facilities and first-aid personnel.

TRAINING

All teaching staff will have basic one-day emergency first aid training on a 3-year cycle arranged by the Domestic Bursar in conjunction with the nurse.

A qualified first aider is someone who holds a valid certificate of competence in first aid at work. The certificate is issued by an organisation approved by the Health and Safety Executive and must be renewed every three years.

A person with "Emergency First Aid at Work" is someone who has attended a minimum of 7 hours first aid training (renewable every 3 years) and is competent to give emergency aid until further help arrives.

Pupils are encouraged to learn first aid skills through the Duke of Edinburgh scheme.

The School is a low risk environment, but the Heads of department will consider the needs of specific times, places and activities in deciding on their provision.

In particular, they will consider:

- Off-site PE
- School trips

- Science lab
- D&T workshops
- Art Room
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs,
- Arrangements should be made to ensure that the required level of cover of both First Aiders and Nurse is available at all times until 5:30 in the evening, when the majority of people are on school premises.
- In school holidays, there should be a qualified first aider available during working hours, for example the school caretaker.
- The Nurse will hold a valid certificate of competence, issued by an organization approved by the HSE, for example St. Johns Ambulance.

PROCEDURES

Minor accidents

During lesson times, play or lunchtime, everyday cuts and bruises may be dealt with by the class teacher or member of staff on playground duty. If staff regard it as being warranted, the student will be sent to the medical room. The student may be accompanied, depending on the severity of the injury.

For minor accidents and head injuries, the Accident Book must be completed, and the relevant class teacher and Head or Deputy informed. Thereafter parents should be contacted where further treatment is considered prudent. Medical or admin staff will also need to inform the teacher of the following lesson, if it is not the class teacher.

Serious accidents

The Nurse or a first aider must be called immediately and the student should not be left unattended at any time. The Nurse must assess the extent of the student's injury to the best of his/her ability and act accordingly, not hesitating to call an ambulance where necessary.

If an ambulance is deemed necessary

Immediate treatment must be given as required whilst a second member of staff is sent to call an ambulance and notify SMT. Once that member of staff has confirmed to a Certified First Aider/Nurse that an ambulance is on its way, **the second member of staff must organise to inform the parents, guardians, or emergency contacts via a member of the SMT, where available. Basic information only should be given to the parent and there should be no speculation as to the injury unless certain of the details.** When the ambulance has been called, an adult should open the school gates to allow access and wait at the junction of the entrance to Kew House and the main road to guide the ambulance to the school, thus avoiding unnecessary delay.

If the parents have been summoned and not arrived before the ambulance leaves, a member of staff must accompany the student to hospital and this member of staff would be advised to take a mobile phone with them. Staff remaining at school must find out from the ambulance to which hospital the student is to be taken so that the parents can be kept informed. If there is any change in this destination *en route* the accompanying member of staff must report this back to school as soon as possible.

Near misses

Should any member of staff witness a '*near miss*' they should write a note about what happened will be recorded in the Near Miss Incident Book and acknowledged by the site manager/caretaker, initially with a comment. The Deputy Head will investigate and take such remedial action as they consider necessary.

Reporting Accidents

Duty staff should ensure that any accidents are reported to the nurse immediately to inform treatment and record the circumstances of the incident. Where the nurse is not available a written report should be logged as soon as possible. *

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

RIDDOR reports can only be passed via the Headmaster or Domestic Bursar.

*If there is a reportable injury, disease or dangerous occurrence this will be recorded on the accident book in the medical room. This record includes: the date, time and place of the event; personal details of those involved and a brief description of the nature of the incident. This record can be combined with other accident records at a later date.

The following accidents will 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

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents.

Involving students and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.
i.e. if it relates to:
 - Any school activity, both on or off the premises
 - The way the school activity has been organized and managed
 - Equipment, machinery, or substances
 - The design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay.

The Head is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

The Head/Health and Safety Officer, must complete the RIDDOR Form and will report the incident to HSE and to our insurers. RIDDOR reports can only be passed via the Headmaster or Domestic Bursar.

Record Keeping

Statutory accident records: these are readily accessible in the medical room as accident records, written in the standard Accident Book and are kept for a minimum of seven years. The Accident Book, ensures that all legislation requirements are met.

For minor treatments, such as a graze or cut a log book is kept. Details of name, treatment, where, when and cause should be kept along with a record of any contact deemed appropriate with parents via phone/email.

The member of staff who is first on the scene of an accident must, as soon as possible, fill in the **Accident Book** giving as much information and detail as possible including time/cause/action taken.

This includes:

- Date, time and place of incident
- 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.

Parents will be informed of the administration of significant first aid as soon as feasibly possible, preferably by a telephone call by the nurse, class teacher or the SMT. The Head of Department must be informed of the accident. Nurse will be consulted to compile any records of action or treatment.

This information will be summarized in a termly report to establish higher risk areas and the necessity to review Risk Assessments. The area of the school must be noted to enable Risk Assessment review. The site manager will call for this information at the termly H&S meeting.

Dealing with biohazards Hygiene/Infection Control

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibility in preventing the spread of infection.

Legal Position

Kew House School has a duty to protect its staff from hazards encountered during their work. This includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are:

- Blood
- Respiratory and oral secretions
- Vomit
- Feces
- Urine

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Use the biohazard spill kits provided by the school (not “just a cloth or mop”). The urine and vomit spill kit can be found under the sink in the medical room.
- Care should be taken when disposing of dressings or equipment. Always dispose of personal protective equipment and contaminated waste in a sealed (yellow) disposable bag.
- Soiled clothing should be placed in a plastic bag (found under the sink in Medical room) and given to the adult collecting the child.

ACCOMMODATION/MEDICAL ROOM

The medical room is the main room used for medical treatment and care of students during school hours. The Medical Room is located behind reception in the main building and is fully equipped to deal with everyday accidents and injuries. In addition, the disabled toilet on the ground floor will be used for medical treatment when it is necessary to have a lavatory close at hand.

FIRST AID MATERIALS, EQUIPMENT AND MEDICINES

The nurse will ensure that each classroom, playground and PE off site all have the appropriate first-aid containers according to HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background (Safety Signs Regulations 1980 (SI 1980 No 1471).
- Each classroom has a basic first aid bag – the contents of these may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas).
- All the coaches used by the school must carry a first-aid container
- First aid bags must accompany PE teachers off-site.
- Spare stock is kept in the Medical Room first aid cupboard which is indicated by the white cross on a green background sign.
- A defibrillator is located on the ground floor, behind reception next to the Medical Room.
- First Aid Equipment is kept in the Medical Room located behind reception in the main building. The Medical Room contains first aid boxes specially designated for pupils who require Automatic Adeline Injectors, Epi Pens, Asthma pumps and equipment and diabetic supplies are clearly labelled. There is extra supplies and emergency medicine for students with a Health Care Plan.
- Medicines are kept in a locked first aid cupboard in the medical room.
- Prescribed medicines are only accepted if they are in date, labelled and provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Appendices

1. Contents of First Aid Bags
2. Riddor Incident Form
3. Basic Advice on First Aid at Work
4. Example of ongoing record of First Aid Training

APPENDIX 1

Contents of First Aid Bags

All main first aid bags (Kitchen, School Office, Art Room and Deputy's Office) throughout the school include the following:

- Antiseptic Wipes (alc. free)
- Baby wipes
- Eye pad
- Gloves
- Ice Pack
- Plasters: Large and Medium
- Plasters: Square
- Plasters: Sterile
- Safety Pins
- Sick Bag
- Triangular Bandage
- Un-medicated Dressing

All classroom first aid kits contain the following:

- Anti-Bacterial Gel
- Plasters
- Antiseptic wipes
- Rubber Gloves
- Ice Pack
- Sick Bag
- Eye wash

APPENDIX 2

RIDDOR INCIDENT REPORT FORM

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG

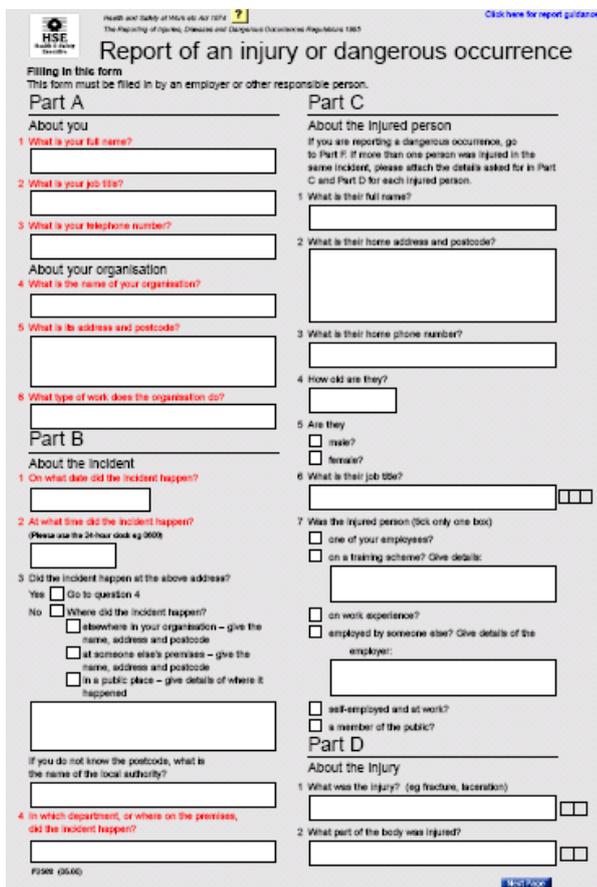
Website: www.riddor.gov.uk email: riddor@natbrit.com

Telephone: 0845 300 9923

This form is to be completed by the member of staff who witnesses the incident or the School Office if there is a reportable disease and give it to the Deputy Head, within 6 hours of the incident, if there is an occurrence that is reportable.

The examples of the forms to be filled are below – these forms are accessible online and can be completed electronically.

Injury or Dangerous occurrences form:



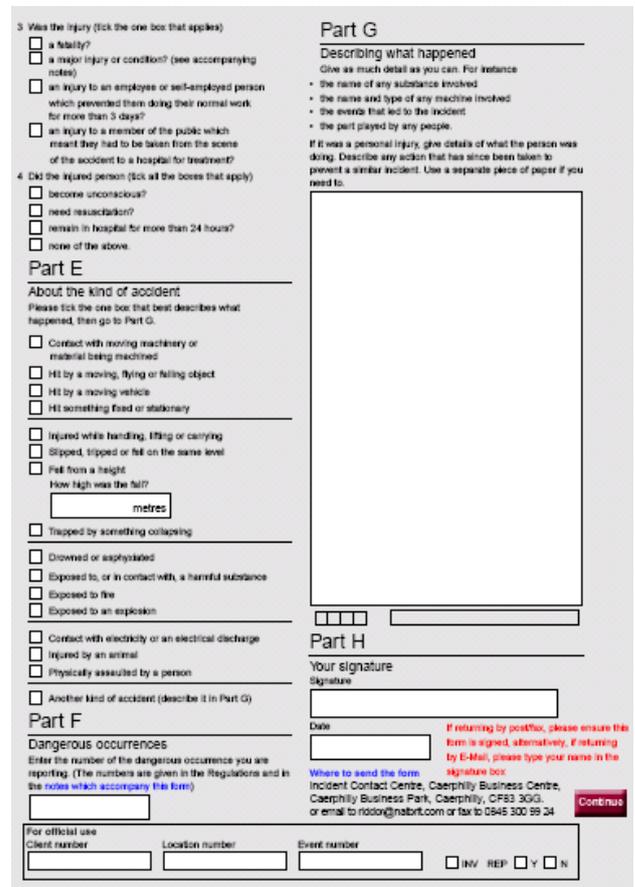
Report of an injury or dangerous occurrence

Part A
About you
1 What is your full name?
2 What is your job title?
3 What is your telephone number?
About your organisation
4 What is the name of your organisation?
5 What is its address and postcode?
6 What type of work does the organisation do?

Part B
About the incident
1 On what date did the incident happen?
2 At what time did the incident happen?
3 Did the incident happen at the above address?
4 In which department, or where on the premises, did the incident happen?

Part C
About the injured person
1 What is their full name?
2 What is their home address and postcode?
3 What is their home phone number?
4 How old are they?
5 Are they male? female?
6 What is their job title?
7 Was the injured person (tick only one box) one of your employees? on a training scheme? Give details: on work experience? employed by someone else? Give details of the employer: self-employed and at work? a member of the public?

Part D
About the injury
1 What was the injury? (eg fracture, laceration)
2 What part of the body was injured?



Part E
About the kind of accident
Please tick the one box that best describes what happened, then go to Part G.
Contact with moving machinery or material being machined
Hit by a moving, flying or falling object
Hit by a moving vehicle
Hit something fixed or stationary
Injured while handling, lifting or carrying
Slipped, tripped or fell on the same level
Fell from a height
How high was the fall? metres
Trapped by something collapsing
Drowned or asphyxiated
Exposed to, or in contact with, a harmful substance
Exposed to fire
Exposed to an explosion
Contact with electricity or an electrical discharge
Injured by an animal
Physically assaulted by a person
Another kind of accident (describe it in Part G)

Part F
Dangerous occurrences
Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

Part G
Describing what happened
Give as much detail as you can. For instance:
the name of any substance involved
the name and type of any machine involved
the events that led to the incident
the part played by any people
If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

Part H
Your signature
Signature
Date
Where to send the form
Incident Contact Centre, Caerphilly Business Centre, Caerphilly Business Park, Caerphilly, CF84 3GG, or email to riddor@natbrit.com or fax to 0845 300 99 24

For official use
Client number Location number Event number
INV REP Y N

APPENDIX 3

Report in case of a Disease:

Basic advice on first aid at work:

Copies of this document can be found on the school intranet & in the medical room.



Basic advice on first aid at work



This is a web-friendly version of leaflet INDG347(rev1), revised 08/06

This leaflet contains basic advice on first aid for use in an emergency. It is not a substitute for effective training.

What to do in an emergency

Priorities

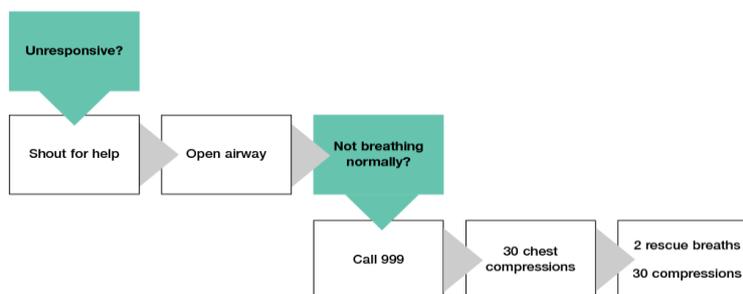
Your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any **unconscious** casualties;
- send for help – do not delay.

Check for a response

Gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to:

- shout for help;
- open the airway;
- check for normal breathing;
- take appropriate action.



1 of 4 pages

