

FIRST AID GUIDELINES

Version: 4
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Rationale

These guidelines are designed to promote the health, safety and welfare of students, staff and visitors to this school through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

Purpose

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The approved code of practice states that “these regulations do not oblige employers to provide first aid for anyone other than their own employees”. However the school has a duty of care to provide adequate first aid cover for students, visitors and staff alike.

The aim of these guidelines is to ensure that:

- a person (or persons) is appointed to take charge of first-aid arrangements;
 - staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE) including the use of the school automated external defibrillator (AED);
 - suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school;
 - all members of staff are fully informed with regard to the first-aid arrangements;
 - written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
 - first-aid arrangements are regularly reviewed.
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Implementation

First-aid provision will be available at all times while people are on the school premises and also off the premises if required while on school visits.

Specific consideration will be given to staff or students who have special health needs or disabilities.

In determining the level of provision the appointed person(s) and the governing body will consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;
- the provision for practical lessons and activities, eg Science, Design Technology, Food Technology and Physical Education.

Qualifications and training

The Student Receptionist will hold up-to-date first aid competency qualifications, take the lead and be first point of contact for first aid queries and actions during the school day. All other school first aiders will provide support and cover when required and also hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

All first aiders are acting on behalf of the school and, as such, any decisions they make in good faith and, in their opinion, best practice at the time of any given incident will have the full support of the Headteacher and Governing Body.

The appointed person(s) do not necessarily have to be one of the certificated first aiders.

The appointed person(s) will:

- line manage the team of first aiders, monitoring their training and competencies;
- look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate, usually via first aiders dealing with any specific incident;
- undertake regular risk assessments and liaise with the governing body and Headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full time and temporary staff are familiar with the school's first-aid provision.

First-aid materials, equipment and facilities

First-aid containers will be:

- marked with a white cross on a green background;
- located near to hand washing facilities where ever possible;
- stocked in accordance with HSE recommendations.

The school minibuses will have a first-aid container on board.

Portable first-aid containers will be available from Student Reception for all school trips and for sporting and other activities as required.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, eg a supply of insulin or an epi-pen.

The reception area is the location for the schools AED which is checked regularly for battery life and replacement electrode pads.

The school first aid point is located at Student Reception and a medical room by the female open plan toilets. Although this room is occasionally used for other purposes, the provision of first aid and medical usage will have absolute priority.

Information and notices

First-aid notices giving the location of first-aid containers will be prominently displayed in:

- staff rooms and other common rooms;
- main corridors;
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment take place.

The school will make every effort to ensure that first-aid notices are clear and easily understood by all.

Hygiene and infection control

All staff will have access to single-use disposable gloves and hand washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Recording accidents and injuries

All accidents and injuries will be recorded in the accident books (PAB and SAB) and such records will be kept for a minimum of three years.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

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

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Specific guidance can be found within the dedicated first aid folder on the school's intranet [H:\First Aid](#).

Reporting accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than the number of days stipulated under the current RIDDOR Regulations.

Links to other policies

- Equality Policy
- Health and Safety Policy
- Pandemic Policy
- Supporting Pupils with Medical Conditions Policy