

# *Arun Court School: Policy Number 8B (Safety- Policy Suite 8)*

*Arun Court School – FIRST AID – last updated September 2021*

*Ratified by EMAT sub-committee meeting on:.....*

*Signature (+ date) Chair of EMAT Pupils, Families & Community Committee*

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*Signature (+ date) Proprietor: .....Mrs Beverley-Sarah White*

*Signature (+ date) Associate Principal of School .....Hannah Ebling*

*Date of next review: September 2022 (Reviewed at least Annually)*

Please read all policy documents in the man policy file, in particular you should read suite 8 in conjunction with this policy. You should also read the standards for employees (policy 13G) and the staff code of conduct (Policy 13D). Staff should also consider policy 13C, whistleblowing, carefully.

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

It is our intention that all of our staff are pediatric first aid trained. Every day we nominate a lead first aider, this is written on the whiteboard in reception and also within the Medical Room. This ensures that if we have a serious incident everybody knows who is in charge and who to report information back to. The lead first aider is there to check and counter sign procedures, and in the event of a serious incident to lead the operations around working with emergency services. They are NOT to take sole responsibility for First Aid on the day.

#### 3.1 Appointed person(s) and first aiders

The school's nominated first aider will be responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Counter-observing the practice of others dealing with minor injuries and counter signing the accident and first aid books.

#### 3.2 First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
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Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school, they will also be wearing green first aider lanyards so they are easily identifiable. As stated our aspiration is that all staff are First aid trained, however this is done by rotation so there may be some people awaiting training at different points in the year.

#### 3.2 The EMAT board

The EMAT (External and Moderating Advisory Team) board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and Associate Principal of school and staff members.

### 3.4 The Executive headteacher / Proprietor

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures – this training may be delivered by the Principal and/or Associate Principal of school
- Ensuring, through monitoring, that appropriate risk assessments are completed and appropriate measures are put in place – the daily application of these procedures is the responsibility of the Principal and/or Associate Principal of school
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6) – The daily organization of this is via the Principal or Associate Principal of school, the Executive Head / Proprietor has a monitoring role

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a is not called
- Informing the Principal or Associate Principal of school of any specific health conditions or first aid needs
- Informing the Principal or Associate Principal of school of personal health conditions or other personal circumstances, that may prevent them from completing their first aid responsibilities safely or competently on a specific day
- Informing the Executive Head Teacher / Proprietor (or) Associate Executive Head / Director if they have any wider ranging concerns about First Aid Leadership or health and safety in the school (please also see whistleblowing Policy 13C)
- Ensure that the Medical Room is kept clean, tidy and ready for First Aid purposes at all times

## 4. First aid procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. The Lead First aider that day should witness and also sign that they witnessed the treatment given.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the senior leadership team (SLT) will contact parents immediately
- The appointed first aider or SLT member will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit – and a designated first aider on the risk assessment who needs access to the bag at all times. If a group is going to split at any point, then two kits and two designated first aiders should be named on the Risk Assessment.
- Information about the specific medical needs of pupils
- Parents' contact details
- Their Lanyard with school emergency numbers on it and a mobile phone.
- Risk assessments will be completed, and counter signed by an SLT member prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider on school trips and visits.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Oppia, Jaa and Tutkimus Rooms
- The Nurture Room
- Kitchen

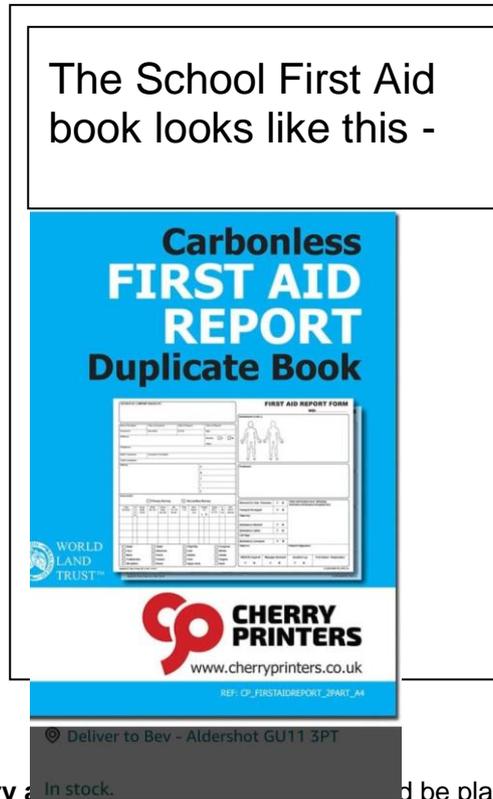
The medical Room:

- Has additional kits for spillage clean up (hazards such as vomit) , burns and other specific higher level injury needs
- The medical room contains a bed to enable sick people to lay down and also contains a regulation sink and bright yellow blood waste bin
- The medical room doubles as a staff room, but must at all times be clean, tidy and rady to use for First Aid

## 6. Record-keeping and reporting

### 6.1 First aid book

- The First Aid record book will be completed by the SLT or appointed first aider on the same day or as soon as possible after an incident resulting in an injury. This is an A4 landscape **duplicate book**.



- The details of the **injury** and **who gave the treatment, the witness and the child**. In addition, parents should make all reasonable efforts to visit and sign the book. Where this is not possible they should give permission **via email** indicating that they agree they have been notified correctly and we can sign on their behalf. **This email should be printed and kept within a record of communications file held by The Receptionist (Jo Stranks) on the front desk.**

## 6.2 Accident Reporting Forms

- Where necessary the **Accident Form (s) (appendix 2 – see below)** will be completed by the SLT or appointed first aider on the same day or as soon as possible after an incident resulting in an injury. **The duplicate from the First Aid book should be stapled to the form (s)**

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident forms at appendix 2 (use either a student or employee form). **The sheet should then be stored in the accident reporting file. It should be reviewed as soon as possible by the Health & Safety Team to prevent further accidents.**
- If the First Aid book is being used to report an incident that is not an accident – e.g. is more as a result of illness, a pre-existing injury or other factor then the accident form is not filled out and the **duplicate sheet remains in the First Aid book.**
- In the case of an accident a copy of the accident report form **will also be added to the pupil's educational record by the SLT**

### 6.3 Duration of Record Keeping

- **Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.**

### 6.2 Reporting to the HSE

The appointed staff members or SLT will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed staff members or SLT will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### 6.3 Notifying parents

The school's nominated first aider or SLT member will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 6.4 Reporting to Ofsted and child protection agencies

The school's nominated first aider or SLT will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The school's nominated first aider SLT will also notify any outside agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

All school staff are paediatric first aid trained on a rotation basis. This means that there are times when a new group of staff have joined that they may be awaiting training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

**Staff are required to renew their first aid training when it is no longer valid. Being a First Aider is an employee requirement at this setting due to the nature of the young people we work with and the potential for them to engage in self-harm.**

## 8. Monitoring arrangements

This policy will be reviewed by the executive headteacher every year.

At every review, the policy will be approved by EMAT with devolved responsibility to the Pupils, Families and Communities Committee.

The application of this policy is reviewed and monitored by the SLT, Executive Head/Proprietor and EMAT as part of their leadership and legal responsibilities.

## 9. Appendix 1: list of appointed first Aiders

Staff member's name	Role
Beverley White Workplace First Aid	Proprietor/executive head teacher
James White Workplace First Aid	Associate executive head
Chris Robinson School First Aid	Class Teacher
Hannah Ebling School First Aid	Associate (Assistant Principal)
Vikki Williams School First Aid	Principal (Head Of School)
Maria Montes School First Aid	Class Teacher
Nicola Voice School First Aid	Unqualified Teacher
Lisa Miles School First Aid	Senior Emotional Support Worker & Mid-Day Supervisor
Sharon Pascoe School First Aid	Careers Teacher
Jessica Swimming First Aid	PA to the Executive HT / Swimming Teacher


***Appendix 2 Follows: Accident reporting forms attached as print out (word docs can be completed via word processing)***

