



# **School First Aid Policy**

***Date Written: June 2009***

***Timescale of Review: Annually***

***Most Recent Review: August 2022***

***Next Review Due: August 2023***

## First Aid Policy

This policy outlines the Amicus School's responsibility to provide adequate and appropriate first aid to the children in their care, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999; Children's Homes Regulations (England) 2015) including the Quality Standards.
- To ensure that first aid provision is available at all times while people – children, staff, visitors and contractors - are on school premises, and also off the premises whilst on school visits

### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons for first aid to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities for the administration of first aid
- To inform staff and significant others of the Schools First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### Personnel

The School Proprietor is responsible for the health and safety of employees and anyone else on the premises. This includes the Head Teacher and other teaching staff, Therapeutic Care Practitioner, children and visitors (including contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources

for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures around First Aid. They will ensure that the policy and information on the School's arrangements for first aid are made available to significant others (these may be parents, carers and Social Workers of the children attending the school).

Teachers, Education staff and other staff are expected to do all they can to secure the welfare of the children in their care.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training (Appendix 1) – in relation to the size and risk of the organisation appointed persons are considered adequate measures for safeguarding. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

## **Procedures**

### **Risk Assessment**

Reviews are required to be carried out at least annually and when circumstances alter, by the School Proprietor and Amicus' Responsible Individual. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher. Each child is also assessed individually and systematically to identify risk of injury and the potential need for first aid.

### **Re-Assessment of First Aid Provision**

As part of the Schools' annual monitoring and evaluation cycle

- The Head Teacher will review the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- The School Proprietor and Responsible Individual monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The School Proprietor and Responsible Individual also monitors the emergency first-aid training received by other staff and organises appropriate training
- The Head Teacher checks the contents of the first-aid boxes termly

## Providing information

The Head Teacher will ensure that staff are informed about the Schools' first-aid arrangements in their Induction Training. All staff are made aware of the locations of the First Aid Boxes on initial induction at the School; one being in the First Aid room, the main entrance hallway and also in the school kitchen.

## Provision

The School is a relatively low risk environment due to the small group of children we have (maximum for 18 children total in the school, who are taught in small groups) and the staffing ratio of minimum 2 adults to 3/4 children, with the option of 1:1 if necessary from on-call support or if this has been planned previously. There are full risk assessments in place for the evaluation of risk, which aims to minimise risk. The Headteacher will consider the needs of specific times, places and activities in deciding on their provision of first aid.

In particular they should consider:

- Off-site PE
- School trips
- Science labs
- Art rooms

During PE lessons children are taken to Leisure Facilities that have their own first aid equipment and so if any incident occurs there, the facility will have the appropriate equipment to deal with the issue. If the children are taken outside to the local playing field for physical activity they are supervised by the teaching staff with on-call available to help if

there is a problem and first aid is required. In terms of Art and Craft and Science lessons, these take place in the school and are risk assessed according to the child and the staffing ratio. Should there be an incident where first aid is required there are appointed persons and the available equipment to deal with the situation.

On school trips the Designated Group Leader (assigned by the Headteacher) must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In a situation where expert medical help is not readily available at least one member of staff should be a competent Appointed Person. All teaching staff members are trained for this.

Any medicines should be clearly labelled with name and dosage and be looked after by the Designated Group Leader, as it is not desirable for young children to be responsible for them. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, e.g. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. It is the school's Designated Group Leader's responsibility to ensure that they have each child's correct medicines and are fully aware of all medical conditions. Copies of medical records may be taken by a member of staff if necessary.

It is ensured that the required level of cover of Appointed Persons is available at all times when people are on and off the school premises. All staff undertake at least one-day emergency first-aid training course and since there are at least five staff available for the School at all times this is adequate support.

## **First Aid Materials & Equipment**

The Headteacher ensures that there are an appropriate number of first-aid containers available onsite. They will also make sure that staff are informed of where these are situated. All first-aid containers must be marked with a white cross on green and are kept near to hand washing facilities. The responsibility for checking and restocking the first-aid containers lies with the School Proprietor and the Head teacher.

The School has a First Aid room which is located in the main Coach House. The First Aid room is next to a bathroom. The bathroom area has a toilet and sink which can be used by a child when needed. The First Aid room also has a bed for use by a child if they are feeling unwell or sick. The First Aid Kit and Bodily Fluid Kit along with a First Aid Manual are also stored in the First Aid Room.

## Hygiene/Infection Control

Amicus has a separate 'Managing Bodily Fluids Policy', which describes good practice with regards to cleaning up bodily fluids. This should be read in conjunction with this policy and in regard to hygiene and infection control.

Basic hygiene procedures must be followed by staff. There is single-use disposable gloves / PPE in the First Aid room and at various other points at Amicus. These must be worn when treatment involves blood or other body fluids no matter how minor. Care will be taken when disposing of dressings or equipment. Used needles and dirty dressings must be disposed of in the appropriate way. If the child was diabetic, used needles would be stored in a sealed sterilised container and collected on a regular basis or disposed of at the GP's. Soiled dressings should be incinerated or placed in appropriate containers until incinerated.

## Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), The Education Act 1999 and National Minimum Standards 2000, some accidents must be reported to the HSE, Ofsted, DCSF and the pupils Local Authority.

The School Proprietor 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 will be cross-referenced with Daily Log and other significant incident log/reports of the children in Amicus' care.

The following accidents must be reported to the HSE, Ofsted and DCSF.

*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 seven days

For definitions, see HSC/E guidance on RIDDOR 2013, and information on 'Reporting School Accidents' (Annex A).

*Involving pupils 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 organised and managed
  - equipment, machinery or substances
  - the design or condition of the premises

HSE, Ofsted and the Department of Education must be notified of fatal and major injuries and dangerous occurrences without delay. The Responsible Individual is responsible for ensuring this happens. The Responsible Individual will complete the online RIDDOR Form (Appendix 2) through the HSE website.

## **Record Keeping**

Statutory accident records: The School Proprietor ensures that accessible written accident records are kept for a minimum of seven years.

The Head Teacher ensures that a record is kept of any first aid treatment given by Appointed Persons to either children, staff or other visitors/contractors. This is done through an 'Accident and First Aid Log' (Appendix 3) and includes:

- the date, time and place of incident
- the name of the injured or ill person
- details of their injury/illness and what first aid was given
- name and signature of the person dealing with the incident.

The Headteacher would also make sure that Amicus Care Staff or the children’s parents/ carers are informed over the school day, or during the handover period of any incidents; also then making sure that relevant local authorities and, where appropriate, parents/carers are informed of significant incidents and that this is then recorded in the Daily Log.

**Signed by:** R. Newton (Clinical Director, School Proprietor and RI)

**Date:** August 2022

## Policy Reviews

Date of Review	Information on Updates	Reviewed By
Jan 21	Updated to reflect new First Aid Room location	NY
August 2022	Reviewed. Grammatical corrections. Change title of some roles.	RN



# Appendix 1

## First Aid Training

All Staff undergo the basic Emergency First Aid Course as detailed below and may also go on to do other courses listed below:

### **Emergency First Aid at Work Training Course (1 day course, previously called appointed person)**

This course is designed for people who want to receive training in emergency first aid and is especially suited for nominated first aiders in smaller, low risk working environments.

The content of this course provides basic lifesaving first aid and workplace health and safety regulations, covering the following:

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Bleeding (minor and severe)
- Burns Shock
- Choking
- Unconscious casualty
- Fainting
- Health and safety (first aid) regulations
- Resuscitation (CPR)
- Seizures

On this course there is written assessment and continuous observation by the trainer.

Successful candidates will receive a first aid certificate confirming they have attended and passed the course which is valid for three years.

### **HSE First Aid at Work Course**

The First aid at work training course is a three-day course and provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work. The course gives both the ability and knowledge to deal with first aid

emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.

The content of the course will cover how to deal with the following:

- The role of the first aider
- Head injuries
- Managing an emergency
- Health and safety (first aid) regulations
- Communication and casualty care
- Low blood sugar
- Asthma
- Poisoning
- Bleeding (minor and severe)
- Resuscitation (CPR)
- Bone, muscle and joint injuries
- Seizures
- Burns and scalds
- Severe allergic reaction
- Chest pains (including heart attack)
- Shock
- Choking
- Spinal injuries
- Eye injuries
- Stroke
- Fainting
- Unconscious casualty

Previously, students who attended first aid courses were required to pass a final practical assessment. This has been replaced with continuous observation by the trainer and written assessments.

Successful candidates receive a certificate, valid for three years.

## Appendix 2

This information is taken from the HSE website on how to complete a RIDDOR form. The relevant RIDDOR form can be completed online by clicking on the following link:

<http://www.hse.gov.uk/riddor/report.htm>

### How to Make a RIDDOR Report

#### Who Should Report?

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to our advice](#).

#### Reporting Online

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- [Report of an injury](#)
- [Report of a dangerous occurrence](#)
- [Report of an injury offshore](#)
- [Report of a dangerous occurrence offshore](#)
- [Report of a case of disease](#)
- [Report of flammable gas incident](#)
- [Report of a dangerous gas fitting](#)

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of [frequently asked questions](#) is available to help you complete your online form.

#### Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## **Reporting Out of Hours**

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [ways to contact HSE webpage](#). If you want to report less serious incidents out of normal working hours, you can always complete an online form.

## **Paper Forms**

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS