



## **First Aid Policy**

DATE APPROVED: 14.11.22

APPROVED BY: Finance and Resources Committee

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# First Aid Policy

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

The health and safety of all children at Naphill and Walters Ash School is of the highest importance to all staff. This document explains the practices in place to address the health needs of the children, which may be because of accidents or medical conditions. The Bucks CC guidance on Managing Medicines is on the school intranet for all staff to access and a copy is kept in the staffroom Health and Safety file.

## The Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members

## The Headteacher

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
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- 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

## 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 first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## Training

All staff are offered First Aid training if they want to complete it. The school has a number of qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider and annually in emergency first aid. A number of staff also have Emergency First Aid training, Forest School staff have specific Outdoor First Aid training too. All staff regularly have training on the use of Epipens and dealing with asthma.

The school has a defibrillator which can be used by any member of staff, but all staff will be shown how to use it on an annual basis.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

## Minor injuries

All members of staff will administer to small cuts and bruises that are the normal occurrence in a school day.

Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.

Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. Ice packs are kept in the fridge in the MI Room area and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

## First aid procedures

### 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 needed, who will provide the required first aid treatment
- If the injury does not need a first aider then the member of staff will administer treatment themselves
- 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 an injury is thought to have resulted in a break, fracture or is judged serious parents will be called so that their child can go to see a medical professional.
- If emergency services are called, the Headteacher or, if not available, the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## **Dealing with bodily fluids**

### **Aims:**

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

### **Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:**

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible, give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

## **Off-Site Visits**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any medications individual pupils may need
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

## **Record Keeping**

A record should be kept of any first aid treatment given, by the person giving the treatment.

The record should include:

- Name and job of the person treated.
- Date, time and place of incident.
- Nature of injury or illnesses and first aid given/action taken.
- What happened to the person immediately afterwards (went home, went to hospital, went back to work)
- Name and signature of person dealing with the incident.
- 'Bumped heads', which are any injury from the neck up, will be recorded in the appropriate book and forms completed. A copy will be sent home to parents. If the adult dealing with the situation is unsure about contacting the parents a second opinion will be sought. Parents will be called and given the details of how the injury occurred, what it looks like and how their child is feeling. In most cases, the call will be for information only, for some it will be to see if parents want to come and check their child and in the most serious cases the school will ask parents to take their child and seek a professional medical opinion.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

## **Reporting to the HSE**

For any serious incident where the child is taken for medical treatment following an injury at school, the adult who dealt with the child will complete the online recording form on AssessNet.

The business manager 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).

**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>

Any incidences that are recorded are reported at the next Finance and Resources Governor meeting for discussion.

**Equipment**

First Aid equipment is kept in the first aid cupboard in the M.I room and extra resources are in the cupboard in the school office. Regular checks on all First Aid equipment will be conducted by the member of staff who is trained in both First Aid and Managing medicines to ensure it is replenished, in date and kept properly.

**Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions