



**Ayesha
Community
School**

**ACS
First Aid
Policy**

October 18

2017

Written and revised by
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First Aid Policy

1. Rationale and Purpose

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. The School recognises that the provision should cover the entire School Community¹. The School's First Aid policy is in operation to ensure that the School Community will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the First Aid team² consists of qualified "First Aiders"³ and not trained doctors or nurses. In the event of an accident all members of the School community should be aware of the support available and the procedures available to activate this. The purpose of the Policy is therefore:

- To provide adequate, safe and effective First Aid cover for all students, staff and visitors.
- To ensure that all staff and students are aware of the first aid procedures that is in place in the event of any illnesses, accidents or injury.

2. General

The School's general policy is to ensure that:

- Sufficient qualified First Aiders and Appointed persons are available to provide first aid at all times whilst the school is in operation;
- All First Aiders attend training every 3 years to keep their training up to date and valid;
- First Aid information is readily available and that all users of the School are aware of the way in which to call for help;
- First Aid kits for minor injuries are available for use throughout the School by all staff and that they are regularly maintained.

The above will be achieved by ensuring that all the admin staff (min 3 staff members, at least 1 of whom will always be present at the school at all times) are trained as First Aiders. In addition:

- Other staff may also be trained in suitable first aid qualifications
- At least 2 other staff members will have first aid qualifications relevant to the EYFS age range in the school

¹ The School community is defined as all those persons who are involved with any of the School's activities e.g. Parents, Students, Staff and the Governing Body. In the context of this policy, this also includes any visitors.

² All staff members of the School who have some form of First Aid qualification

³The term FIRST AIDER refers to those members of the School community who are in possession of a valid First Aid at work certificate or equivalent.

This policy aims to comply with

- Parts 3 and 5 of the schedule to the Education (Independent School Standards) (England) Regulations 2014
- The welfare requirements of the EYFS
- the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), amended in 2013, removing the requirement for HSE to approve first aid training and qualifications.
- the First aid at work: Health and Safety (First Aid) Regulations 1981, amended in 2013, approved code of practice and guidance
- Education (School Premises) regulations 1999 and 2012 which came into force in January 2013
- Health and Safety : DfE advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, 2012
- Supporting pupils at school with medical needs 2015.

3. Role of Workforce in case of emergency

3.1 Role of the First Aiders

A **First Aider** is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training no longer has to have been approved by HSE⁴ since 2013. A **First Aider** can undertake the duties of an appointed person (see next section).

First Aiders will:

- Ensure that their qualification and qualification of all First Aid team members and insurance (provided by the School) are always up to date – in the event that re-qualification is required, the First Aider will inform the Principal and an appropriate date for the training will be decided and organised;
- Ensure that there are at least 2 members of staff with paediatric First aid qualification– in the event that re-qualification is required, the First Aider will inform the Principal and an appropriate date for the training will be decided and organised
- Ensure that first aid cover is available throughout the working hours of the School week;
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- Help fellow First Aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand (and therefore easily accessible);
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher;
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person;

⁴ Health and Safety Executive
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- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag and sealed tightly before disposing of the bag in a bin. Any bloodstains or stains from other body fluids on the ground must be washed away thoroughly using appropriate disinfectant products. No contaminated or used items should be left lying around.

3.1.1 Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or other bodily fluids;
- Use suitable eye protection and a disposable apron where splashing may occur;
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water and/or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- Take medical advice (if appropriate).

3.1.2 Ambulances

The first aider/appointed person is to always call an ambulance on the following occasions (the list is not exhaustive):

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment;

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil (under the age of 18) is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. Older pupils and staff may also be accompanied.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. The member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

3.2 Role of the First Aid Appointed persons

The Appointed First Aid persons will have been on a suitable training course and they will be able to provide support to qualified First Aiders in the School. In the absence of a First Aider, the appointed person is someone who can take charge when someone is injured or falls ill, including calling an ambulance if required.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. There should always be an appointed person available during School hours.

One of the Appointed First Aiders, will be assigned the responsibility to look after the first-aid equipment, e.g. restocking the first-aid box.

3.3 Role of the Principal

The Principal will:

- Ensure that sufficient number of staff are trained as qualified first aiders such that there is always at least 1 first aider on site taking into consideration school trips and absences due to illness;
- Ensure that there is a suitable room designated for First Aid in the premises;
- Ensure that the identity of all First Aiders are known to all other staff members and pupils.

3.4 Role of the Headteacher

The Headteacher will:

- Ensure that medical details are requested on the student application forms and that they are completed in full (including answers of 'None' or 'N/A');
- At the start of each academic year, provide the First Aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic, severe allergies or have any other serious illness and ensure that this information is also provided to all staff;
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell;
- Ensure that staff are aware of the medical conditions of colleagues on a need to know basis
- Ensure that the medical needs of students and staff are taken into account when risk assessing an off-site visit or school activities
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination;
- Have a file of up to date medical consent forms for every student in each year group and ensure that these are readily available for staff;
- Ensure that staff members are made aware of any particular hazards in the subjects that they teach or the activities that they supervise and should have appropriate training and access to first aid kits;
- Monitor and respond to all matters relating to the health and safety of all persons on School premises (this includes analysing the records of accidents and acting on findings to further reduce the risks posed to pupils);
- Ensure all new staff are made aware of First Aid procedures in School.

3.5 Role of the Office Staff

Office Staff will:-

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student;
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- Send students who simply do not feel well to the First Aid room and ensure that they are accompanied and supervised until they are collected by their parents/carers;
- Follow the school's policy on administering medicine (see section 4.11 below 'Medicine Dispensing and Administering').

3.6 Role of the all other Staff

All Teachers and other Staff/volunteers who are not qualified in First Aid will:-

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- Ensure that their pupils are aware of the procedures in operation and that they know who the names of the current First Aiders;
- Be aware of specific medical details of individual students when publicised by the Headteacher;
- In the event of an accident in the presence of a teacher or a teacher being the first adult to be present at the incident, the teacher/staff/volunteer will :
 - Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
 - Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
 - Reassure, but never treat, a casualty unless they know the correct procedures; such persons can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied;
- Send a student who feels generally 'unwell' to School Office and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern;
- For their students, be aware of any specific conditions or medications that may be taking;
- Have regard to personal safety.

4. Location of the First Aid Boxes

The first aid boxes are located in the following locations:

- The First Aid room;
- The School office;

First aid travel bags for off site visits are also located in the School Office.

5. Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which is located in the School Office. The Record shall include:

- Date, time and place of accident;
- Name and form of the person involved (if a pupil);
- Details of injury and treatment and any medication given if any;
- Outcome of accident;
- Name and signature of the person or first aider dealing with incident;
- Whether the parents have been informed.

6. Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher, in consultation with the Principal, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the School day.

A copy of the School's accident and first aid book is available for inspection by parents.

7. Reporting to HSE

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

- Accidents involving pupils or visitors.
- Accidents involving Staff or volunteers.

For more detail, refer to Appendix B in the Health and Safety policy.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

8. Medicine Dispensing and Administering

The First Aiders and/or School Office staff may store medicine provided by students and may dispense such medicine according to written instructions provided by students or if under 18 by their parents /guardians.

**** IMPORTANT ****

It is the School's policy that no staff members under **any** circumstances will themselves administer any medicine (including paracetamol) to students. The only exception to this rule is for:

- * The use of inhalers by pupils in EYFS, KS1 and KS2
- * The medication is prescribed by a registered G.P. and parents have completed the school's medicine administering form

KS3 and older pupils who advise school staff about medication (or their parents advise) will be given the medicine, and must self-administer it (i.e. students must not be helped in taking the medicine). This includes all types of medicine e.g. tablets, syrups, pumps etc. A member of staff should supervise (i.e. watch) the pupils self-administer the medicine.

Staff must keep a record of any medicine that is given to pupils to self-administer. The record must have at least the following information: the date, the name of the pupil, the nature of the medicine and dosage and sign. This record must be kept with the accident log book.

9. Monitoring and evaluation

This policy is a working document and will be reviewed annually. It will be improved as per feedback from staff, pupils and parents/carers. The implementation of this policy is the responsibility of the headteacher who will, on a termly basis:

- analyse records of accidents to identify patterns and further improvements
- hold the appointed person accountable for fulfilling her duties
- check that all staff know the first aid procedures and implement them rigorously
- ensure that all accidents that should be reported to HSE are.

Review date:

October of each year.