

First aid Policy

Purpose

This policy is to ensure Bredon School is compliant with the Health and Safety (First Aid) Regulations 1981 which require adequate arrangements to be made for the administration of first aid to staff taking account of staff numbers, the nature of the undertaking and the size and location of the establishment. Schools are not legally obliged to provide first aid for pupils but all school staff have common law responsibilities with regard to them and therefore good practice dictates that arrangements should be made for administering first aid to pupils. In order to ensure adequate first aid provision it is our policy that

- There are sufficient numbers of trained personnel together with appropriate equipment available to ensure that someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied
- A qualified first aider is always available during normal school hours.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

Responsibilities under the first aid policy

The Health and Safety Committee of Bredon School, on behalf of the Board of Governors, is responsible for the continuing assessment of first aid needs, which will take into account

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special needs
- Hours of work
- Out-of-hours and off-site arrangements
- Arrangements to provide adequate numbers of first aiders, to provide cover in the absence of
- First aiders, and adequate training
- First aid equipment needed
- Location of first aid equipment and notices

The School Health and Safety Coordinator, on behalf of the Health and Safety committee, is responsible for

- Advising on appropriate levels of first aid provision
- Identifying first aid training needs, organising appropriate training for first aiders and maintaining a record of all first aid training of school staff

The School Nurse is responsible for:

- Ensuring first aid cover is available during normal school hours
- Organising provision and replenishment of first aid equipment
- Maintaining accurate records of first aid treatments given in the medical centre.

Qualified first aiders (see appendix) are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence

- Summoning medical help as necessary
- Recording details of treatment given.

All staff have a duty of care towards the pupils and should respond accordingly when first aid situations arise.

The list of qualified first aiders is published termly to staff who have should replace in their area of work this policy and is updated annually.

Hours of work

We have a full-time nurse in attendance in the medical room during our normal working hours, 0800 to 1630, Monday to Thursday and 0800 to 1515 during term time. If they are absent, we put adequate first aid cover in place. If the nurse is on a long-term absence, the Deputy Head Pastoral will organise for a replacement/agency nurse to be available.

During evening and weekend Head of boarding will make sure that adequate first aid cover is in place for students and staff.

Out-of-hours and off-site activities

Many school activities take place outside of normal school hours and/or off-site. First aid provision is available at all times while people are on the school premises and when on school trips or visits. All relevant staff should attend a one day first aid refresher course every three years to ensure provision of basic emergency aid at all times. PE and Outdoor Education staff require additional training due to the number and nature of out-of-hours activities for which they are responsible.

In school holidays there should be a qualified first aider available during working hours, for example a member of the Bursary, Estates or Maintenance team.

Pupils who take part in activities where they are required to work for significant periods of time out of immediate contact with a member of staff, e.g. during Gold Duke of Edinburgh expeditions or on fieldwork assignments, receive basic first aid and personal safety training prior to the event.

First aid personnel

The medical centre is staffed by the School Nurse who is a registered nurse (RCN – Royal College of Nursing). The medical centre is open throughout the school day and is fully equipped to deal with everyday accidents and injuries. If the School Nurse is off-site for any reason staff will be informed and a notice will be displayed on the door of the medical centre giving details of how to obtain help.

First aiders should be easily available in areas of greatest risk. There should be at least one qualified first aider in each of the following areas:

- Outdoor Education Department
- PE department
- Science department
- Maintenance department
- Kitchens

First aid equipment

First aid kits are clearly labelled with a white cross on a green background in accordance with health and safety regulations Safety Signs Regulations. The contents of first aid kits may vary depending on the particular needs in each location

(e.g. blue detectable plasters must be used in food areas). The School Nurse is responsible for supplying and replenishing first aid kits as appropriate.

Off-site activities and visits

A games first aid kit is to be taken to all games lessons, practices and matches. The PE department is responsible for checking and restocking these kits in liaison with the School Nurse.

First aid kits are to be taken on all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the School Nurse. Accompanying staff also carry details for each pupil as follows:

- Details of any medical conditions
- Details of medication being currently taken
- Details of conditions such as asthma, potential anaphylaxis which require specific equipment to be carried
- Details of allergies
- Details of dietary requirements
- Date of last tetanus injection
- Any other relevant information of help to a health professional in case of emergency

For trips it is the responsibility of the visit organiser to check the medical conditions of pupils involved and to collect the appropriate medical consent forms and first aid kits.

Information

All staff and pupils can obtain information on how to access first aid assistance in classrooms. Additionally, first aid notices are posted in communal areas such as corridors and entrance halls and in high-risk areas such as science, technology and games departments, detailing

- Names of qualified first aiders
- Emergency telephone numbers within the School

Rooms where first aid kits are located are clearly marked with a sign and all first aid notices are checked termly for accuracy and amended as necessary.

Please see Appendix for a full list of current trained first aiders.

Training

A qualified first aider is someone who holds a valid certificate of competence in first aid at work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance, and must be renewed every three years. The School Health and Safety Coordinator arranges for staff to attend the first aid at work course as required.

A person with 'Emergency First Aid at Work' is someone who has attended a minimum of 6 hours first aid training (renewable every 3 years) and is competent to give emergency aid until further help arrives.

Pupils are encouraged to learn first aid skills through schemes such as the Duke of Edinburgh's Award Scheme and Life Guarding.

Emergency procedures

Depending on the severity of the injury or illness the casualty should either see the School Nurse at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the nurse, though it is their responsibility to inform the teacher whose lesson they are missing whenever the condition allows. They should be accompanied by a responsible friend if appropriate.

In the event of severe illness or injury, someone should call the School Nurse 07775375790 or an ambulance without delay.

The information given should include telephone number, address, the exact location in the school, description of the signs and symptoms - particularly for anaphylactic shock - and the place where the ambulance will be met.

If the School Nurse is not available, one of the qualified first aiders (see first aid notices for details) or the studies office should be contacted.

Someone should always remain with the casualty until help arrives.

If an ambulance is called someone should go to the front of school to give directions to the ambulance crew.

Parents/next of kin of the casualty will be notified directly (i.e. not by leaving a voice message) once the ambulance crew have established the condition and the destination hospital. A responsible adult should accompany the casualty to hospital.

Dealing with biohazards

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens.

Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of microorganisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

Legal position

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards. For the purposes of this policy, biohazards are defined as

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine
- Wound Drainage
- Gastric Aspiration

Personal protective equipment

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Wear disposable gloves
- Use the biohazard spill kits provided by the school. The urine and vomit spill kit can be found in the store cupboard in the staff room and in the medical centre.

- Always dispose of personal protective equipment and contaminated waste in a sealed (yellow) disposable bag.

Reporting and record keeping

A record must be kept of any first aid treatment given and should include

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- Name and signature of first aider or person dealing with the incident.

A record must be kept of all accidents and the first aid treatment given. A copy should be logged by the School Nurse on the Business safe system. Records are kept for a minimum of eight years in accordance with guidelines for storage of medical and nursing records.

Records of all major accidents/incidents are to be sent to the Headmaster and Health and Safety coordinator.

There is a statutory requirement that some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (0845 300 9923). The following accidents must be reported to the HSE by the Bursar:

- Accidents involving a member of staff or contractor
- Accidents which prevent the injured person from doing their normal work for more than 7 days involving pupils and visitors which.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Bursar is responsible for ensuring that this happens and will do so by using the online HSE F2508 form which is automatically populated in by the Business safe system before completion and submission.

Monitoring and review of the policy

The Health and safety coordinator continually monitors first aid arrangements and the health and safety committee formally reviews them annually to ensure adequate and effective provision. We carry out additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or pupil numbers.

Last Reviewed December 2017

Next Review December 2018

Appendix A Current List of First aiders

Appendix B Medical Disclosure Form