



# First Aid Policy

Produced by Broughton Hall Catholic High School

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## Document Status

Version	Date	Action
Version 2		Policy updated to reflect legislation and agreed by Full Governors
Review Period	Every year	
Review Date	July 2021	

## **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 & 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 requires 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

The Governing Body fully indemnifies trained and approved staff against claims for any alleged negligence, providing they are acting within their conditions of service and following school guidelines.

The Governing Body will indemnify any member of staff, acting in good faith, for the benefit of the pupil in an emergency situation.

## **3. Role & Responsibilities**

Schools, dependent upon an assessment of first aid needs, must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

The appointed person does not need to be a trained first aider.

### **3.1 Appointed Person and First Aiders**

The school's appointed person is Ms D Igglesden, School Business Manager. They are 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

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

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school. Operational matters and day-to-day tasks are delegated to the Headteacher and staff members.

### **3.3 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 (see section 6)

### **3.4 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

## **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 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, the appointed person/ staff member will contact parents immediately
- The first aider/ 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

## **4.2 Off-site procedures**

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader alongside the Education Visits Coordinator (EVC) 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
- Pupil Reception
- The school office
- All science labs

- All design and technology classrooms
- The school kitchens
- School vehicles

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by the school admin team
- 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 Local Authority and HSE**

The appointed person 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 person will report these to the Local Authority within 24 hours and 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

## **6. Training**

All school staff are able to undertake first aid training if they would like to.

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 2).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **7. Monitoring arrangements**

This policy will be reviewed by the appointed person every year.

At every review, the policy will be approved by the Executive and Finance Committee of the Governing Body.

## **8. 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

## Appendix 1 – Appointed Person and First Aiders

<b>Staff Members Name</b>	<b>Role</b>	<b>Contact Details</b>
Ms D Igglesden, School Business Manager	Appointed Person	Ext 5443 07956 544869
Mrs S Tait, Support Manager Y8	First Aid at Work	Ext 5453 07889 398811
Mr M Sharples, Science Department	First Aid at Work	Ext 4009
Mr M Clays, Premises Manager	First Aid at Work	Ext 5473 07958 232661
Mrs E Lawler, Reprographics	First Aid at Work	Ext 4002
Mrs D Robinson, Support Manager Y12&13	First Aid at Work	Ext 5486
Mr J Halewood, Geography	First Aid at Work	Ground Floor Hubs
Mrs R Robson, Catering Assistant	First Aid at Work	Ext 5474 Canteen
Miss A Ryder, Design Technology	First Aid at Work	Ext 4012 Tech Block
Mrs J Sutherberry, PE & Dance	First Aid at Work	Ext 4004
Mrs A Bisson, Food Technician	First Aid at Work	Ext 5484





## **Appendix 3 – COVID-19 Procedures**

First aid provision will be managed in line with guidance produced by the Health and Safety Executive.

This guidance aims to help employers ensure first aiders are confident that they can help someone injured or ill during the coronavirus (COVID-19) outbreak.

This guidance advises first aiders to:

- Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
- If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

### **After delivering any first aid:**

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

### **Preserve life: CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. Ask for the portable defibrillator
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

### **Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible