



Broughton Hall Catholic High School

FIRST AID POLICY

1. Introduction

Broughton Hall High School is under a general duty to provide a safe place of work, with suitable arrangements, including welfare, section 2 of the Health and Safety at Work Act 1974. Provision for First Aid is a requirement under the Health and Safety (First Aid Regulations 1981).

The policy describes what facilities are in place; however, the appendices outline the responsibilities of relevant personnel.

Broughton Hall High School must ensure that there is adequate First Aid provision for persons who may become ill or injured as part of their undertaking for Broughton Hall High School. Therefore it is the responsibility of the Governors and school Headteacher who must assess the nature of activities within the school when determining the number of First Aiders to appoint. The responsibilities of the Governors and Headteacher in accordance to this policy are outlined in **Appendix 1**.

2. Policy Documents

Broughton Hall High School is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring at work. To this end, the Governors of the school will ensure that they can meet the statutory requirements and the needs of the school are met.

Should persons have concerns about the provisions of First Aid within the school they should inform:

- Their Line Manager
- Head Teacher
- Health and Safety Officer

These concerns will be investigated and an assessment will conclude if any rectification is required.

3. First Aiders

First Aiders are employees of the school who have been assessed as being suitable for training and appointment as a nominated First Aider.

First Aiders are qualified personnel who have received training and passed an examination in accordance with the health and safety executive's requirements. Incorporated into this will be refresher training at regular intervals and an examination to ensure that their skills are maintained.

For responsibilities of First Aiders see **Appendix 2.**

3.1 Legal Indemnity Of First Aiders

It is unlikely that First Aid personnel rendering assistance will become subject to legal action because of deterioration in the injured person's condition. However, the school has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person, who becomes ill / injured, either on or off the school premises, in association with school business.

3.2 First Aid Boxes

First Aid boxes are provided around the school in designated areas, however, the policing and upkeep is the responsibility of the First Aid administrator. If a person requires the use of any provision held within a First Aid box, they should contact their nearest First Aider.

All boxes will contain at least the minimum supplies, which are required by law:

- 8 medium dressings
- 4 large dressings
- 4 extra-large dressings
- 4 eye pads
- 6 triangular bandages
- 40 plasters
- 12 safety pins
- 10 alcohol free wipes
- 2 sterile saline 500ml

Eye irrigation where mains tap water is not available and / or there is a risk of injury to the eye.

Only specified First Aid supplies will be kept, no creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

3.3 First Aid Manager

The current information regarding the location of First Aid boxes and the First Aider responsible for their up-keep will be kept by the school First Aid administrator. They will also oversee the re-stocking of the First Aid boxes. The role and responsibilities of the First Aid administrator are listed in Appendix 3.

3.4 School Trips

First Aid supplies for school trips will be available from the First Aid administrator for those persons who are required to be under taking their work / study away from the normal place of work / study.

3.5 First Aid Recovery Room

This room is located opposite the School Chapel.

Use of the First Aid room is outlined in **Appendix 4.**

4. Recording of Incidents

All accidents must be recorded, however minor, in line with the schools **Accident Reporting Policy.**

Accident Form as required by law is housed in the admin office and On Line.

It is the responsibility of the employees and visitors to complete a school accident report (and an entry into the book if desired) as soon as possible after the incident occurred. Where the injured person is unable to complete their own details of the accident, then the First Aider in attendance and /or a witness (where relevant) should enter details on the injured person's behalf. However, it is the responsibility of the school governors, Head teacher, heads of department to ensure employees, students and visitors to the school are aware of the procedure for reporting accidents.

Where an accident results in a person being taken to hospital, inability to continue to attend or subsequently becomes absent from work/school, as a result of the accident, the following should be notified immediately.

- Head Teacher
- School Office
- Health and Safety Officer
- First Aid Administrator

Any person who suffers an injury as a result of an accident that occurred off the school premises whilst undertaking their role for the school should also report in accordance with the aforementioned procedure. The procedure for the correct forwarding of accident forms is outlined in **Appendix 5**.

5. Storage of medicines

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. All medication must be stored in the container in which it is dispensed with the child's name printed on the label, the dosage of medication and the frequency of administration. Children should know where their medicine is stored and who holds the key. Asthma inhalers and adrenaline pens should be readily available and not locked away. Other non-emergency medicines should be kept in a secure place not accessible to children.

6. Safe System of Work

The following arrangements should be followed in order ensure that a suitable and sufficient provision of First Aid personnel and equipment is available within the school.

1. The First Aid administrator must ensure that persons are familiar with the identity and location of their nearest First Aider and First Aid box.
2. The name(s) and location(s) of First Aiders and equipment must be displayed adequately through out the school.
3. Ensure First Aiders are nominated to maintain First Aid boxes within their area and to ensure that the contents do not expire.
4. Maintain easy access to a First Aider and First Aid box.
5. Ensure that all persons are familiar with this policy through information, instruction and training.

APPENDIX 1

Responsibilities of Head teacher/ Health and Safety Officer /First Aid Administrator

All of the above have the following responsibilities to:

1. Identify the nature of activities within the school / faculty and review First Aid requirements as processes, staff or the environment changes;
2. Determine the number of First Aiders to appoint by taking into consideration:
 - Absence of First Aiders due to school commitments, holidays and sickness;
 - Number of First Aiders present beyond school business hours;
 - Geographical disposition of locations covered by First Aiders;
3. Consider the capability of the First Aider as this person may have to treat someone:
 - Suffering a heart attack;
 - Suffering from an epileptic fit;
 - Who is bleeding profusely;
4. Consider the capability of the persons they nominate and/or persons who volunteer (for further details refer to First Aider's **Appendix 2**).
5. Ensure that there are adequate supplies of and financial provisions for First Aid equipment;
6. Keep current records of training and expiry dates for First Aiders within the school.
7. Inform staff within the school of arrangements, which have been made for First Aid training and keep them suitably, appraised of any changes.
8. Ensure those visitors to the school are aware of how to summon First Aid assistance.

APPENDIX 2

Responsibilities of First Aiders

All appointed First Aiders at Broughton Hall High School have the following responsibilities to

1. First Aid Practice

- Be readily available.
- Follow the principles and practices as laid down during the First Aid course and manuals.
- Comply with the aims of First Aid:
 - To preserve life.
 - To prevent the condition worsening.
 - To promote recovery.
- Quickly and accurately assess the situation.
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Prioritise casualties in order of condition.
- Arrange without delay, for the transfer of casualty to hospital if required.
- Stay with casualty until they are handed over to doctors, paramedics or other appropriate person
- Not to undress any casualty unnecessarily
- Safeguard casualties clothing and possessions.
- Respect casualty confidentiality at all times and not to discuss the casualty's condition with anyone other than appropriate school staff, parents or medical emergency services.
- Maintain a record of all casualties treated, no matter how trivial, and to submit records in line with school policy.
- Report head injuries, no matter how minor, to the admin office so a telephone call can be arranged to the relevant parent where student head injuries are concerned.
- Alert First Aid administrator in the event of an ambulance being required for students. If not contactable, Head teacher and Health Safety Officer must be informed.

2. Own Work Area

- Know your work area intimately, paying special attention to potential hazards in
- That area and know the correct treatment for injuries common to your area.
- Ensure the on line accident forms are completed appropriately.

3. First Aid Box

- Keep First Aid boxes clean and adequately stocked.
- Ensure First Aid boxes contains the approved First Aid materials and literature and nothing is damaged, open or expired and anything found to be unsuitable be disposed of in the appropriate manner.
- Ensure the First Aid boxes are accessible at all times.
- Clean and maintain all ancillary equipment within your area, e.g. eye wash bottles.

APPENDIX 3

Responsibilities of First Aid administrator

The First Aid administrator's role is to assist the school to meet their responsibilities for First Aid by:

1. Familiarising themselves with this policy.
2. Regularly assess and report back to the Head teacher / Health Safety Officer with regards to future first aid requirements.
3. Identifying suitable volunteers for first aid training.
4. Regularly carrying out an audit to ensure that the First Aid boxes contain at least the minimum supplies, which are required under law.
5. Regularly checking that the appropriate lists and signs showing the location of First Aid boxes, equipment, facilities and First Aid personnel are updated and displayed in appropriate places around the school.
6. Liaising with outside agencies with regard to future first aid advice and training.
7. The ordering of all first aid supplies.
8. The planning and implementation of rotas as required.
9. Ensuring all training needs is met within the school and externally.
10. All certificates renewed before expiry.
11. Filing and up-keep of all First Aid Records.
12. Dealing with the schools First Aid needs on a daily basis.

APPENDIX 4

Use of First Aid Room

To ensure an adequate and appropriate First Aid provision, at least one area shall be provided solely as rest or First Aid Room and shall comply with the standards set out by the Health and Safety (First Aid) Regulations 1981.

Such rooms will be situated so they are accessible to the emergency services.

APPENDIX 5

Procedure for forwarding completed accident forms

Once the details of this policy have been carried out the following should subsequently take place:

1. The completed accident form must be retained until students reach the age of 21 and for 6 years for adults.
2. The Head teacher or Health and Safety Officer will arrange for an assessment to determine if further investigations are required.
3. The Health and Safety Officer will inform the Head teacher, if required, and the appropriate course of action will be taken.