Christopher Whitehead Language College & Sixth Form

First Aid Policy

Policy Administration	
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Statement of Intent

It is our policy to ensure that appropriate first aid arrangements are in place for our students, staff and visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Legal Framework

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 require 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and articles of association.

Roles & Responsibilities

The school's appointed medical coordinators 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.

The school's first aiders are trained and qualified to carry out the role 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.

Lists of our school's medical coordinators and first aiders will also be displayed prominently around the school.

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, Director of Finance & Operations and staff members. The Director of Finance & Operations 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 students.
- Reporting specified incidents to the HSE when necessary.

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/medical coordinator is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

First Aid 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 medical coordinator or first aider, if appropriate, who will provide the required first aid treatment.
- The medical coordinator/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 medical coordinator/first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the medical coordinator/first aider judges that a student 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 medical coordinator will contact parents immediately.

- The medical coordinator or first aid responder will complete an accident report form as soon as reasonably practical after an incident resulting in an injury.

School Trips / Off Site Procedure

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 students
- Parents' contact details Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.
- There will always be at least one first aider on school trips and visits.

First Aid Equipment

No medication is kept in first aid kits. 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

First aid kits are stored in: – The medical room – Both receptions – All science prep rooms – All design and technology classrooms – Art and music rooms – PE Block – Hair salon First Aid and Accident Recording – The school kitchens – School vehicles – Caretakers room – Learning Resource Centre – Learning Support Centre – The House

First Aid and Accident Reporting

An accident form will be completed by the relevant staff member 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. A copy of the accident report form will be kept by the Director of Finance & Operations and 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.

Any first aid administered will be noted in the accident book and on the schools MIS.

Reporting to the Health and Safety Executive (HSE)

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). The business manager will report these 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 including death and 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: o The collapse or failure of load-bearing parts of lifts and lifting equipment o The accidental release of a biological agent likely to cause severe human illness o The accidental release or escape of any substance that may cause a serious injury or damage to health o An electrical short circuit or overload causing a fire or explosion

Notifying Parents

The appropriate staff member will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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

Monitoring and Review

This policy will be monitored by the Director of Finance & Operations reviewed by the Headtacher annually.

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