



The High School
Leckhampton

First Aid Policy

Reviewing Member of Staff: Mr Wayne Grant
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1. Introduction

This policy is based on the statutory framework advice from the [Department of Education first aid and health and safety in schools](#) and the following legislation:

- o [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.
- o [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees.
- o [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.
- o [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.
- o [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.

- o [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

2. Aims

The aims of the first aid policy are to:

- Ensure the health, safety and welfare of all pupils, staff, 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 the outcomes

3. Roles and Responsibilities

Trained First Aiders

An up-to-date list of all appointed and trainer first aiders can be found in ***Appendix 1***.

Trained first aiders are responsible for:

- Providing appropriate care for pupils and staff who are ill or sustained an injury, acting as a first responder to any incidents
- Assessing the situation where there is an injured or ill person and provide immediate and appropriate treatment
- Recording all pupils' accidents, the same day, or as soon as is reasonably practice after an incident
- Ensuring an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover where necessary or make arrangement with parents / carers to collect
- Informing the Headteacher of all serious incidents where first aid has been administered

The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day to day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- 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 staff 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

The Operations Manager

The Operations Manager is responsible for:

- Ensuring that all staff and pupils are familiar with the school's first aid and medical procedures
- Ensuring that all relevant staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-Pens and inhalers)
- Ensuring that a list is maintained and available to staff of all pupils with medical needs and appropriate measures needed to care for them
- Monitor and restock supplies and ensure first aid kits are replenished. Ensuring that this is evidenced at least termly
- Maintain adequate facilities
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off site visits
- Contact emergency medical services as required
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies
- Fulfil the school's commitment to record and report to RIDDOR as indicated in the Reporting to HSE section
- Ensure that Personal Emergency Evacuation Plans (PEEPs) have been written for pupils or staff who need assistance in evacuating the building

ALL Staff

All 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/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

In-School

All accidents and illnesses occurring in school must be reported to the main school office staff, under no circumstances should pupils be referred directly to the medical room because they could stay there for some time unnoticed and unattended.

Except where an accident or emergency has occurred, pupils must seek the permission of a teacher before reporting sick.

A 'green slip' must be completed by the teacher and given to the pupil to hand to the reception. The teachers must subsequently check to see that any pupil leaving a lesson has received attention at reception. Heads of House, together with office staff, should monitor those pupils who may be reporting sick on a regular basis and who may need counselling.

In the event of an accident or emergency 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, they must refer this to the Head of House who will decide if an unwell pupil needs to be sent home. In which case the pupils 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 school 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

They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

Off-Site

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 prior to any educational visit that necessitates taking pupils off school premises.

Record Keeping and Reporting on 'Every' (on-line reporting platform)

- An accident form (on 'Every') will be completed by the first aider the same day or as soon as possible after the incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form
- If appropriate a copy of the accident report form will be added to the pupils' educational records by the first aider or relevant member of staff
- Accident forms will be retained by the school for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulation 1979, and then securely disposed of

5. First Aid Equipment & Materials

The Operations Manager is responsible for stocking and checking the first aid kits. Staff are asked to indicate when supplies have been used so they can be restocked.

Typically, first aid kits in school will contain:

- 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
- Eye wash stations in specific locations

No medication is kept in first aid kits.

Location of First Aid Facilities and Equipment

The school has a full stocked medical room and adequate first aid boxes located throughout the school. Details of the locations can be found in **Appendix 1**.

Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

PEEP template can be found in **Appendix 2**.

Dealing with Bodily Fluids

To maintain protection from disease, all bodily fluids should be considered infectious. To prevent contact with bodily fluids the following guidelines should be followed:

- Wear disposable gloves when dealing with any bodily fluids.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following fluids must be cleaned up immediately:
Blood, faeces, saliva, vomit, nasal and eye discharges.
- Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution.
- Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag and then place in the waste bin.

Infectious Diseases

If a pupil is suspected of having an infectious disease advice should be sought from the appointed person who will follow the [Health Protection Agency guidelines](#) to reduce the transmission of infectious diseases to other pupils and staff.

6. Reporting to HSE

The Operations 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 Headteacher 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 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 scalding 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

7. Notifying Parents

The Receptionist 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 practical.

8. Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Gloucestershire County Council of any serious accident or injury, or death of, a pupil while in the school's care.

9. Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will maintain and record of all trained first aiders, what training they have received, and when it expires.

10. Monitoring

This policy will be reviewed annually.

11. Links with other Policies

The first aid policy is linked to the:

- Policy on supporting pupils with medical conditions
- Health and Safety Policy
- Educational Visit Policy

Rights Respecting School Statement

The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:

Article 28: (Right to Education): *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

Article 29: (Goals of Education): *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*

Appendix 1: Appointed, Trained First Aiders and Location of 1st Aid Provisions

FIRST AID

First Aiders

The High School Leckhampton currently has 8 first aiders trained **in the 3 Day First Aid at Work**

Name	Telephone	Location
Alex Agombar	1006	The 'Hive'
Sue Avron	1000	Reception
Wayne Grant	1005	Operations Manager's Office
Clea Hemans	1001	Attendance Office
Jo Hopcraft	1001	Attendance Office
Ellen Joyce	1000	Reception
Chris Newman	1031	Assistant Head's Office
Morgan Powell-Jones	1017	PE Office

First Aid Boxes

Please find listed below the location of first aid boxes held within school:

Location Ground Floor	Location First Floor
Reception	Staff Room
Medical Room	Reprographics
Drama Studio	Assistant Head's Office
PE Office	Music Office
Science Prep Room	Learning Resource Centre
DT Prep Room	Activities Studio Store

Site Manager's Office	
Kitchen	
Eye Wash Station in all Science Labs	

Appendix 2: Personal Emergency Evacuation Plan (PEEP)

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This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- by the Pupil
- in the Pupil's personal records
- by the Head of House
- by the Form Tutor

Pupil's name:			
Registration room or number:			
Registration area location in building: (attach timetable to this document, showing daily movements; times and room numbers).			
Registration teacher's name:		Tel: Ext No:	
Nature of Impairment/ disability			

Name of assessor who completed this Form:	
Date completed:	
Date of next review:	

Points to consider: Either the Health & Safety Lead or the Tutor should complete this form together with the pupil.

Question for the pupil to consider:	Answer	Comments
Do you change classrooms during the day, which takes you to more than one location within the building and other buildings?		
Do you have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Do you have any difficulties hearing the fire alarm?		
Are you likely to experience problems independently travelling to the nearest emergency exit?		

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Do you find stairs difficult to use?		
Are you dependent on a wheelchair for mobility?		
If you use a wheelchair, would you have problems transferring from the wheelchair without assistance?		

The pupil will be informed of an emergency evacuation by:

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>

Give details:

Designated assistance (details of all persons designated to assist in the evacuation and the nature of assistance to be provided)

Method of assistance (e.g. transfer procedures, methods of guidance)

Equipment Provided (details of all equipment needed to execute the plan and its location)

Exit route procedure (progress starting from when the alarm is raised and finishing on final exit)

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Safe route(s) (description of all the safe routes that can be used)

<p>N.B. A copy of the building plan with routes clearly marked may be useful</p>

List of people who have received a copy of this completed document: (name and email addresses)

Assessment sign-off:

Signed (Assessor):

Signed: (Tutor):

Signed: (Pupil):