

First Aid Policy

Hampton Lakes Primary School



Policy last reviewed:	September 2021
Next review due:	September 2022
Member of staff responsible:	Miss Zoe Trigg
Ratified by:	HL LGB

1. RATIONALE

First Aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate First Aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own First Aid. The Board of Trustees will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

To ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace.

Nominated Member of Staff: **Head of School**

2. Operating Statement

Hampton Lakes School will have:

- A number of suitably stocked First Aid containers
- An appointed person to take charge of First Aid arrangements
- Qualified personnel to administer First Aid as required, both on and off-site
- Information for employees on First Aid arrangements

First Aid provision must be available at all times while people are on School premises, and also off the premises whilst on School visits.

3. RESPONSIBILITIES

3.1 The Employer/The Board of Trustees

The Board of Trustees is the employer for Hampton Lakes School.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this includes responsibility for all teaching staff, support staff, students and visitors including contractors. Managers and staff also have responsibilities.

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the School has a Health and Safety Policy. This should include arrangements for First Aid, based on a risk assessment of the School, and should cover numbers of first aiders/appointed persons. The school will ensure that the statutory minimum number of trained first aiders are available on site. There will be at least three trained staff within school. The numbers and locations of First Aid containers are detailed within the policy.

The employer will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The employer must provide adequate and appropriate equipment and facilities.

The employer is to ensure staff or students with special health needs or disabilities are catered for.

The Board of Trustees has general responsibility for all the School's policies, even when it is not the employer.

3.2 The Head of School

The Head of School is responsible for putting the Board of Trustee's policy into practice and for developing detailed procedures.

3.3 Teachers and other School Staff

All staff will be given a written list of students with pre-existing or known medical conditions with details of their needs and what to do in an emergency. It is the responsibility of all staff to make themselves familiar with the needs of students they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable them to meet the needs of students with specific medical needs.

Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency. All staff are required to know who the first aiders are and how to contact them as needed.

Staff responsible for leading phases of learning areas are responsible for the preparation of risk assessments for their areas.

3.4 The Lead First Aider

The Lead First Aider is responsible for keeping a record of all First Aid related incidents that occur within the School. They keep a central record of all First Aid treatment given by a first aider/appointed person. They are responsible for checking the First Aid containers are stocked and re-stocked as necessary. They are also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required.

3.5 The First Aider's Duties

First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

Within the School, the duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.

- When necessary, ensure that an ambulance or other professional medical help is called.

3.6 Calling the emergency services

All staff are able to request an ambulance or other professional medical help. Examples where an ambulance would be called would include:-

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions
- suspected broken bones

(NHS Advice 2013)

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed, let the emergency services decide the appropriate course of action based on the information that you give them.

3.7 Selection of First Aiders

Unless First Aid cover is part of a member of staff's contract of employment, people who agree to become First Aiders do so on a voluntary basis. When selecting first aiders, the Governing Body/Head of School should consider the individuals:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties, first aider must be able to leave to go immediately to an emergency.

3.8 Appointed Persons

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the First Aid equipment e.g. restocking the First Aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not necessarily first aiders. They should not give First Aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency First Aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First Aid for the unconscious casualty
- First Aid for the wounded or bleeding.

Emergency First Aid training should help an appointed person cope with an emergency and improve their competence and confidence.

4. ARRANGEMENTS

4.1 First Aid needs and expectations

The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them.

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors, and make allowance for them.

4.2 Reassessment of First Aid Provision

The Board of Trustees/Governing Body and/or Head of School should regularly review the School's First Aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

4.3 Providing Information

The employer or the Nominated Member of Staff (the Head of School) must inform all staff (including those with reading and language difficulties) of the First Aid arrangements. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the School's First Aid needs.

4.4 Location of First Aid Boxes

First Aid boxes are kept in the cloakroom for each year group.

Travelling First Aid boxes are kept at the following points in the school:

- Medical Room
- HL Main Reception

4.5 Insurance

In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. Employers should make sure their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The school will provide explicit reassurance to staff who volunteer to assist with any form of medical procedure that are acting within the scope of their employment and are indemnified.

4.6 Risk Assessment of First Aid Needs

The School will include staff, students, and visitors when carrying out risk assessments for First Aid needs. Staff will liaise with SENCo where appropriate in the preparation of risk assessments for students with physical disabilities.

4.7 Location of Building

Please refer to the School's Health & Safety Policy for details about informing the local emergency services of location of the School.

4.8 Specific Hazards on Site

Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

4.9 Accident Statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be useful tool in a risk assessment, highlighting areas to concentrate on and tailor First Aid provision to. It is the responsibility of the Lead First Aider to keep the Accident statistics.

4.10 First Aid Personnel Requirement

The Board of Trustees and Head of School to consider the likely risks to students and visitors, as well as employees, when drawing up policies and deciding on the numbers of First Aid personnel. The HSC provide guidance on numbers of First Aid personnel based on employee numbers. As a general guide, they recommend that:

- A lower risk place of work (e.g., shops, offices, libraries) with fifty to one hundred employees, should consider having at least one first aider.
- A medium risk place of work (e.g. light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof). Schools will generally fall into the lower category, but some schools or areas of activity may fall into the medium risk category. The School should base its provisions on the results of its risk assessment. If there are parts of the School where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/faculties.

When considering how many First Aid personnel are required, the Board of Trustees/Head of School should also consider:

- Adequate provisions for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have First Aid training.
- Adequate provisions for leave and in case of absences.
- First Aid provision for off-site activities e.g. school trips. If a first aider accompanies students off site, there needs to be adequate First Aid provisions.
- Adequate provisions for practical departments, such as science, technology, home economics and physical education.
- Adequate provisions for out of hours activities e.g. sports activities, clubs.
- Any agreements with contractors, (e.g. Meals) on joint provision for First Aid for their employees.
- Adequate provisions for trainees working on site. They have the same status as staff for the purpose of health and safety legislation.

The Lead First Aider deals with emergencies if they occur in an isolated area e.g. on the playing field. They will go the scene with their radio and will radio for reception if there is need for an ambulance etc.

Members of staff are to visit the Lead First Aider if they require any information on First Aid procedures, facilities and personnel. This information is displayed on notices throughout the School.

4.11 Qualification and training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices. Training courses cover a range of First Aid competences and we ensure that we have paediatric first aid trained personnel in school. The employer should arrange appropriate training for their First Aid personnel. Training

organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First Aid at work certificates are only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The School should keep a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard First Aid competences.

4.12 EpiPen Management & Administration

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use preloaded automatic injection and is designed to be used as a First Aid device by people without formal medical training.

If a child has been prescribed an EpiPen it is necessary that training in its use is a part of professional learning provided each year by a Registered Training Organisation, as a part of development of the Individual Anaphylaxis Management Plan. All staff receive training in September from the school nursing team on how to administer adrenalin. Records of staff who have received this training are kept at reception.

If a pupil has been prescribed an EpiPen, a minimum of two EpiPens must be provided by the pupil's parents to the school. Storage of EpiPens:

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the Medical Room in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer.
- EpiPens should be clearly labelled with the pupil's name.
- Each pupil's EpiPen should be distinguishable from other students' EpiPens and medications.
- All staff should know where the EpiPen is located.
- The EpiPen should be signed in and out when taken from its usual place, such as for camps or excursions.
- Depending upon the speed of past reactions it may be appropriate to have the EpiPen in class or in a bag for outside use.
- It is important that trainer EpiPens (which do not contain adrenaline) are kept in a separate location from students' EpiPens.

4.13 Key information about EpiPens

EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a month before its expiry date, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning

the EpiPen to the family at the end of each term is suggested. Return or replacement of the EpiPen should take place when the pupil recommences school in the new term.

Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called.

If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes. "If in doubt, give the EpiPen": from the ASCIA Action Plan for Anaphylaxis For additional information about the use of EpiPens refer to the NSW Department of Education and Training Anaphylaxis Guidelines for Schools, or the Victorian Department of Education and Training Anaphylaxis Guidelines

4.14 First Aid Materials, Equipment and First Aid Facilities

Employers must provide the proper materials, equipment and facilities at all times. First Aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked First Aid container for each site. The assessment of a School First Aid needs should include the number of First Aid containers. Additional First Aid containers will be needed for spilt sites/levels, distant sports fields or playgrounds, any other high risk areas and offsite activities.

All First Aid containers must be marked with a white cross on a green background.

The siting of First Aid boxes is a crucial element in the School's policy and should be given careful consideration. If possible, First Aid containers should be kept near to hand washing facilities.

4.15 Contents of a First Aid Container

There is no mandatory list of items for a First Aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of First Aid items would be:

- A leaflet giving general advice on First Aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

The Lead First Aider is responsible for examining the contents of First Aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the School. Items should be discarded safely after the expiry date has passed.

4.16 Travelling First Aid Containers

Before undertaking any off-site activities, the Head of School should assess what of First Aid provision is needed. The HSE recommend that, where there is no special risk identified a minimum stock of First Aid items for travelling First Aid containers is:

- A leaflet giving general advice on First Aid. See list of publications in Annex A
- Six individually wrapped sterile adhesive dressing
- One large sterile un-medicated wound dressing -approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities for instance eye wash in Science labs.

4.17 Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a First Aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The First Aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a First Aid container

4.18 First Aid Accommodation

Employers must provide suitable and sufficient accommodation for First Aid according to the assessment of the First Aid needs identified. The Education (School Premises) Regulations 1996 require the School to have a suitable room that can be used for medical or dental treatment when required and for the care of students during School hours. The area, which must contain a wash basin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

The School medical room is situated next to the main Reception Office.

4.19 Contractors

Contractors working on School premises are given an Induction pack on arrival which advises them of the locations of First Aid kits, of who the first aiders are and their

locations and what to do in the event of a serious accident (including the completion a relevant accident form).

4.20 Hygiene/Infection Control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

4.21 Reporting Accidents and Record Keeping

All accidents and injuries should be recorded on the appropriate forms. Please refer to “The School’s Central Record” section of this policy for further information about what needs to be recorded.

Parents will be notified of ANY major accident or significant injury that occurs to their child at school or whilst on a school led activity. Where any head injury has been received, the parent(s) will be notified by telephone and/or letter.

Under EYFS legislation, Ofsted will be notified of any serious accident, illness or injury to, or death of a child whilst in the care of Hampton Lakes, within 14 days of occurrence.

For further information about what needs to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) please refer to the Trust Health and Safety Policy.

4.22 Students and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described previously only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to the HSE without delay and followed up in writing within 15 days on Form 2508.

How do I decide whether an accident “arises out of or in connection with work”?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. Human Resources will keep these records.

APPENDIX A

Dear Parent/Carer,

Head Bump

<Name of student> had a bump to his/her head today at <time>. Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

If your child displays any of the above symptoms (they may not all be apparent), you may wish to seek immediate advice from your GP or local A&E Department.

Yours sincerely