

## FIRST AID POLICY

### INTRODUCTION

The Policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### AIMS

- To identify the first-aid needs of the School in line with the Management of Health and Safety Work Regulations 1992.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

### OBJECTIVES

- To appoint the appropriate number of suitably trained people and First Aiders to meet the needs of the Schools.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### PERSONNEL

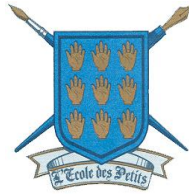
- **The Principals** are responsible for the health and safety of their employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the Schools is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ

**The Headmistress** is responsible for putting the policy into practice.

- She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment eg restocking the first aid boxes.



- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**Teachers** and other staff are expected to do all they can secure to welfare of the pupils.

**The First Aider** must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

He / She will:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first-aiders, Headmistress should consider the person's:

- 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. A first-aiders must be able to leave to go immediately to an emergency.

## **PROCEDURES**

### **Risk assessment**

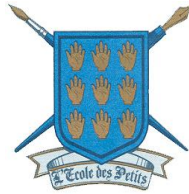
SALVUS CONSULTING conducted a review risk assessment in September 2006. Reviews are required to be carried out annually, and when circumstances alter, by the Health and Safety Officer. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principals and Headmistress.

### **Re-assessment of first-aid provision**

- The Health and Safety Officer checks the contents of the first-aid boxes termly and monitors the emergency first-aid training received by other staff and organises appropriate training.
- The Health and Safety Officer should provide information packs for new staff as part of their induction programme.
- The Schools are low risk environments, but the Headmistress will consider the needs of specific times, places and activities in deciding on their provision.

In particular she should consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out-of-hours eg clubs, events



Arrangements should be made to ensure that the required level of cover of First-Aiders is available at all times when people are on school premises.

## **First-Aiders**

The recommended number of certified first-aiders is one per 100 pupils / staff.

## **Qualifications and Training**

First-Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

## **First-aid materials, equipment and facilities**

The Headmistress must ensure that the appropriate number of first-aid containers according to the risk assessments of the site is available.

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background.
- Each school bus must carry a first-aid container.
- First-aid containers must accompany PE teachers off-site.
- First-aid containers should be kept near to hand washing facilities.
- Spare stock should be kept in school.

## **Accommodation**

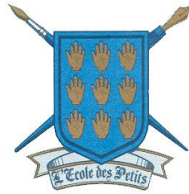
The Principals must provide a suitable room for medical treatments and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

## **Hygiene / Infection control**

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.



## **Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Principals must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE

- Involving employees or self-employed people working on the premises:
  - Accidents resulting in death or major injury (including as a result of physical violence)
  - Accidents which prevent the injured person from doing their normal work for more than three daysFor definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).
  
- Involving pupils and visitors:
  - Accidents resulting in the person being killed or being taken from the site of the accident to the hospital **and** the accident arises out of or in connection with work.  
i.e. if it relates to
  - Any school activity, both on or off the premises.
  - The way the school activity has been organised and managed.
  - Equipment, machinery or substances.
  - The design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headmistress is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

The initial telephone call must be followed up in writing on Form 2508 within ten days.



## **Recording keeping**

Statutory accident records: the Principals must ensure that readily accessible accidents records, written or electronic, are kept for a **minimum of three years** (see DSS The Accident Book BI 510)

The Headmistress must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident.
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first-aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first-aider or person dealing with the incident.

The Headmistress must have in place procedures for ensuring that parents are informed of significant incidents.

This document although correct at the time of publication, does not form a contract between the recipient and the School. The School reserves the right to make changes at any time which it considers to be necessary for legal, administrative or educational reasons.

**Reviewed Sept 2017**