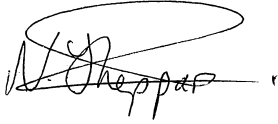


# First Aid Policy

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Signature:	
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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 and reporting the outcomes. **2.**

## Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting 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

The 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

## 3. Roles and responsibilities

Named Carisbrooke College staff have volunteered and are trained first aiders, the school assesses them to be suitable for this role as they have the aptitude and ability to cope with the training and are free of health conditions that might affect their capabilities in an emergency.

There are different levels of first aid training available and they should be distinguished as follows:

- First Aid at Work- To qualify staff must receive training, pass an examination in accordance with national standards and they are required to undergo refresher training to ensure their skills are maintained.
- Emergency First Aid- To qualify staff must receive training to enable them to provide basic lifesaving skills, this is a short course with some time taken to review specific injuries within a school setting.
- Defibrillator Training- A short course for basic life support and to use the defibrillator.
- Anaphylaxis training- A short course in how to use Epipens and understanding anaphylaxis.

The school will identify the first aid needs of the school taking into account any specific hazards, medical needs or conditions of staff or students. The school will ensure staff are fully trained and knowledge refreshed in line with the guidance.

#### Appointed First Aiders Responsibility

The school has appointed First Aiders to support both on the school premises and also for off site educational visits or fixtures. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in the first aid kits and are restocked when needed.
- Making sure that an ambulance or other professional medical help is summoned when appropriate.
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First Aiders are trained and qualified to carry out the role and are responsible for:

- Acting as a first responder to any incident; they will assess the situation where there is an injured or ill person, providing immediate and appropriate treatment.
- Communicating with parents/carers regarding injuries or illness and recommending appropriate follow-up action. Decisions regarding a pupil being sent home should be made in accordance with the school's attendance and medical procedures.
- Filling in an accident report, using smartlog, on the same day as the incident.

Carisbrooke College appointed First Aiders are named and displayed in school.

#### The Headteacher

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

- Making sure that an appropriate number of First Aid trained staff are present in the school at all times.
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Making sure all staff are aware of first aid procedures.
- Making sure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

#### Staff

Staff of Carisbrooke College are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the First Aiders in school are
- Completing accident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First aid provision must be available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits or sports fixtures. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

#### **4. First Aid Equipment**

First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid materials and nothing else. The first aid box should be of a suitable material which will protect the contents from damp and dust. A list of contents and minimum stock levels are included in the appendix of this policy.

Travelling first aid kits should be appropriate for the circumstances but should include the contents which are also included in the appendix of this policy.

Every first aid kit is required to include a copy of the Health and Safety Executives general first aid guidance leaflet INDG347.

Carisbrooke College will ensure that arrangements are in place to ensure that responsibility is delegated to ensure the restocking of first aid boxes ensuring that all dates are checked as well as suitable contents.

It is the first aider's responsibility to ensure they have the first aid kit restocked if they use anything from them.

The location of first aid boxes should be sited in areas which present special risk; they should be prominently displayed and easily accessible.

A typical First Aid Box will contain:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits.

First Aid Kits are kept in the following places:

- Reception
- PE Office
- Science Prep Room
- Technology Prep Room
- Pastoral Hub
- The medical/hygiene room

Carisbrooke College has a designated space to administer first aid, this will be carried out in the Pastoral hub located on the first floor, or the first aid/hygiene room located on the ground floor.

## 5. Off site Procedure

First aid kits are to be tailored to the specific risks and environment of each trip prior to departure but generally when taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Saline solution
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm) -  
2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises

## 6. Record-keeping and reporting

### First Aid and Accident Reporting

An accident form will be completed by the First Aider or relevant member of staff on the same day as the incident which has resulted in an injury. We will record accidents and first aid treatment on Smartlog.

As much detail as possible will be supplied when reporting an accident and all actions taken provide treatment and then follow up.

Accident records will be maintained using the school's approved recording system. Records from the accident forms will be retained by Carisbrooke College for a minimum of 3 years. The Headteacher will keep a record of any accident that results in a reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013.

Regulation 4 of RIDDOR lists 'specified injuries' which must be reported:

- Fatalities

- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes - any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
  - cover more than 10% of the body
  - cause significant damage to the eyes, respiratory system, or other vital organs - 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
    - requires resuscitation or admittance to hospital for more than 24 hours
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Work related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

## **7. First Aid Treatment**

First aiders should not attempt to provide any treatment, which has not formed part of their training.

Long term medical conditions and allergies are not part of first aid, however in certain cases special arrangements for staff and students may need to be made in relation to their condition.

If a pupil needed first aid treatment is able to safely and comfortably make their way to the pastoral hub they should do so, they will be treated by any First Aid trained member of the pastoral team. If the injury is serious and the casualty cannot be moved then the nearest member of first aid trained staff should attend with a first aid kit.

If an injury occurs in a lesson, the teacher of the lesson should ensure that they call for support where needed and then follow up with the first aider what actions have been taken and what the injury outcome was.

## **8. Notifying parents and carers**

Although not a legal requirement in secondary settings, unless a head injury has occurred, Carisbrooke College will notify parents/carers of the accident, injury and any first aid provided.

Generally this communication will come from the Head of Year, but the First Aid is also able to make this contact. If a head injury has occurred, we will make phone contact and also send home a written head injury form detailing the time of the incident and first aid treatment given.

If the emergency services are called parents will be notified as soon as the emergency call has been made, to inform them of the injury and asking them to attend the school/hospital as necessary.