



HEALTH AND SAFETY PROCEDURES

First Aid

1. Scope and Nature of Policy and Procedures

This policy is produced following the requirements of the Health and Safety at Work Act 1974, guidance issued by the Department for Education and local authority. It contains the policies and procedures to be used in the school.

This policy works in conjunction with the Accident Reporting Procedures (which are appended) and Supporting Children with Medical Needs Policy.

First Aid procedures are intended to ensure that every student, staff member and visitor will be well looked after in the event of an accident whether minor or major.

First Aid will be provided by qualified first aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and procedures in place to ensure this.

National guidance is provided in the government's document *First Aid in Schools*.

2. Management of the Policy

The governing body have a general responsibility for all school policies and will exercise oversight of this policy through:

- The Resources, Leadership and Management Committee who have Health and Safety as part of their remit
- The link governor for Health and Safety

Internal Management Responsibility for First Aid is delegated to the Headteacher who will ensure that detailed procedures are in place and that they are regularly reviewed.

A member of the Senior Team will be appointed to be in charge of First Aid Provision. This will normally be the Director of Finance and Administration who will:

- ensure that the First Aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the headteacher;
- ensures that the number of First Aiders/appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose; and
- regularly keeps the head informed of the implementation of the policy;

The Director of Finance and Administration will work with the Premises Manager and Senior School Technician to ensure the policy and procedures are working effectively.

3. Risk assessments

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

4. Insurance

The employer must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

4. First Aiders

The school will ensure that there are a sufficient number of qualified First Aiders.

There are no rules on exact numbers. The school will make a judgement based on local circumstances, having considered likely risks to staff, students and visitors.

The Health and Safety Commission (HSC) recommends:

- In low risk places including normally schools – 1 First Aider to every 50 to 100 employees. **In this school the ratio is 1 to every 100 students.**

The school will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Wherever practicable the school will train lunchtime supervisors in First Aid.

Usually members of the support staff will be First Aiders. Where the risk assessment process has identified particular risks because of the practical nature of a subject it may be necessary, as part of the risk management process, to train teaching staff

All First Aiders must:

- Complete an approved HSE training course;
- Give immediate help to casualties; and
- Ensure that when necessary an ambulance or other professional medical help is called.

5. Appointed Persons

They are not First Aiders. Their role is to:

- Take charge when someone is ill or injured;
- Look after the First Aid equipment; and
- Ensure that medical help is called when necessary.

They should not give First Aid treatment, however the school will, ensure that they are trained in coping with specific emergencies. The training will include:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- First Aid for the unconscious casualty; and
- First Aid for the wounded or bleeding.

Lunch time Supervisors have been given this training

6. Qualifications and Training

Staff will undertake recognised and accredited course leading to the full qualification.

Training will also be provided for staff to be designated as an 'appointed person'

First Aiders will be trained in the use of the defibrillator. This will be certificated by the London Ambulance Service.

A record of staff first aid training will be maintained to ensure re-qualification training is undertaken in a timely manner.

7. First Aid Notices

First Aid Notices will be displayed in the school (Green on White) which will give details of the location of First Aiders and First Aid Boxes.

8. First Aid Treatment

Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

Non-emergency First Aid will be administered by the duty First Aider and students or staff should go Reception to gain admittance to the Medical Room. Students should normally have a note from a class teacher if sent in lesson time or the relevant Head of Year.

In an emergency the nearest First Aider should be called. If they are unavailable called Reception (x200)

First Aid and Off-Site Activities. The Administrative Officer (Student Services) will liaise with the teacher in charge of an off-site visit must ensure that there is a first aid box readily available at the premises being used. If no kit is available, then a first aid box will be prepared and must be taken on each visit.

For travel by coach or public transport a First Aid kit will be provided to the teacher in charge

For all visits or lessons in swimming pools it must be ascertained that there is a qualified life-guard on hand. Before the lesson begins a check must be made to ensure the lifeguard is on duty.

Defibrillation. The school has a defibrillator which is kept in the main school office. Its location is clearly marked. At least two first aiders will be trained in its use.

Administration of Medicines. Where the school holds medication for a student the expectation would be that they should be able to self-administer. Where required a first aider will be present. A first aider will always be present where salbutamol or an auto injector (epi-pen) is administered in an emergency. Where this happens the First Aider must inform the office who will notify the parent or carer in writing.

9. Communication with Parents/Carers

Where a student has received treatment it is important that parents/carers are informed. A first aider may make a recommendation to visit a general practitioner or hospital, but as they are not medical professionals can make no assessment as to urgency

The first Aider or a member of the office staff will telephone the parents/carers. If it is not possible to reach them by telephone a note will be placed in the students' planner.

If a student needs to be sent home the First Aider or office staff will contact the parent/carers with details and ask them to collect the child. The consent of a member of Senior Team must be given before any student is sent home.

For students in Year 7-9 the parents/carers must collect them from school. Students in Year 10 and beyond may make their own way home if they are well enough to do so, provided parental consent has been obtained. The parent/carers must telephone the school to confirm the student has reached home.

Where a student has to be sent to hospital the parents/carers will be informed as detailed above. If they cannot reach the school in time to accompany the student to hospital a member of staff shall travel with the ambulance and meet the parent at the hospital.

10. First Aid Boxes

First Aid boxes are in the following areas:

- The Medical Room
- The Art and Design Rooms
- The Technology Prep Room
- Food Technology Room
- The Science Prep Room
- The PE Office

The First Aid Boxes will be maintained as follows:

School Technicians – Science, Technology, Art and PE

Receptionist – Reception and Medical Room

Student Services – First Aid kits for offsite activities, visits etc.

Contents of the boxes should be replenished as soon as possible after use to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets.

All staff should know where the First Aid boxes are kept.

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The school requires the following items to be in the box as a minimum.

Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra large, sterile unmedicated dressings	6
Nothing else must be kept in First Aid Boxes.	

Supplies of other items will be kept in the medical room:

- Cold packs
- Sterile adhesive dressings
- Antiseptic wipes
- Tissues

Supplies of First Aid material will be kept by Reception.

The Finance Office will be responsible for the purchase of First Aid items in order to maintain stock levels.

No medication may be kept or administered to students, staff or visitors except that covered by the express terms of the Supporting Students with Medical Conditions Policy.

11. Record Keeping

It is not necessary to record each time a student or member of staff is given a plaster, but where First Aid is administered this must be recorded.

A First Aider must record the details of the person to whom First Aid was administered, the nature of their injury and details of the First Aid Administered.

Where the injury was the result of an accident or incident the relevant accident reporting form must be completed. The procedure for reporting is in Appendix 1 and the Report Form in Appendix 2

Where the injury results in more than 3 days absence the RIDDOR regulations must be followed. It will be for Director of Finance and Administration to make the report to the HSE.

12. Monitoring and review

The head will review the First Aid needs and arrangements annually, and will ensure that the appropriate levels of First Aiders/appointed persons are in post, and that the appropriate standards are met.

The governing body will receive an annual report from the head and will review the policy every three years or sooner if there are changes to law or guidance from the Health and Safety Executive.

Policy created August 2007

Review period: 3 years

Last Review November 2017

Next review November 2020

Appendix 1 – Accident Reporting Procedures



ACCIDENT REPORTING

This procedure details how accidents or incidents are to be recorded. It is to be used whether or not First Aid or medical treatment is required. It is not for recording minor cuts and grazes. Details of any such treatment given for these will be recorded in the First Aid Log.

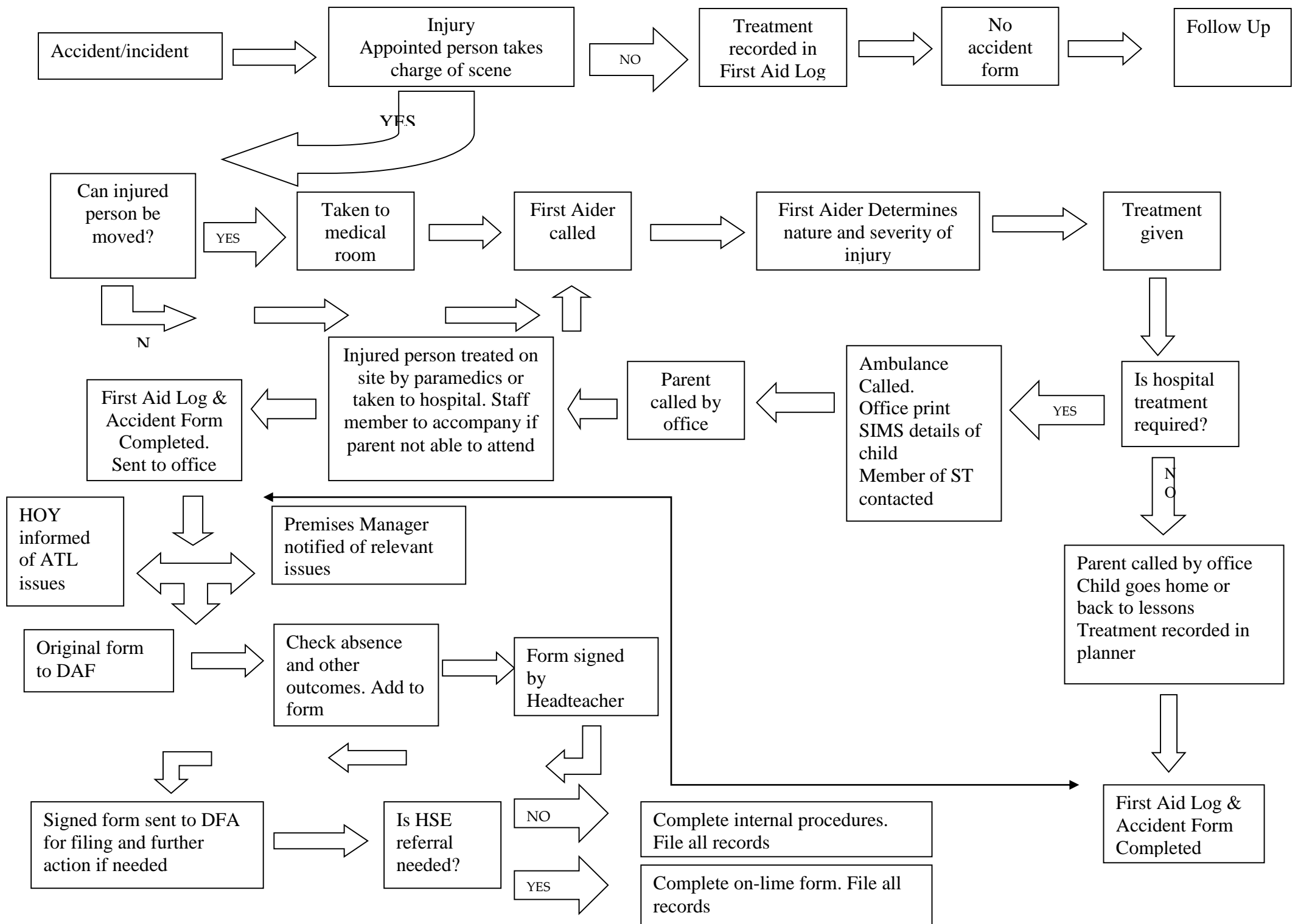
The attached flow chart should be referred to ensure the correct actions are taken. This procedure should be seen as complimentary to the First Aid and Medicines Policies.

1. In the event of a student or member of staff being involved in an accident or an incident that results in injury then the Accident or Incident Report Form must be completed.
2. The person witnessing or dealing (whether they have witnessed it or not) with the accident or incident shall always complete the form as fully as possible. This form could form part of legal proceedings and therefore is vital. Sections 1-6 of the form must be completed.
3. Copies of these forms are kept in Reception and the Medical Room or can be found on RM Staff/Whole School/Health and Safety
4. The form has been designed to be completed quickly. In the event of a very serious incident further statements may be required at a later date.
5. One of the key things to distinguish on the form is whether injury resulted purely from a chance accident, due to a failure of premises or equipment or due to a deliberate act that led to injury of a student or member of staff. This is because the follow up to these will take different forms.
6. If the accident or incident takes place off whilst engaged in school activities offsite the form must be completed as soon as possible after returning to school.
7. Where an accident has taken place the office shall inform a student's family/carer by telephone. A note shall also be entered in to the student's planner. Where no planner is available a pro-forma will be used. The family/carer shall also be informed at the same time of any treatment given and any advice to seek further medical assistance through their General Practitioner or Accident and Emergency at their nearest hospital.

8. Even where no accident form is required, but treatment is given, the student's family/carer shall be informed through a note in the student's planner

Once the form has been completed the following will happen:

- The form is handed to reception who will date stamp it.
- A copy is made and sent to the relevant Head of Year. In the event of the accident being the result of a deliberate act the Head of Year will be informed immediately by phone (or if not available, by e-mail)
- Premises are notified of any urgent building or site issues
- The original form is sent to the Director of Finance and Administration who will determine any further action
- The Office will provide absence details where required
- Dependent on the nature and seriousness of the accident a Lambeth Accident form may be completed and forwarded to Corporate Health and Safety. In some cases a report will be made to the Health and Safety Executive.
- The original form will be reviewed and signed by the Headteacher
- After review and signing the original form is sent to the Director of Finance and Administration to be kept on file
- Any recommendations or review will be carried out including informing parents of any outcomes.



Appendix 2

Accident/Incident Report Form

	Sections 1-6 completed	Form to office and date stamped	Copy to HOY	Original to MBU	To DBE for signature	Returned to MBU for filing
Date						
Initials						

ACCIDENT OR INCIDENT REPORT



1. Injured or Affected Person

Surname:	Forename(s):
Age:	Gender:
Tutor Group:	

Details of Accident or Incident

Nature (state whether injury, near miss or other):	Location:
Date:	Time:
Witnesses:	Existing known medical condition

2. Details of Injury

Nature (if none, write none):
Part of body:

3. Description of Immediate Actions (Tick as many boxes as apply)

- | | | | | |
|-----------------------------|--------------------------|--|--------------------------|----------------------------|
| Removed person from danger | <input type="checkbox"/> | Administered first aid (full details to be entered in First Aid Log) | <input type="checkbox"/> | |
| Ensured person conscious | <input type="checkbox"/> | | | Wound cleaned |
| Moved other people away | <input type="checkbox"/> | | | Plaster or bandage applied |
| Sent to office/medical room | <input type="checkbox"/> | | | Check for concussion |
| Message sent to office | <input type="checkbox"/> | | | Resuscitation given |
| First Aider called | <input type="checkbox"/> | Ambulance called (esp. for head injuries and anaphylactic shock) | <input type="checkbox"/> | |
| | | Police called | <input type="checkbox"/> | |
| | | Parent/carer contacted | <input type="checkbox"/> | |
| | | Other | <input type="checkbox"/> | |

4. Treatment (Tick as many boxes as apply)

No treatment	<input type="checkbox"/>	Resumed work/lessons	<input type="checkbox"/>	Collected by parent/carer	<input type="checkbox"/>	(time____)
In medical Room	<input type="checkbox"/>	(State how long_____)		Sent home with parent/carer permission	<input type="checkbox"/>	(time____)
First aid given	<input type="checkbox"/>			Sent to hospital	<input type="checkbox"/>	
Advised to see GP/A&E	<input type="checkbox"/>			Kings/St. George's/Mayday		
				Detained for		hours

5. Description of Possible Causes (Tick as many boxes as apply)

- | | | |
|-------------------------|--------------------------|----------------------|
| Defective premises | <input type="checkbox"/> | (give details) _____ |
| Defective equipment | <input type="checkbox"/> | (give details) _____ |
| Inappropriate behaviour | <input type="checkbox"/> | (refer to College) |
| Deliberate act | <input type="checkbox"/> | (refer to College) |

Other (give details)

6. Description of Events Leading up to the Accident or Incident (Tick as many boxes as apply)

<u>Location</u>	<u>Activity</u>	<u>Result</u>
Corridor <input type="checkbox"/>	Walking <input type="checkbox"/>	Fell <input type="checkbox"/>
Stairs <input type="checkbox"/>	Running <input type="checkbox"/>	Banged head <input type="checkbox"/>
Classroom <input type="checkbox"/>	Practical work <input type="checkbox"/>	Cut to arms <input type="checkbox"/>
Restaurant <input type="checkbox"/>	Gym work <input type="checkbox"/>	Cut to hands <input type="checkbox"/>
Sports Hall <input type="checkbox"/>	Pushing <input type="checkbox"/>	Cut to legs <input type="checkbox"/>
Laboratory <input type="checkbox"/>	Games <input type="checkbox"/>	Cut to head/face <input type="checkbox"/>
Workshop <input type="checkbox"/>	Break/lunch games <input type="checkbox"/>	Sprain <input type="checkbox"/>
MUGA <input type="checkbox"/>	Movement between lessons <input type="checkbox"/>	Broken limb (give details) <input type="checkbox"/>
7 -a- side <input type="checkbox"/>	Lesson activity <input type="checkbox"/>	Unconscious <input type="checkbox"/>
Market Square <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	Injury to eyes <input type="checkbox"/>
Sports facility (specify) <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>
Out of bounds areas <input type="checkbox"/>		
Out of school hours <input type="checkbox"/>		
Other (please specify) <input type="checkbox"/>		

Report Completed by:

Name:	Signature	Date:
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7. Outcome (tick boxes)

Not off work or school <input type="checkbox"/>	Off work or school more than 3 days <input type="checkbox"/>	Permanent partial disability <input type="checkbox"/>
Off work or school less than 3 days <input type="checkbox"/>	Permanent total disability <input type="checkbox"/>	Temporary incapacity <input type="checkbox"/>

8. Action Taken to Prevent Reoccurrence (Tick as many boxes as apply)

Repair of defective premises/equipment <input type="checkbox"/>
Risk Assessment <input type="checkbox"/>
Review supervision arrangements <input type="checkbox"/>
Reinforce ATL Policy <input type="checkbox"/>
Reinforce workshop/laboratory/gymnasium rules <input type="checkbox"/>
Refer for disciplinary action <input type="checkbox"/>
Review by Health & Safety Committee <input type="checkbox"/>

Referral to Lambeth H&S/HSE <input type="checkbox"/>	Made by	Copy attached to this form <input type="checkbox"/>
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9. Any Other Recommendations (give details)

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Headteacher's Signature:

Date:
