

FIRST AID POLICY

This policy should be read in conjunction with the following guidance document from the DFE: 'Guidance on first aid for schools: a good practice guide'.

www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid.

Background

First aid, delivered quickly and effectively, can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in schools. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and this depends upon the type of school.

- In community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units, the employer is the local authority (LA).
- In academies, free schools, foundation schools, foundation special schools and voluntary aided schools, the employer is usually the governing board.
- In independent schools, the employer is usually the governing board, proprietor or trustees.

Day-to-day responsibility for implementing the policy is generally delegated to the headteacher and SLT.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. First aid provisions should be put in place in schools based on risk assessment. A minimum first aid provision should be:

- An appointed person to take charge of first aid arrangements.
- An appropriate number of trained first aiders.
- Suitably stocked first aid containers.
- Information for staff and pupils on first aid arrangements.
- Access to a telephone for emergency use.

Teachers are not required to give first aid under their conditions of employment. Any employee can volunteer to be a first aider and the employer (*LA or governing board*) is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive training. The Health and Safety Executive, who no longer approve first aid training providers, now offers an information sheet 'Selecting a first aid training provider – A guide for employers' www.hse.gov.uk/pubns/geis3.htm.

The school's health and safety policy, as drawn up with health and safety consultants, should include reference to the arrangements for first aid and schools should be careful not to regard administration of medication as first aid. Separate advice on the administration of medication should be included in the health and safety policy.

All maintained schools must have a room with a washbasin and near a WC where injured or sick children can be cared for. While the room need not be used solely as a medical room, it should be readily available and suitable for that purpose.

The DFE document *Guidance on first aid for schools – A good practice guide 2014* provides advice for schools to ensure they are meeting their statutory duties.

In early years settings, the requirement is that at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the DFE's *Statutory framework for the early years foundation stage March 2017*. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children and, where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. Further details for early years settings are set out in the statutory framework.

As part of its guidance on supporting pupils at school with medical conditions, the DFE in September 2014 advised schools to consider buying a defibrillator as part of their first aid equipment. A guidance document 'Automatic external defibrillators (AEDs) – a guide for maintained schools and academies', updated in September 2018, is available from the DFE.

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Introduction

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Pippins School this is *governing board*.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the *governors are* responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times.

Any first aider must receive training but since the Health and Safety Executive (HSE) no longer approves first aid training, it is up to the school to ensure that any training provider that is selected for the purposes of first aid training is competent to deliver it. We use guidance from HSE to appoint suitable trainers.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

Pippins school follows the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DFE's *Statutory framework for the early years foundation stage March 2017*.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

Responsibilities of the headteacher and SLT

In discharging its duty of care, the governing board delegates to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.

- Specific needs.
- Accident statistics.
- Selection of first aiders, and number required.
- Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

Responsibilities of the first aid officer(s)

On a day-to-day basis, the first aid officer(s) have the responsibility to:

- Complete an appropriate training course.
- Be aware of the details of all first aiders and the location of, and signage to, all first aid boxes (see appendix 1 at the end of this policy).
- Maintain fully stocked first aid provisions (see below for details).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.
- Report to the headteacher/SLT any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'. An HSE 'Health and safety incident report' form will also need to be completed in these circumstances.
- Where use of force to restrain a pupil has been used and first aid is required a 'Use of force to control or restrain pupils: incident record' will also need to be completed.

Responsibilities on off-site activities

A first aid kit compliant with BS 8599 must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Responsibilities of hirers

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises, the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school and location of first aid kits and the school's automatic external defibrillator (AED) for emergency use by a trained operator.

Maintenance of fully stocked first aid containers

- On a weekly basis, Office Staff will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the school has and their contents.
 - That there are sufficient first aid containers.
 - Travelling first-aid containers.
 - First aid containers in public service vehicles.
 - First aid accommodation.

Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers at Pippins School:

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable and the kits will be BS 8599 compliant.

Procedure for sick pupils and those with medical needs

Students who feel unwell should be sent to the medical area to explain the nature of their illness. The decision to send a sick child home will be made by the Headteacher/ SLT on the recommendation of the medical assistant. If the Headteacher/SLT is not available, the medical assistant will make an informed decision. Unwell students must be signed out when leaving school for safeguarding reasons.

Students with medical needs must be brought to the attention of the SENCO and teaching staff in year group meetings, and to the attention of all Teaching Assistants and extended school staff. Details will be shared in lunchtime supervisor meetings and meetings with extended school staff.

A register of pupils with EpiPens is kept in the first aid box in the School Office. EpiPens will also kept in the school office. Staff supervising visits off-site should be particularly mindful of which pupils need EpiPens. A second EpiPen is also labelled and accessible and kept in the classroom.

Pippins school holds salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed the use of the emergency inhaler and by children who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (eg because it is broken, or empty).

Accident procedures

Outside of class time, children should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the child should be sent to the School Office to be dealt with by the School Office Staff.

During lesson times, children should be sent to the School Office, if necessary accompanied by another adult/child.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the School Office. All head bumps/injuries must be recorded/reported and a phone call home. (see appendix 2).

Where it is appropriate for the school to communicate directly with the child's parent/carer, a brief description of the incident will be recorded on the notification form (see appendix 2) and sent home with the child.

If the medical assistant believes that the injured person requires medical treatment, they will consult with the Headteacher/SLT (or nominated other person) and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- If the parents are unavailable a staff member must accompany the injured person in the ambulance providing consent is given by the paramedics.

Defibrillator

Pippins School possesses an automatic external defibrillator (AED) for emergency use and appropriate staff are trained to operate this equipment. This can be found in the Staff Room.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

APPENDIX 1**First aiders**

Name	Date of training
Sarah Bailey	05/09/2018
Harvir Saini	02/05/2019
Donna Day	02/05/2019
Lauren Hendry	02/05/2019
Lizzie Jurkiw	02/05/2019
Vanessa Davis	02/05/2019
Tracy Ball	02/05/2019
Maninder Jalaf	02/05/2019
Fiona Cronin	02/05/2019
Clare Jones	02/05/2019
Cara Fowler	02/05/2019
Linda Baker	04/09/2017
Shirley Hendry	04/09/2017
Navneet Rehinsi	04/09/2017
Louise Nicholls	04/09/2017
Natalie Davies	04/09/2017
Dawn Popplewell	04/09/2017
Gurdip Rehsi	04/09/2017
Wendy McMurray	04/09/2017
Allison White	04/09/2017
Samina Ajaz	04/09/2017
Eve Harvey	04/09/2017
Christine Capps	04/09/2017
Carol Pearmaine	04/09/2017

Our school also has the following trained **emergency aiders**:

Name	Date of training

In the absence of the first aider, emergency aiders who have attended an emergency course in the last three years are nominated to take charge of an emergency first aid situation.

Location of first aid kits:

<ul style="list-style-type: none"> • School Office. 	<ul style="list-style-type: none"> • Staff Room.
<ul style="list-style-type: none"> • 	

Location of automated external defibrillator (AED)

- Staff Room

APPENDIX 2**Information of accident/illness of a child at school****Pippins School**

Name	
Date	
Nature of accident/illness	
Circumstances of accident/illness	
Steps taken by school	
Any further comments	
Signed	

Where it is appropriate for the school to communicate directly with the child's parent/carer, a brief description of the incident will be recorded on this notification form and sent home with the student.