

First Aid Policy

Academic year: 2018-19

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to apply their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils 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 of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head Teacher is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings. Adequate First Aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved.

It is the responsibility of the Head Teacher, to ensure that good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff should have First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff / parent room notice board and on the First Aid Cabinets. First Aid Cabinets are situated in the kitchen area of both buildings. First Aid Kits are available for use in the Design and Technology and Science rooms and during P.E. lessons and educational visits.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person (Mrs Greenhowe, the School Librarian). These are also included in the Annual Health & Safety Inspection.

Reporting & Recording of Accidents

Derby Grammar School recognises that we have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss¹ incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Derby Grammar School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors will be reported as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident book is kept in the Reception Office. The First Aider should complete the relevant sections. Records should be stored for three years.

All accidents will be reported to the Governors at the policy review date or as requested.

The Headmaster will ensure that accidents which are reportable to the Health & Safety Executive are reported using the appropriate form.

In the event of a pupil feeling unwell or needing routine first aid, he/she should report to his/her lesson and ask for permission to go to reception.

The Appointed Person

This person has the responsibility of taking charge during an incident and summoning help if needed.

At Derby Grammar School each member of staff is able to assume the responsibilities of the appointed person.

The maintenance of the First Aid Cabinets/Kits is the responsibility of the School Librarian, Mrs Greenhowe. All admin staff and all permanent teaching staff hold a valid First Aid qualification.

Specific Medical Conditions

The School issues and updates regularly, a Medical Alerts List for staff which details known significant issues. Currently the School has a number of nut allergy sufferers of varying degrees of severity.

The School Office keeps details and the Kitchen is fully informed. We run a nut free kitchen to ensure least risk of contamination. We have one recently diagnosed diabetic pupil in senior school who is

¹ Any event which has the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances.

liable to fluctuating blood sugar levels. Office and teaching staff have worked with parents and received training and guidance from the diabetes medical team at Derby Royal Infirmary.

See Appendix 1 for contents.

Last reviewed: June 2017
Next review due: June 2020

Appendix 1

Minimum Contents of School First Aid Kits

- Leaflet for First Aid advice
- Accident / Injury Record book
- 20 assorted plasters
- 2 sterile eye pads
- 4 triangular bandages
- 6 safety pins
- 6 Medium wound dressings
- 2 Large wound dressings
- 1 pair of disposable gloves
- 1 packet of Antiseptic Cleansing wipes
- 1 pair of scissors
- Mouth shields, Micropore tape, Swabs

Minimum Contents of Travel/PE First Aid Kits

- Leaflet for First Aid advice
- 6 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 Large wound dressings
- 1 pair of disposable gloves
- 1 packet of wipes, 1 pair of scissors
- Mouth shields
- Micropore tape
- Sterile eye wash pods
- Ice packs (PE only)
- Swabs

First Aid Room Equipment / Supplies

- Washbasin, drinking water, cups
- First Aid Manual
- Phone
- Bell to call for assistance
- Accident / Injury Record book
- Bed, Pillow & Blanket
- Yellow clinical bag

RIDDOR – Incidents to be Reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs.