

First Aid Policy

Fairley House School

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Person responsible for review	Deputy Head
Ratified by	Head / Health and Safety Committee

Policy Changes

Date of Amendments	Update



This 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.

This policy ensures that the school's first aid provision meets the requirements of the Management of Health and Safety at Work Regulations 1992 and 1999.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

This policy is part of a number of School policies aimed at safeguarding children in all circumstances

Aims of the Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To promote effective infection control

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first-aid boxes, with items all in date.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health
- Appoint sufficient trained first aiders to take charge of first aid
- Provide information to employees, pupils and parents on the arrangements for first aid
 - Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis)

First-aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First-aiders are to ensure that their First Aid certificates are kept up to date through liaison with HR.

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

- Role in the school and the likelihood of their needing first aid training e.g. sports staff
- 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 aider must be able to leave to go immediately to an emergency.

First-aid training

The Head will ensure that there are appropriate numbers of first aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three-yearly intervals. The School will maintain a record of employees who have undergone first-aid training, which can be requested from the School office. Paediatric (PFA) first aiders' training must be renewed every three years and be relevant for carers working with young children.

Personnel

The Head considers the findings of the risk assessment in deciding on the number of first aid personnel required. The School is a low risk environment, but the Head considers the needs of specific times, places and activities in deciding on their provision. In particular he considers: Off-site PE school trips, science labs, DT/Art rooms, adequate provision in case of absence, including trips and out-of-hours provision e.g. after school clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when children are on school premises or there is a special evening event.

The recommended number of certified first-aiders is one per 100 pupils/staff. However, it is FHS policy to greatly exceed this number to ensure coverage.

The Appointed Persons- *member of staff in-charge of meeting the basic first aid arrangements and responsible for calling emergency services and taking control of the situation.*

Causton Street - Michael Taylor, Jerry Flynn and Robert Farr.

Lambeth Road- Alex Benkreira, James Bentall and Jerry Flynn

Senior Department- Causton Street

First aid boxes are kept in:

- The Main Kitchen on the ground floor
- Treatment Room on the second floor
- Science lab
- DT room
- The Art Room
- Food Tech room
- Reception
- 3rd floor kitchen
- Head's office

First Aid bags for the playground are kept in a secure cupboard near the pupil entrance. The treatment room is located on the second floor, above the office and contains a bed and a sink. It is near a toilet.

First Aid boxes/bags are kept stocked by Robert Farr.

Lists displaying members of staff, including the Specialist Sports First Aider, who are trained in first aid are displayed around school.

Lambeth Road

First aid boxes are kept in:

220 Building

- Treatment Room on ground floor
- The kitchen
- The Multipurpose room
- The hall has the carry bags for the park/playground.

218 Building

- Entrance to the hall
- Staff room, first floor
- Gym, top floor

First Aid boxes/bags are kept stocked by Clare Davenport.

Lists displaying members of staff, including the Specialist Sports First Aider, who are trained in first aid are displayed around school.

The Treatment Room at Lambeth Road is at the foot of the stairs near to the School office and a toilet.

All staff should know the location of first aid bags. First aid bags must always be carried to the playground or to games sessions or on trips.

Defibrillator (AED)

There is a defibrillator on both sites.

In the junior department it is kept in a case in the School office and at the Senior Department it is located in the Admissions Room behind the main reception desk. Robert Farr is responsible for checking the AED regularly and to ensure that the equipment is in working order and the following are in date:

- Battery life
- Contents and electrodes are intact

Training

Some staff undertake an Appointed Persons for school's course. Break time supervisors, assistants, teachers and office staff take a St John's Ambulance Emergency Aid in Schools course. Emergency first aiders work under the direction of the Appointed Person. The aim is to ensure that as many staff as possible have first aid training and to provide training on a rolling basis so that all training does not lapse simultaneously and therefore there is a high number of first aiders with, in date qualifications. All appointed persons and first aiders undergo top up training every 3 years.

Presence of a first aider

It is school policy to ensure that a first aider is present on all school trips other than short, local trips.

There is at least one first aider present on each site when there are children in the building.

Contents of First Aid Kit

HSE Guidelines recommend that each first aid kit contains, as a minimum:

- A Leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approx 12cm x 12cm) individually wrapped un-medicated wound dressings
- One pair of disposable gloves

Accident Reporting

All accidents should be noted in the accident log on the shared drive accessible for staff completion.

The accident log should be filled in by the duty member of staff who saw or treated the accident. The accident log is checked regularly by the Head so that lessons can be learned and acted upon if necessary. The accident log is also monitored by the Health and Safety Committee.

The record shall include:

- Date, time and place of accident
- Name and form of the person involved (if a pupil)
 - Details of injury and treatment and any medication given
- Outcome of accident
- Name of the person or first-aider dealing with incident

More serious accidents are logged on the incident log, which can be found in SharePoint.

Parents will be informed immediately by telephone if the accident is serious. It is vital that the parent is spoken to directly since a note in the diary or an email might be ignored. Parents should be contacted if:

- there are visible marks of injury
- the child is very distressed
- the child has received any kind of bump to the head
- the child needs to go to a hospital Accident and Emergency Department.

Bumped-head protocol

- All head injuries will be first seen and assessed by a qualified first-aider
- Pupils suffering from a head injury will not be left unattended until the first-aiders are confident that a serious injury has not been sustained
- The School will ensure that a pupil is taken to hospital either by ambulance or car, accompanied by a qualified first-aider in cases where there is an immediate doubt or concern about their condition
 - The School should ensure that any pupil who has sustained a significant head injury is seen by professionals, either by sending/ taking them directly to hospital or by asking parents to collect their child to take them to hospital (non-critical injuries)
 - Parents, Head of School and teaching staff will be made aware of all significant head injuries sustained in School
- Where necessary the first-aider will seek information from pupils or supervising adults who witnessed the accident
 - In the case of non-serious injuries not requiring external medical attention, parents will be informed of the accident and the circumstances normally via a phone call
- The first-aider in charge of treatment will keep a record of each pupil attended to, the nature of the injury and any treatment given. They will also record the time and location of the accident on an accident log.
- The first-aider will advise the class teacher of the incident as they return to class; pupils should not be relied on to inform teachers of their injury.
 - A pupil remaining in School should be supervised to ensure no deterioration in his/her well-being.
 - When a seemingly well pupil returns to class he/she should be advised to speak to their teacher in the event of beginning to feel unwell.

The following signs have been recognised as symptoms of a serious head injury and they should be recognised by all staff:

- Worsening headache
- Nausea/sickness
- Dizziness
- Sleepiness
- Failure to focus
- Confusion
- Memory Loss
- Dilated pupils
- Paleness (shock indicator)
- General distress / shakiness
- Unsteadiness when walking

Any pupil displaying any of these symptoms, following a head injury should be assessed **immediately** by a first-aider.

If a pupil or member of staff suffers from a concussion, then the following guideline must be followed:

- They may only return to physical activity after 21 days and only when signed off by a doctor or a parent.

Medication

Children with asthma, epilepsy, allergies

Prescribed medication is only administered if parents have given written permission by completing a **Permission of Medication** form.

Children who require medicine for emergency use such as an Epipen or asthma inhaler should carry their medication on their person, if appropriate. Children usually carry medication in a waist pack but may give it to a teacher for safekeeping if they do not want to wear it during a particular lesson. Children with asthma, epilepsy and allergies requiring an Epipen should carry their medication if they are travelling home on the school bus or are transported by taxi.

A list of which children carry medication, and which children have medical conditions is prepared by the office, regularly updated on the system and staff are alerted of any changes.

Please see the Medicine in School Policy for further information.

Accidents involving Bodily Fluids

Procedure in the event of contact with blood or other bodily fluids First-aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth-to-mouth resuscitation
- wash hands after every procedure
- dispose of any equipment used in a hazard bag. If a first-aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:
 - wash splashes off skin with soap and running water
 - wash splashes out of eyes with tap water and/or an eye wash bottle
 - wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- take medical advice as appropriate

If a pupil or member of staff suffers from illness, then the following guidelines must be followed:

- Anyone who suffers from vomiting and diarrhoea is required to stay absent from School until at least 48 hours after their symptoms have gone.
- Anyone who suffers from vomiting alone is required to stay absent from School until at least 24 hours after their symptoms have gone.

Emergency Treatment at a Hospital

Ambulances

The first-aider/appointed person must always call an ambulance on the following occasions: •

In the event of a serious injury, e.g. a broken bone

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called the first aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

If an injury is less serious, a taxi is suitable. In this case, parents are telephoned and usually meet the child and first aider at A&E. If the injury appears to need medical attention but can wait for the child to attend A&E in their own locality, parents should be advised to take the child to a hospital near them, either collecting the child or taking them once they arrive home after school.

Address: St. Thomas's Hospital Westminster Bridge Rd, Lambeth, London SE1 7HY

Phone: 020 7188 7188

Reporting Accidents (Riddor)

Fairley House School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors

• where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

Accidents involving Staff

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work-related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (e.g. near misses - reportable examples of these include bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link