

Oriel High School - First Aid Provision and Sick Students Policy

Date Amended: September 2018

Date of Ratification: 26.09.18

Next Review Date: September 2019

RATIONALE

All educational establishments must provide first aid for staff, students and visitors. First aid must be available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in the school's duty of care.

AIMS AND OBJECTIVES

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 2006.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

POLICY

We are fully committed to ensuring that First Aid emergency care should always be 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 use their best endeavours at all times, particularly in emergencies, to secure the welfare of our students in the same way that parents might be expected to act towards their children.

In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Everyone on the premises must be aware of how to summon a First Aider in an emergency and the location of first aid equipment. Notices must be displayed in conspicuous places and our procedures must be included in our staff handbook and form part of staff and student induction briefings. Unaccompanied visitors will also need to be informed when they sign in. A trained First Aider must also be present during events outside of normal school hours, such as Parents' Evenings and school performances.

We will maintain an adequate level of first aid materials, equipment and facilities to ensure that an injured person can be treated quickly in an emergency. Our designated medical room will be equipped and maintained according to the WSCC Provision of First Aid Policy guidelines.

All instances of administering First Aid will be recorded according to HSE regulations. A parent or carer of a student receiving First Aid will routinely be informed.

It is the responsibility of the Headteacher to ensure that a Risk Assessment is undertaken and ensure that we adhere to the WSCC requirements for First Aid personnel, with specific qualifications, as detailed in the procedures which follow.

To minimise the risk of First Aid being needed in response to peanut allergies, we currently do not allow peanuts to be consumed on the school site.

Other related policies are:

- Intimate Care Policy
- Health and Safety Policy
- Educational Trips & Visits Policy
- Child Protection Policy and Child Protection Procedures

Procedures

Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the Business Manager and Subject Leaders. Recommendations on measures needed to prevent or control identified risks are routinely forwarded to the Headteacher.

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified First Aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and an ambulance will be summoned when appropriate.

Re-assessment of first-aid provision

As part of the Schools' annual monitoring and evaluation cycle:

- the Business Manager reviews the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc, and reports the outcome of the review and actions taken to the Headteacher
- the Business Manager monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- the Business Manager also monitors the emergency first-aid training received by other staff and organises appropriate training
- the Health and Safety Officer or the School Nurse checks the contents of the first-aid boxes termly.

Qualifications and Training

All appointed First Aiders, must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation:

- Health and Safety at Work training providers must be approved by the Health and Safety Executive
- Emergency First Aid at Work training providers must be a recognised Awarding Body of the QCDA.

Courses may be booked through the health and safety team via our Business Manager and using normal school procedures.

Refresher Training

Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aid providers receive annual refresher training. Three hour refresher courses can be booked through the Health and Safety Team.

Appointment of First Aiders

Where staff volunteer to be trained as First Aiders, the Headteacher must decide whether they are suitable to be appointed as such, taking into account:

- 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

The Headteacher writes a formal letter of appointment to staff who agree to provide first aid, upon issue of their certificates.

Contacting First Aiders

Students and staff should contact reception so that a first aid response can be coordinated. An up to date list of First Aiders is kept in Reception for reference, and available at all the sites of first aid kits.

Appropriate Practice

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is

insufficient, they can also call 111. Urgent treatment should not be delayed in order to consult with parents or carers.

The current First Aid manual is the 8th edition published by Dorling Kindersley Limited in 2006 (ISBN 1-4053-1573-3).

Indemnity

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Calling the Emergency Services

It is recommended that the attached form "Requesting an Ambulance" is displayed in Reception and a copy completed upon calling for an ambulance. Parents and carers must be contacted as soon possible but without compromising the care of the casualty.

Students with Medical Conditions

First Aiders will need to be informed if a student with a medical condition is likely to need special emergency treatment. We should consult with our designated nurse from the school nursing service when preparing a health care plan for such students. Student health care plans must be available to First Aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such students. Spare copies of these health plans will be stored in the medical room. Students with medical conditions will also be identified on SIMS.

Contractors

Contractors who work on site are responsible for their own first aid.

Medicines

We must keep records, in the medical room, of any medicines that are administered by First Aiders. If a student who has received medicines is referred for further treatment or assessment, or emergency medical treatment, a record of any medicines administered that day must be provided to the medical practitioners. Medicines should never routinely be administered by any staff unless we have the prior written consent from parents or carers. See Medicines Policy for further details.

First Aid Materials, Equipment and Facilities

We will check weekly that we have an adequate level of first aid materials and equipment. This check will be completed by our lead First Aider at Work (FAW)

First Aid Kits

First aid kits must be sited in every high risk area: Design Technology preparation rooms and workshops, Science preparation rooms and laboratories and PE areas. This is in addition to the medical room where the main supplies are stored.

Each first aid kit must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background. A designated FAW or EFAW should be allocated responsibility for checking and replenishing supplies of each of these kits.

See Additional Guidance for the list of items that each first aid kit should contain, as a minimum.

Minibuses

It is a legal requirement that all minibuses carry a first aid kit. Prior to departure, the driver must check that the first aid kit is present.

Medical Accommodation

Our medical room is available to care for children during school hours, and suitable for health professionals to carry out medical and dental examinations. It is deliberately sited on the ground floor, near to a toilet, and the floor and surfaces are easy to clean and disinfect. It has access for a wheelchair or gurney to the space used for emergency vehicles.

As a minimum, we will always ensure that we have:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste: a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given
- a current edition of the First Aid Manual
- a copy of the Health protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff:

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care should be taken when disposing of dressings or equipment.

Reporting accidents

Statutory accident records. The Headteacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book BI 510)

The accident book, kept in the Medical Room details any first aid treatment given by First Aiders or summoned by appointed persons. This should include:

- the date, time and place of incident
- the name of the injured or ill person, and whether they are staff, student or visitor
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the First Aider or person dealing with the incident.

In accordance with the Data Protection Act, this book must not be left open, or completed in such a way that an unauthorised person could see previous entries.

Reporting major accidents and incidents

Any major accidents and incidents must be reported to the Health and Safety Team at West Sussex County Council using form HSW3. You can get pre-printed duplicate pads from Central Supplies at County Hall or use the attached form below.

The Headteacher must telephone the Health and Safety Team (**01243 752025**) immediately if there is an accident, which results in:

- a fatality
- an injury requiring resuscitation
- an amputation
- loss of hearing or sight (whether temporary or permanent)
- electric shock or burns
- exposure to asbestos particles.

There are also some dangerous occurrences that must be reported immediately by telephone. Please refer to the front of the pre-printed HSW3 form pads.

Monitoring

Accident records should be used to help the Subject Leaders, Business Manager and School Nurse identify trends and areas for improvement. They should also be used to identify training or other needs and may be useful for insurance or investigative purposes. The Business Manager is responsible for coordinating an annual review and analysis of these records and writing a report to the Governors' Student Committee.

Additional guidance – Risk Assessment

The following table shows the Local Authority's minimum levels for schools, colleges, special support units and pupil referral units. The actual number necessary will depend upon a risk assessment (see below).

Number of children	less than 100	100-299	300-999	over 1000
Minimum number of First Aiders (FAW)	1	1	2	3
Minimum number of First Aiders (EFAW)	1	2	3	3

The Headteacher must decide if the minimum numbers specified in the table above are adequate or if more will be needed. The following checklist, adapted from the Health and Safety Executive Guide L74 (2009) may help.

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Are there any specific risks such as hazardous substances, dangerous tools or machinery, or dangerous loads, dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> - specific training for First Aiders - extra first-aid equipment - precise positioning of equipment.
2	Are there parts of the workplace with different levels of risk?			You may need to make different levels of provision
3	What is your record of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: <ul style="list-style-type: none"> - locate first aid in certain areas - review the provision.
4	Are there inexperienced workers on site, or people with disabilities or special health problems?			You will need to consider special equipment. What special; equipment would you need for an inexperienced worker?
5	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
6	Is there shift work or out-of-hours working?			First-aid provision is required at all times while people are at work.
7	Is your workplace remote from emergency medical services?			You will need to tell them where you are or make special arrangements.
8	Do you have staff who travel a lot or work alone?			You will need to consider: <ul style="list-style-type: none"> - issuing personal first-aid kits and training staff how to use it; - issuing personal communications.
9	Do any of your staff work at sites occupied by other employers?			You will need to make arrangements with the other site occupiers.
10	Do you have any temporary workers, volunteers or customers on site?			Your first-aid provision must cover them.

Based on this guidance, we should currently have:

1 x **“FAW” (A First Aider trained in First Aid at Work)**. This is a member of staff who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.

2 x **“EFAW” (A First Aider trained in Emergency First Aid at Work)**. This is a member of staff who has successfully completed an approved 1 day course in first aid. Certificates are valid for three years.

1x **“Appointed Person”** This is a member of staff who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified First Aider is absent in temporary and exceptional circumstances. The appointed person’s role is to call the emergency services when required, and to look after the first aid equipment and facilities. While there is no statutory requirement for Appointed Person’s to have training, it is recommended that they are provided sufficient instruction to understand the duties they are expected to undertake, and that they must not attempt to give first aid for which they have not been trained.

However, to ensure that provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures, we will seek to maintain the following levels.

4 x **“FAW”** personnel, based in each of the following areas of the school: Reception (medical room), Design Technology, Science and PE.

6 x **“EFAW”** personnel, so that we always have the capacity for a First Aider to accompany students to off-site activities

2 x **“Appointed Person”** personnel

Additional Guidance – Reporting of accidents and incidents

The guidance on what kinds of accidents and incidents you must to report to WSCC is printed on the front of the pre-printed duplicate pads. If the Health and Safety Team receive reports concerning accidents of a minor nature that only need to be recorded locally, they will return them to you.

Send the top copy (white) to the Health and Safety Team and keep the bottom copy (pink) on file. The Health and Safety Team will enter the details onto a computer database for annual analysis and trend monitoring. Sometimes it will be necessary for a WSCC health and Safety Officer to investigate major accidents, or to contact you for further information.

By law, some kinds of accidents need to be reported to the Health and Safety Executive within 10 days; deaths and major injuries need to be reported without delay. Although the Health and Safety Team are responsible for doing this, you must make sure they get form HSW3 as soon as possible after the accident so they can report it in time.

All accidents or incidents must be referred to the Business Manager who will coordinate the reporting to County. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) accidents must be reported to the HSE if they involve employees or self-employed people working on the premises and they:

- result in death or major injury (including as a result of physical violence)
- prevent the injured person from doing their normal work for more than three days. For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

Accidents must be reported to the HSE if they involve students or visitors and they:

- result in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to any school activity, both on or off the premises, the way the school activity has been organised and managed, equipment, machinery or substances, the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The West Sussex County Council Health and Safety team will do this on behalf of schools, but they must receive for HSW3 as a matter of urgency (see below).

Additional Guidance – Contents of First Aid Kits

Each first aid kit must contain, as a minimum:

- a leaflet giving general guidance on first aid
- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).

If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be labelled with date and replaced periodically. (Laboratories have different arrangements for eye irrigation, see the WSCC Health and Safety Information for Science CD-ROM).

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Antiseptic creams, lotions, or any type of medication or drug should not be kept in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves. If scissors are put into a first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The lead FAW (First Aider at Work) is responsible for checking and replenishing the travel first aid kits and minibus first aid kit.

MODEL LETTER TO BE ISSUED TO FIRST AIDERS

Dear

Following your agreement to act as a First-Aider, I set out below the duties that you have agreed to undertake:

- 1) Administering First-Aid in accordance with your training;
- 2) Deciding when to refer casualties for further treatment or assessment, or to call the emergency services;
- 3) Maintaining First-Aid records;
- 4) Maintain familiarity with the guidance on first aid provided in the health and safety section of the West Sussex Grid for Learning:
 - a) Maintain First-Aid boxes and travelling first aid kits;
 - b) Maintaining First-Aid rooms and areas;
 - c) Maintaining effective communications.

Yours sincerely

Mr P Stack, Headteacher

I confirm that I agree to undertake the duties specified in this letter:

Signed: _____ Date: _____

MODEL LETTER TO BE ISSUED TO APPOINTED PERSONS

Dear

Following your agreement to act as an Appointed Person, I set out below the duties, which you have agreed to undertake.

- 1) Take charge in an emergency and call the emergency services
- 2) Provide emergency aid treatment in accordance with training.
- 3) Maintain First-Aid boxes to the standards outlined in the health and safety guidance on West Sussex Grid for Learning.

Thank you for agreeing to act as an Appointed Person for our school.

Please sign and return to me the copy of this letter.

Yours sincerely

Mr P Stack, Headteacher

I confirm that I agree to undertake the duties specified in this letter.

Signed: _____ Date: _____

REQUESTING AN AMBULANCE on: _____ at: _____

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number: **01293 880350**

2. Give your location as follows:

Oriel High School, Maidenbower Lane, Maidenbower, Crawley

3. State that the postcode is **RH10 7XW**

4. Give exact location **in** the school: _____

5. Give **your** name: _____

6. Give name of **casualty**: _____

and a brief description of casualty's **symptoms**: _____

7. The best **entrance** is: _____

The crew will be **met**: _____

And **taken** to: _____

Speak clearly and slowly and be ready to repeat information if asked.

Put a completed copy of this form by the telephone. **Note arrival time:** _____