

7.4 FIRST AID POLICY

Introduction

The Health and Safety (First Aid) regulation requires the school to provide sufficient first aid personnel and facilities to:

<https://www.hse.gov.uk/>

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- This includes all Students, staff and onsite visitors
- Summon an ambulance or other professional help

First Aid means-

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

and

- Treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

FA and COVID

Advise Casualty to “self help” where situation allows it possible for cuts/nosebleeds. Minimal contact

Casualty should be given Face mask to protect the First Aider (should wear mask/gloves/apron/goggles)

Adult CPR- No rescue breaths. Chest compressions only

Babies: Must use fully sealable mask

Duty to provide swift and appropriate First Aid for any pupil, staff or visitor on school premises in the event of accident or illness. Staff carrying out First Aid will use PPE as supplied in FA boxes and advised by Govt guidelines

Whilst the school has a Wellbeing Hub with a nurse on duty, this facility is not a First Aid post and should be regarded as ‘Second Aid’. The nurse in charge should only be called away from their duties to attend the most serious events, or because there are the nearest geographically.

- The school will ensure that there are persons adequately trained in First Aid skills throughout the school who can respond to provide First Aid when required at the scene of an accident or illness. The casualty will be assessed prior to transfer to the Wellbeing Hub, should it be necessary.
- WHEN TO CALL 999
- *Any accident which is beyond basic First Aid assistance, including serious head injuries, excessive bleeding or unconsciousness, must be treated as an emergency and a call to ambulance assistance*



must be made. Any member of staff can do this as haste is of the essence. The Head and HC should be informed as soon as possible. A staff member must accompany the person to hospital. The school will contact the parent/guardian after calling the ambulance and if it is not possible for them to reach the school before the ambulance leaves then they should meet their child at the hospital. The accompanying adult will remain with the child until then.

- Normally, First Aid will only be administered by staff holding a First Aid certificate.
- The number of First Aid responders will be calculated by Risk Assessment by the first aid coordinator Ali Parnell and Bursary.
- Leweston School has 2 automated external defibrillators on site which are placed in a highly visible positions in the Reception area of the Senior School and the external wall of Cedar's café. However, the defibrillator is designed to be used by anyone regardless of training. The nominated person, Alison Parnell and Reception will carry out daily checks of the defibrillator to ensure the "rescue ready" indicator is green and keep daily records. The nominated person also checks the alarm is patent each week and sends this record of information to South West Ambulance Service. Ali Parnell is responsible for contacting the Trust in the event of the indicator being red, or if the defibrillator has been used.

The First Aid responders will be holders of current training certificates, renewable every three years. They will be trained to the standard of First Aid at Work (3 day course), Paediatric First Aid at Work (2 day course) or Emergency First Aid at Work (1 day course). All Staff working within the Nursery and EYFS hold current Paediatric First Aid certificates with the exception of work-based learners who are never unsupervised.

When a First Aider is requested to attend an incident, he/she will respond immediately. A record will be kept, and be forwarded to the Wellbeing Hub. All significant accidents are to be recorded on an Accident Form that should be prompted by the First Aider/Emergency Aider; the responsibility of completion lies with the adult in charge at the time of the accident, or the casualty herself/himself.

A list of First Aiders will be displayed in several locations throughout the School and published in staff handbooks so that it will be easy to identify whom to contact in the event of an emergency. A training record of First Aiders will be maintained by the Bursary and First Aid trainer, Alison Parnell. At least one qualified person will be on the school site/each department when pupils are present. All Junior Department staff are trained to paediatric first aid level, with the exception of work-based learners, who are not left in sole charge of pupils.

Policy on the Recording of Accidents

All accidents to school employees and pupils must be recorded in the Accident Book, as soon as possible after the accident occurs, whether there is any apparent injury or not. The Accident Book is held in the Bursary. The Accident Report Form should be completed either by the person involved in the accident or by the person treating the accident (the School Nurse or a first aider) or by the member of staff with the pupil at the time of the accident, as appropriate. The completed Accident Report Form must be forwarded to the Bursary where it will be retained securely by the Bursar for a minimum of 3 years.

Notifying Parents or Guardians: Parents or guardians of pupils should be informed of any accident that takes place at school or while the student is in the care of the school. In the case of a serious accident

resulting in a major injury, the parents or guardians will be contacted by the Head, Deputy Head or other member of SLT, by telephone. In the case of accidents resulting in minor or significant injury, the parents or guardians will be informed by the School Nurse, usually by telephone.

Reportable Accidents: Some accidents or incidents must be reported to the Health and Safety Executive (HSE) under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Under RIDDOR the following must be reported as they apply to employees: The deaths to staff, pupils and visitors, with the exception of suicide, if they arise from a work –related incidence , including an act of violence to another employee.

Specified Injuries.

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (Regulation 4)

Any injury resulting in the member of staff being unable to carry out their normal work for more than 3 days, any accident which requires admittance to hospital for more than 24 hours, reportable diseases as notified by a doctor. The Bursar, or in term time the Wellbeing Hub, is responsible for making the report to the Incident Contact Centre who will then forward details to the local HSE office. Details of RIDDORs will be retained by the Bursary for 3 years. Ofsted and local child protection agencies must be notified of any serious accident, illness or injury to, or death (Ofsted within 14 days).

Pupils and Visitors: Accidents involving students or visitors to the school will only be reported if they result in death or hospitalization as above or if the accident results from Leweston’s work activity (eg condition of plant or premises).

Guidance for the dealing of illness and accidents in School and on Trips

Serious Injury or Illness

- If unconscious do NOT move the patient except to put in the recovery position. Keep patient covered.
- If conscious, make the patient comfortable and do not move unnecessarily, keep the patient warm.
- Call First Aider and send someone to telephone for the school nurse (ext 226) or Mobile (07377672037) who will come immediately and take over responsibility.
- If the nurse is unavailable (out of surgery hours) call 999 (see procedure for calling Emergency Services in all First Aid Boxes)

Less Serious Illness or Injury

- Call First Aider if needed.
- Ill or injured pupils can be sent to the Wellbeing Hub accompanied by another pupil, First Aider or member of staff.

Illness and Accidents on the Sports Field and at the Swimming Pool

- If unconscious do NOT move the patient except to put in the recovery position and remove from danger (i.e., drowning).
- Keep patient covered.



- If conscious and fit to walk to Wellbeing Hub, send pupil accompanied by another pupil or member of staff
- If you consider the pupil's life is at risk Call 999 for Ambulance, then call the school nurse (ext 226) or Mobile (07377672037) to attend.
- Wait at agreed site to escort the nurse to the scene of accident so time is not wasted.
- Telephone Reception to arrange for someone to direct the ambulance to the injured person.
- Inform Head, Deputy Head so they can contact parents

Illness and Accidents on a School Trip

- If taking pupil's off site, ensure you have a school mobile phone and that it is charged.
- In the event of an injury/accident or illness, use mobile phone to get help.
- If pupil needs to go to hospital, contact the school and parents/guardians.
- A member of staff must accompany and stay with the pupil until someone else is available to take over.
- Guidelines on Protocols for School Visits must be followed. All staff are responsible for checking the pupils' medical conditions beforehand (seeking advise from the Wellbeing Hub or checking details on the Senior Staff Data, taking a First Aid Kit and any medication necessary.
- Member of staff in charge of trip should hold Emergency consent forms for all pupils on the trip and have completed a risk assessment

First Aid Boxes

The school will keep statutory First Aid Boxes easily accessible in every building and for every activity. A list of their location will be displayed in several places throughout the school and published in the staff handbook, so that they will be easily found in the event of an emergency.

EACH FIRST AID BOX WILL BE THE RESPONSIBILITY OF A NAMED FIRST AIDER, who will regularly check and clean and restock the box as required, by obtaining stocks from the Wellbeing Hub.

First Aid supplies will be ordered and kept by the Nurses in the Wellbeing Hub.

If items are removed from any First Aid box for use, it will be the responsibility of the user to obtain a replacement from the Wellbeing Hub so that First Aid boxes always contain the statutory requirements.

Stock takes for each First Aid Box will happen annually by the Named First Aider responsible. The School Nurses will keep a record of completion of annual stock checks.

This policy should be read in conjunction with all other medical policies of Leweston School including:

- Covid-19 management of suspected case in school.
- Nursery Addendum
- Blood and body fluid management policy 12
- Care of pupils with Medical conditions
- Policy on the recording of accidents
- Allergy policy
- Anaphylaxis policy
- Acute asthma management policy



- Policy for care plan policy and procedure
- Procedure for contacting emergency services/Procedure for dealing with illnesses and accidents in school and trips

And

The Medical Policy of Leweston School with Leweston Nursery Addendum\Pandemic Policy of Leweston School.

Reference:

Consulting employees on health and safety: A brief guide to the law Leaflet INDG232(rev2) HSE

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

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