

# FIRST AID POLICY

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

## **Responsibilities**

The School Nurse is responsible for ensuring:

- There are sufficient numbers of suitably qualified First Aiders
- Identifying First Aid training needs and arranging attendance on external courses
- Maintaining a record of all first aid training undertaken by school staff
- Providing first aid support during school hours
- Liaising with the Health and Safety Committee on first aid issues
- Organising provision and regular replenishment of first aid supplies
- Maintaining records of accident reports
- Providing first aid advice / training to staff as required
- RIDDOR reporting and informing the Bursar
- Liaising with Bursar with regards to training, funding, assessments and any concerns.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given in Accident Books

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are stocked and taken to all lessons, practice sessions and matches.
- Assessing and treating minor injuries, with further advice being sought where necessary

Junior school staff are responsible for:

- Assessing and treating minor injuries
- Liaising with the nurse for advice when necessary
- Completing Blue 'Reception Minor Injury Form' (Please see Appendix 3) for all reception children who have sustained any minor injury requiring attention. This form must be given to the Reception teacher, who is responsible for ensuring it is given to parents.

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency
- Accurately recording all accidents in Accident Book and giving to the nurses
- Carrying out risks assessments for any off-site trips and ensuring; a) adequate first aid supplies are taken (First Aid Kits are available from the school nurse.) b) relevant named emergency drugs are taken, c) they have all relevant medical information on the consent forms of the girls they are taking, and d) have established available first aid provisions at the place they are visiting.
- Checking Staff Shared area on computer for girls' medical information.

## **First Aid Risks**

The School Nurse and Bursar carry out a continuous assessment of first aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special needs
- Current legislation

The assessment identifies:

- How many first aiders are needed during the school day.

- Out of hours and off site arrangements
  - Liaising with Cover Manger to make arrangements to cover absence of first aiders
  - High risk areas
  - First aid equipment needed
  - Location of first aid equipment and signs
  - Good practice in record keeping
  - Numbers of pupils, staff and visitors on site.
  - Layout and location of grounds
  - Specific hazards
- Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons, at break times. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.
- Special needs
- There are a number of pupils who have specific health needs. The Nurses will give advice and information to staff as appropriate.
- Out-of-hours and off-site activities
- Many school activities take place outside of normal school hours and off -site. First aid provision must be available at all times while people are on the school premises and when on school trips or visits. Pupils who take part in activities where they are required to work for significant periods of time out of immediate contact with a member of staff, e.g. during Duke of Edinburgh expeditions or on fieldwork assessments, should receive basic first aid and personal safety training prior to the event.

### **First Aid Personnel and Training**

The School has a well-equipped Medical Room staffed by 2 part-time Registered Nurses. It is open throughout the school day to deal with everyday accidents and injuries. The School Nurses carry a mobile phone to enable contact at any time during the day.

The DCSF do not provide any recommendations on numbers of first aiders within Independent Schools. HSE requirements only cover first aid for employees and not pupils. They recommend a minimum of 1 First Aider per 50 employees in high risk areas. As Channing is on 2 sites and has science labs, kitchens and an art department, we will classify it as high risk. Channing currently employs approximately 140 permanent staff, which means we should have a minimum of 3 members of staff with FAW training.

There are currently 10 members of staff with First Aid at Work qualifications. These are due to expire over the next year. As they expire the majority of these courses will not be renewed. Instead 5 key members of staff at the Senior School and 2 at the Junior School have been identified to take on First Aid at Work responsibilities. These staff will also be offered an annual refresher course.

In addition to this, training will be offered on the HSE approved, Schools First Aid Course, to all other staff. This will be done on a rolling programme, and will enable all staff to deal with emergency situations typical to school environments, for both adults and children.

The PE staff will receive specific Sports First Aid training in order to deal with a whole range of sporting injuries.

In line with EYFS guidelines, the teaching assistants in the Junior school have received Early Years First Aid training.

Please see Appendix 1 for details of all first aiders.

The Nurses will continue to provide additional regular training to staff throughout the year, on a range of medical subjects.

With this level of training throughout the school, it is anticipated that any first aid situations at school will be dealt with safely and efficiently.

## **First Aid Supplies**

The School Nurses will ensure adequate and accessible first aid supplies throughout the school.

First aid boxes are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of first aid boxes may vary depending on particular needs in each location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing.)

Each member of the Games/PE staff is allocated a named first aid kit to be taken to all lessons, games practices and matches. It is the responsibility of the PE staff to ensure kits are returned to the School Nurse for checking and restocking at least once a term.

Each First Aid Box / Kit will be allocated it's own numbered Accident Book, which must be kept with it at all times.

A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Nurses and should be checked by both parties.

The Nurses are responsible for the checking and restocking of First aid kits/ boxes. The School Nurses should be notified when items have been used so they can be replaced without delay. Spare supplies for the Fairseat Playground First Aid Bag will be kept in the Fairseat Medical Room, which can be accessed by all staff.

Locations and contents of school first aid boxes / kits can be found in Appendix 2.

## **Information**

It is essential that there is accurate, accessible information about how to obtain emergency aid.

All new staff and pupils should be provided with information about how to obtain first aid assistance. This should include:

- Location of Medical Room
- How to contact the School Nurses in an emergency
- Procedure for dealing with an accident in the Nurse's absence
- Names of qualified First Aid at Work staff
- Location of first aid kits
- How to call an ambulance in an emergency

New staff/pupils will be informed of First Aid procedures in their induction.

First aid notices should be posted in key areas throughout the school. Notices should be easily recognisable through the use of the standard first aid symbol (white cross on green background) and should include information on:

- Location of first aid boxes
- Emergency telephone numbers within the school (nurses' mobile, office number, caretakers' mobile)
- How to call an ambulance

Rooms where first aid kits are located should be clearly marked with a sign. All first aid notices should be checked regularly by the School Nurse for accuracy and amended as necessary.

## **Calling an Ambulance**

**If there is any doubt about the severity of an illness or injury** then an ambulance must be called.

### **Dial 9 999**

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, the school secretary and caretaker should be informed as soon as possible and one of them should go to the front of school to give directions to the ambulance crew.

Parents /next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given.

### **Reporting and Record keeping**

All accidents, however minor, for staff, visitors and pupils should be recorded in an Accident Book at the time of the incident.

Accident Books are kept with each First Aid Box, and are numbered. All First Aid Kits sent out on trips will also include an Accident Book.

Completed Accident Forms should be removed from the book and given to the nurse within 2 days of the incident or put in the appropriate pigeon hole at Fairseat.

It is the responsibility of the staff member who witnesses the incident or who first responds to the incident to complete the Accident Form.

Minor accident / injuries which are dealt with by staff other than the nurse, i.e. minor cuts and grazes, still need to be recorded.

It is the nurses' responsibility to monitor accident forms and report any trends, regular occurrences or need for risk assessments to the Head/ Bursar.

Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and this will be done by the nurse.

Any accident resulting in the injured person being sent home or taken to hospital must also be reported to the Head by the nurse or member of staff dealing with the incident.

The nurses will keep all Accident Forms and book stubs securely for the minimum legal period of 3 years.

### **Monitoring and Review of the Policy**

First aid arrangements are continually monitored by the School Nurses/Bursar and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the School Nurses, the Health and Safety Committee and SMT, with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers. Any concerns regarding first aid should be reported without delay to the school nurse or the Bursar.

(June 2011)

## Appendix 1 - First Aiders

### Staff with current FAW qualification

Name	Department	Responsible for-	Course	Valid from	Expiry
Emily Lismore-Burns	Asst. to Bursar	Senior School	First Aid at Work	27/05/10	26/05/13
Alan McCarthy	Caretaker	Senior School	First Aid at Work	16/01/09	15/01/12
Steve Dorey	Asst. Caretaker	Senior School	First Aid at Work	08/05/09	07/05/12
Sandra Cao	Science	Senior School	First Aid at Work	19/03/09	18/03/12
Shahina Ahmed	Fairseat	Junior School	First Aid at Work	13/02/09	12/02/12
Lourdes Freschet	Catering	Junior School	First Aid at Work	09/07/11	08/07/14
Teresa McCarthy	Art / Resource Dept	Senior School	First Aid at Work	08/10/09	07/10/12

### Staff with current FAW qualification – not to be renewed on expiry

Name	Dept.	Course	Valid From	Expiry
Judith Hibbert	Catering	First Aid at Work	29/01/09	28/01/12
Susan Stylianou	Catering	First Aid at Work	13/02/09	12/02/12
Sophie Snowdowne	Fairseat	First Aid at Work	24/02/09	23/02/12

### Teaching Assistants with Early Years First Aid Qualification

Name	Position	Course	Valid from	Expiry
Marcelle Holmes	T.A.	Early Years First Aid	20/11/09	19/11/12
Carole Brierly	T.A.	Early Years First Aid	20/11/09	19/11/12
Amanda Beasley	T.A.	Early Years First Aid	20/11/09	19/11/12
Katusha Schafer	T.A.	Early Years First Aid	20/11/09	19/11/12
Shahina Ahmed	T.A.	Early Years First Aid	24/11/09	23/11/12
Zenab Hira	T.A.	Early Years First Aid	24/11/09	23/11/12
Tracey Hudson	T.A.	Early Years First Aid	24/11/09	23/11/12
Sanela Ibrekic	T.A.	Early Years First Aid	24/11/09	23/11/12

### **Staff with Sports First Aid qualification**

<b>Name</b>	<b>Course</b>	<b>Valid from</b>	<b>Expiry</b>
<b>Sophiah Ikram</b>	<b>Sports First Aid</b>	<b>7/7/10</b>	<b>6/7.13</b>
<b>Anna Cornacchia</b>	<b>Sports First Aid</b>	<b>7/7/10</b>	<b>6/7.13</b>
<b>Elena Johnson</b>	<b>Sports First Aid</b>	<b>7/7/10</b>	<b>6/7.13</b>
<b>Monique Mort</b>	<b>Sports First Aid</b>	<b>7/7/10</b>	<b>6/7.13</b>
<b>Elizabeth Gale</b>	<b>Sports First Aid</b>	<b>7/7/10</b>	<b>6/7.13</b>
<b>Anna Howarth</b>	<b>Sports First Aid</b>	<b>24/8/11</b>	<b>23/8/14</b>

### **Staff with School First Aid qualification**

**tbc**

# Appendix 2 – Location and Contents of First Aid Boxes

## Location Of First Aid Boxes/Bags in School

- Kitchens – Senior and Junior schools
- Science labs x 6
- Staff Rooms – Senior and Junior schools
- Brunner House (ground floor)
- Office
- Art Dept.
- Ceramic Studio
- Fairseat Art Room
- Caretakers' Room
- PE Dept. x 3 (bags)
- Fairseat Playground (bag)

## FIRST AID KITS / BOXES LISTS OF CONTENTS

### **General boxes / bags kept in school**

First Aid leaflet  
Accident Record Book  
Pen  
Hypoallergenic plasters, assorted sizes  
  
Sterile non-adhesive dressing  
Sterile gauze  
Hypoallergenic microporous tape

Disposable gloves  
Alcohol free cleansing wipes  
Bandages  
Ice pack (Fairseat has cool packs in the staff room fridge)  
Sling with safety pin

### **Science labs**

In addition to general kits;  
Sterile eye pads

(tubing for eye wash-out kept separately)

### **Kitchen**

In addition to general kits;  
Blue detectable plasters

### **PE kits (for each member of staff)**

In addition to general kits;  
Extra ice packs  
Arnica cream  
Anthisan cream  
Deep Heat cream  
Ibuleve gel  
Sanitizing hand gel

### **Kits for school trips**

In addition to general kits;  
Sore throat lozenges as required  
Anthisan cream  
Vomit bags

Arnica Cream  
Sanitary towels/tampons  
Tissues  
Sanitizing hand gel

*(Kits for residential and D of E trips to be arranged as per requirements)*

# Appendix 3 - Reception Minor Injury Form

## Reception Minor Injury Form

Child's Name.....

Details of injury /  
incident.....

.....

Action taken / First  
Aid.....

.....

Name.....

Date.....