



Harpurhey Alternative Provision School

First Aid Policy

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Introduction

This policy outlines the School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- 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.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Schools
- 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.

Personnel

The Headteacher is responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

The Headteacher should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the students.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment eg re-stocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

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

- 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.

For the purposes of the academic year 2019-2020, trained First Aiders are Lisa Craven and Jill Tarpey.

Procedures

Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer (Proprietor) and department heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher.

Re-assessment of first-aid provision

As part of the School's annual monitoring and evaluation cycle

- the Headteacher reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc

- the Headteacher monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Headteacher also monitors the emergency first-aid training received by other staff and organises appropriate training
- The school's Finance Officer checks and maintains all First Aid Boxes on a half termly basis.

Providing information

The Headteacher will ensure that staff are informed about the School's first-aid arrangements

The Proprietor will;

- provide information packs for new staff as part of their induction programme
- maintain a first-aid notice board in the staff areas and classrooms
- give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

Provision

How many first-aid personnel are required?

The Headteacher will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Subject specific teaching areas
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg 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 people are on School premises.

First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

Specialist training in first-aid for children should be arranged in a three year cycle.

First-aid materials, equipment and facilities

The Headteacher must ensure that the appropriate number of first-aid containers, according to the risk assessment of the site, are available. See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- First aid containers must accompany teachers working off-site
- First aid containers should be kept near to hand washing facilities. Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- in the School, the Health and Safety Officer or School Nurse
- for off-site purposes, a named member staff, or more likely, staff at any specialist provision

Accommodation

The Headteacher must provide a suitable room for medical treatment and care of children during School hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

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.

In dealing with local or global pandemics, specific risk assessments must be in place and specialised PPE equipment, solely for use in such situations, must be available. Such equipment must be easily and quickly accessible to ensure swift usage. For the 2019-2020 academic, this will be the Staff Kitchen area.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Headteacher must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which 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.

Involving pupils and visitors:

- accidents resulting 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 Headteacher is responsible for ensuring this happens, but may delegate the duty to the Responsible Person.

Record keeping

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)

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- 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.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Headteacher and Health and Safety Officers/School Nurses identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Headteacher should establish a regular review and analysis of accident records.

It is the responsibility of the Responsible Person to ensure that this list is kept up to date and that, where required, qualifications are renewed as required.

The Headteacher will review the list at the start of each term to ensure compliance with the policy.

Action in the Event Of Injury – Aide Memoir

People with minor injuries should report to the nearest First Aider.

Students needing first aid during a lesson should be referred to the nearest First Aider by the teacher. They should be accompanied by another pupil (if the injury is minor) or by another adult if the injury is more serious.

If it would further endanger the student then the nearest First Aider should be called to the casualty and Reception informed.

Injuries and accidents that occur during non contact and break times should be dealt with in a similar way by the Duty Staff.

No student should be left unattended in the Medical Room.

Procedures for First Aid Staff

First Aid should only be administered in response to an immediate and serious medical problem.

First Aid staff are not allowed to administer any medication or cream without parental consent.

No treatment or procedure should be attempted for which formal training has not been undertaken.

All head injuries must be reported and referred on to the nearest casualty department,

Parents of students who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.

Monitoring, Evaluation and Review

The Trust Board will review this policy at annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

For more information about the CAF and
Adopted by HAPS On

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Chair of Governors

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Headteacher

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