

## FIRST AID POLICY

with regard to DCSF guidance 'Guidance on First Aid to Schools' (NB. Information regarding first aid training providers in this advice is no longer relevant), DfE 'Automated Defibrillators (AEDs) A Guide for Schools' 2017 and 'Health and Safety at Work Act 1974 (HSWA)

All policies are generated and reviewed with an awareness of equality and diversity in relation to students, staff and visitors to On Track.

All policies are generated and reviewed placing safeguarding at the heart of all that we do.

This policy does not cover the administration of medication - see Supporting Pupils with medical Conditions Policy.

In some On Track settings, the role of Head Teacher, referred to below, is undertaken by an appropriately experienced Manager.

### The aims of First Aid are:

- to preserve life
- to prevent the condition from worsening
- to promote recovery

**To minimize the risk of accidents and injury requiring First Aid, comprehensive risk assessments are undertaken as follows:**

- Regular inspection of premises and equipment by appointed centre H&S officer - a full report is prepared for each Directors Meeting
- Individual student risk assessment as part of the referral procedure
- Individual student risk assessments and behaviour support plans reviewed regularly and in the light of any incident
- Off site activity risk assessments

### Responsibilities

Head Teachers must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons and must ensure that there are enough trained staff. This means at least one trained first aider on site at all times, more if the school is on a split site. There must also be a trained first aider on all trips away from the school. The number of trained people needs to reflect the fact that staff can be absent from work, so some 'spares' are needed.

On Track Directors and Head Teachers should regularly review the setting's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Numbers of trained first aiders should be monitored to ensure that standards are being met.

The Head Teacher and Health and Safety Officer are responsible for putting On Track's First Aid Policy and procedures into practice and should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

## **Appointed Person**

Each school should have an 'appointed person', who holds the overall responsibility for first aid. The appointed person should:

- take charge when someone is injured or becomes ill
- look after first aid kits and ensure they are properly stocked
- ensure that an ambulance or other professional medical help is summoned when needed
- undergo at least emergency first aid training to cover what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding

## **First aiders**

All first aiders must complete a training course approved by the Health and Safety Executive. This training must be refreshed within three years of initial training. Their responsibilities are to:

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

Please note that First Aid training is not sufficient to support specific medical conditions where additional training will be required.

## **First Aid Equipment**

- An approved First Aid Kit will be kept at the centre for use by qualified first aiders only and a separate First Aid kit (or kits) will be kept in the school's minibus or other vehicles used for school trips.
- An appropriate number of additional kits will be kept in the school to be taken out by any staff member who transports students in their own vehicle.
- The appointed person will ensure that the contents of the kit(s) are kept free from interference and replaced when out of date/use.
- An approved First Aid Kit will be provided to all Intervention and Outreach staff, who will then be responsible for checking the contents and asking the appointed person for replacement items

## **Automated External Defibrillators**

The 2017 DfE guide states that 'decisions relating to the purchase and installation of AEDs are entirely for schools to determine'. However, it encourages all schools to consider purchasing a defibrillator as parts of its first aid equipment, pointing out that modern AEDs are inexpensive, simple to operate and safe for users. It adds that having AEDs in school will also ensure that students will become familiar with them and can learn about their purpose. Decisions about the purchase and siting for an AED should be informed by a risk assessment undertaken by the Headteacher.

## **First Aid Accommodation**

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of students during school hours. The room must contain a washbasin and be reasonably near to a WC. It should be appropriate for purpose and readily available for use when needed. This room can have a dual use, but not as a teaching room and should not be used for anything else while first aid is being given.

## Hygiene Responsibilities

- the appointed person will ensure that correct procedures are followed to avoid any risk of contamination to the casualty or others present through blood or bodily fluid.
- all staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment
- suitable arrangements must be made for the for the storage and disposal of syringes used within school for medical reasons

## Blood Borne Viruses (BBV)

The risk of BBV infection, such as hepatitis and HIV is low as direct contact with blood and bodily fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection. All should be aware that:

- staff must report to the Head Teacher in confidence if they become aware that they are a carrier of a BBV
- all suitable precautions must be taken to ensure the safety of staff who have been diagnosed with a BBV and those staff and students working with the affected person
- all such situations must be fully risk assessed

## First aid kits

First Aid Kits must be British Standard Compliant (BS8599) and it is the responsibility of the Head Teacher to ensure that the school and each vehicle/activity is provided with appropriate first aid resources, taking into account the level of risk and the number of participants involved. As a general guide, a small kit is recommended in a low risk premises environment for less than 25 people, a medium kit for between 25 and 100 people.

### Contents of British Standard Compliant (BS 8599-1)

#### First Aid Kits for the Workplace

Contents	Small	Medium	Large	Travel
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

### Contents of British Standard Compliant (BS 8599-2)

#### First Aid Kits for Motor Vehicles

Contents	Small	Medium	Large
F/A guidance leaflet	1	1	1
Medium trauma dressing	1	1	2
Large trauma dressing			1
Triangular dressing		1	2
Adhesive plaster	5	10	20
Adherent dressing large		1	2
Sterile wet wipe	5	10	20
Sterile dressing ambulance		1	2
Nitrile gloves - pair	1	2	5
Face shield	1	1	2
Foil blanket		1	3
Burn dressing 10 x 10cm	1	2	4
Clothing shears	1	1	1

## First aid containers

The first aid container must be:

- regularly checked and maintained in a good condition
- suitable for purpose
- readily available for use
- prominently marked as a first aid container

## Incident Management

An ambulance must be summoned immediately in the event of:

- an unconscious casualty
- suspected broken bones
- a severe allergic reaction
- seizure
- suspected stroke or heart attack
- burns (other than superficial burns)
- severe bleeding

## Records and Reporting

- Information regarding students' medical needs is provided by the parents/carers to the centre on the admission/referral form and Parent Form.
- Records and/or an accident Report of First Aid and/of advice given will be logged in the Accident/Incident book.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive. These are:

- 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 (including acts of physical violence)

On Track 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.

The school should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury/illness and what first aid was given;

- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- the name and signature of the first aider or person dealing with the incident.

These records must be kept for a minimum of 3 years

The information in the record book can help the school

- identify accident trends and possible areas for improvement in the control of health and safety risks
- assess future first-aid needs
- provide information for insurance and investigative purposes.

The Head Teacher should contact parents/carers to inform them if first aid has been given

**Information** - See also 'Health and Safety Policy'

The Head Teacher must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

- Staff and pupils to be kept informed by displaying first-aid notices in staff/common rooms.
- Notices must be displayed in a prominent place.
- First-aid information is included in induction programmes to ensure that new staff and students are told about the first-aid arrangements.
- Information is also included in the staff handbook.

## **Insurance**

The administration of medicine(s) as prescribed by third party medical professionals (E.g. doctors) and the administration of medicine as first aid are covered under the insurance policy held by On Track Education Services.

Medication must only be given by staff who have completed 'Safe Administration of Medicine' training.

## **Review**

In order to ensure that this policy is relevant to the work that you are doing, it would be helpful to receive feedback. If you have any comments to make or suggestions for additions or amendments, please email [directors@ontrackededucation.com](mailto:directors@ontrackededucation.com)

Amended July 2006  
 Reviewed February 2007  
 Updated September 2007  
 Reviewed August 2008  
 Revised December 2009  
 Revised March 2010  
 Revised August 2010  
 Revised September 2011  
 Reviewed October 2012  
 Reviewed October 2013  
 Reviewed September 2014  
 Revised August 2015  
 Reviewed May 2016  
 Revised August 2017  
 Revised January 2018