



ALTRINCHAM PREPARATORY SCHOOL

FIRST AID POLICY

Whole School policy, so includes EYFS

The First Aid policy at Altrincham Preparatory School (APS) is posted on the School's website and is available to all parents and prospective parents on request.

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1. INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. As required by health and safety legislation, APS undertakes to ensure that its staff are suitably qualified and that adequate and appropriate equipment and facilities are in place for providing first aid within the School.

Altrincham Preparatory School's first-aid procedure includes a checklist of issues when undertaking a Risk Assessment, and lists the items that should be in a standard first-aid kit.

The minimum suggested first-aid provision is as follows:

- a suitably stocked first-aid container
- an appointed person to take charge of first aid arrangements
- information for employees on first aid arrangements

At APS this minimum provision has been supplemented with a risk assessment to determine any additional provisions. First aid containers at all sites are checked on a regular basis and restocked as necessary. New supplies are ordered when current stock becomes low.

First aid provision is available at all times while people are on the School premises and is available whilst staff and pupils are away from the School premises e.g for inter-school events, school trips, competitions, sports activities.

2. RESPONSIBILITIES OF STAFF

The Governors are responsible, under the Health and Safety at Work Act (HSWA), for ensuring that the Health and Safety legislative duties placed on the School are adhered to and followed by all who work on the School's premises or for the School off-site. At APS, this includes responsibility for the Head Master and teachers, non-teaching staff, pupils and visitors (including contractors).

The Governors have appointed one of their members, Mr. Alan Hurst, to have oversight of health and safety at APS and is the Chair of the Health and Safety Committee.

Mr Alan Hurst is responsible for ensuring that the School has a Health and Safety policy that satisfies regulatory compliance. This compliance includes arrangements for first aid, based on a risk assessment of APS and the Health and Safety Executive (HSE) recommendations, it covers:

- the number of first aiders/appointed persons
- the number and locations of first aid containers
- arrangements for trips
- out of school hours arrangements e.g. parent evenings

The Governors, under the guidance of Mr Alan Hurst, will, in addition to the above, make sure that the insurance arrangements provide full cover for claims arising from actions of staff carrying out first aid treatment within the scope of their employment. Additionally, the Governors will ensure that:

- the provision of first aiders fulfils statutory requirements
- the first aid training fulfils statutory requirements
- the first aid procedures fulfil statutory requirements

Health and Safety Officer

Mr. Alan Hurst, Governor with responsibility for H&S, is the school's Health and Safety Officer and is responsible for putting the Governors policy into practice and for developing detailed procedures. The H&S Officer, the Head Master, the Registrar and the H&S Secretary are all responsible for making sure that Parents are aware of the school's Health and Safety Policy, which includes the arrangements for First Aid. The First Aid Policy is placed on the website and all Parents are directed to this as well as knowing that they can ask for a hard copy at any time.

Teachers and other School Staff

Teachers conditions of employment at APS do not include giving first aid. Members of staff volunteer to undertake first aid tasks and have received appropriate first aid training. Teachers and other staff in charge of the pupils at the School 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 own children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The Governors delegate the responsibility of ensuring that adequate and appropriate training arrangements and guidance for staff, who have agreed to be first aiders/appointed persons, are in place to the Health and Safety Officer. The Health and Safety Officer ensures that there are enough trained staff to meet the statutory requirements having assessed the needs of the school, taking into account staff absence at any time e.g. absence due to sickness, annual leave or off-site requirements.

3. THE MAIN DUTIES OF A FIRST AIDER

At APS, first aiders must complete a training course approved by the Health and Safety Executive (HSE).

The main duties of a first aider at APS are to:

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

4. APPOINTED PERSONS

The appointed First Aid person at each School site is responsible for:

- taking charge when someone is injured or becomes ill
- ensuring that an ambulance or other professional medical help is summoned when appropriate
- looking after the first-aid equipment e.g. restocking the first-aid container;

There is an appointed person who is charged with oversight for the first aid arrangements at each of the School's sites. These are:

Marlborough Road – the Deputy Head

Highbury – Assistant Head with responsibility for KS1

Bank Place – Assistant Head with responsibility for EYFS

However, all staff have undertaken appropriate first aid training including :

- what to do in an emergency
- cardiopulmonary resuscitation
- first aid for the unconscious casualty
- first aid for the wounded or bleeding

5. FIRST AID PROVISION

Altrincham Preparatory School's first aid provision has been guided by the Health and Safety (First-Aid) Regulations 1981 which sets out what employers have to do.

APSchool provides adequate and appropriate equipment, facilities and qualified first-aid personnel (see list of staff qualifications and training record set out in appendix 1). Whilst the regulations do not oblige APS to provide first aid for anyone other than their own staff, the school acknowledges that it has health and safety responsibilities towards the pupils in the School. APS, therefore, includes them in their risk assessments and provides for them through having appropriate numbers of staff first-aid trained at different levels of competence.

As first aid is provided for staff and pupils, under the oversight of the health and safety officer, the school ensures that the first aid provision:

- for staff members does not fall below the required standard:
- for pupils and others, complies with other relevant legislation and guidance.

6. RISK ASSESSMENT OF FIRST-AID NEEDS

As directed by the Management of Health and Safety at Work Regulations 1992, APS has carried out a suitable and sufficient assessment of the risks to health and safety of its staff, visitors and pupils. This assessment has identified the measures that need to be taken to prevent or control risks which can be found in the Health and Safety Policy located in the Finance Office at Highbury.

Reassessment of first-aid provision

The Governors, led by Mr. Alan Hurst, regularly review the School's first-aid needs to ensure that the provision is adequate. Reviews also take place following any School change that may be relevant to this provision.

Providing information

Appropriate members of the Health and Safety Committee inform all staff members of the first-aid arrangements and reviews the policy and provision each year. This review includes the location of equipment, the facilities, the number and training of those who administer first aid and the procedures for monitoring and reviewing the School's first-aid needs. The review is conveyed to staff verbally at meetings, through the up-dating of the staff handbook as well as to the staff and pupils by displaying first-aid notices around the school and in the staff rooms. These notices are placed in a prominent place at all sites.

Insurance

In the event of a claim alleging negligence by a member of staff, action will be taken against APS and not a member of staff. APS ensures that all insurance arrangements provide full cover for any claims arising from the actions of staff who are acting within the scope of their employment. Details are contained within the School's Employer's Liability Insurance, full details of which are kept in the Finance Office.

APS's Assessment of its First-Aid Needs

The School's assessment of its first-aid needs encompasses staff, pupils and visitors.

Within the risk assessment the following points have been given particular consideration:

- Making sure that appropriate first-aid provision is found at all sites and that sufficient trained personnel are in place at each site.
- Emergency services, in particular accident/emergency vehicles have unobstructed access to all sites so that they can gain entry without delay. Staff responsible for calling the emergency services know that they have to give clear instructions as to where and to whom they should report.
- Specific hazards or risks on the site, for example the kitchens and the caretakers work place, are suitably housed, access controlled and suitably trained first aid staff are in place. Temporary hazards, such as building or maintenance work are to be considered and suitable short-term measures put in place as and when required.
- There are no staff or pupils with special needs or disabilities requiring any different first-aid consideration from the normal. Should the School accept anyone who carries differing needs, the procedures will be adjusted accordingly. Appropriate training needed for different age group specific first-aid procedures, such as the resuscitation techniques, are to be in place
- At the end of each year accident statistics are calculated as these can indicate the most common injuries, times, locations and activities at each site. The results are collated to see if they identify areas that need a particular focus to reduce incidents.
- Whilst there are no rules on exact numbers, the Governors have considered the likely risks to pupils and visitors, as well as staff when deciding on the numbers of first-aid personnel. APS have based their provision on the results of the assessment. They have also considered how many first-aid personnel are required to ensure:
 1. Adequate provision for lunchtimes and breaks. Lunchtime supervisors have been trained at first-aid for schools level.
 2. Adequate provision for any absences.
 3. There is appropriate first-aid provision for off-site activities, this is particularly so for games lessons at the Bowdon Cricket, Hockey and Squash Club facility.
 4. There is adequate provision for the practical departments such as science and physical education.
 5. There is adequate provision for out of hours activities such as after school sports matches and music lessons.

First aiders at APS

At APS, members of staff have agreed to become first-aiders and do so on a voluntary basis.

See ***appendix 1*** below for details.

Contacting first-aid personnel

First-aid notices are displayed around all the School sites informing staff of the qualified first-aiders for that site. There are agreed procedures in place if an emergency occurs in an isolated area e.g. on the playing field. Information is given to staff regarding the location of first-aid equipment, facilities and qualified personnel. A paediatric first aider, with certification in early years first-aid training, is available at all times during School opening hours.

6. **QUALIFICATIONS AND TRAINING**

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. APS will arrange appropriate training for their first-aid personnel. (Training organisations will often tailor courses specific to school needs). First aid training certificates are only valid for **three years**. APS will arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the staff member will have to undertake another course of training to become a first aider.

APS can arrange for first aiders to attend a refresher course up to three months before the expiry of their certificate. The new certificate takes effect from the date of expiry. APS will keep a record of first aiders and certification dates.

FIRST-AID MATERIALS, EQUIPMENT AND FIRST-AID FACILITIES

Altrincham Preparatory School must provide the proper first-aid materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

APS will provide at least one fully stocked first-aid container for each site. Additional first-aid containers are provided for the sports fields, playgrounds, any other high risk areas and any off-site activities. **All first-aid containers must be marked with a white cross on a green background.**

The location of first-aid boxes is a crucial element in the School's policy and has been given careful consideration. If possible, first-aid containers will be kept near to hand washing facilities.

Contents of a first-aid container

- a leaflet giving general advice on first-aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sizes (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- one pair of disposable gloves

Equivalent or additional items are acceptable.

The School's first-aid procedures identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the School. Items should be discarded safely after expiry date has passed.

Travelling first-aid containers

Travelling first-aid containers are provided to staff when taking pupils away from School e.g. trips, competitions. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing (approx 18cm x 18cm)
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

Minibuses

First-aid containers are provided in all School minibuses. Transport regulations require that all minibuses have on board a first-aid container with the following items:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage(not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings(not less than 15cmx20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rustless blunt-ended scissors

The first-aid container shall be:

- maintained in a good condition
- suitable for the purpose of keeping the items referred to above in good condition
- readily available for use
- prominently marked as a first-aid container

First-aid facilities

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical treatment when required, and for the care of pupils during school hours. APS have provided suitable accommodation for first aid according to the assessment of first-aid needs identified. The areas have a washbasin and are reasonably near to a WC. They are not necessarily used solely for medical purposes, but, they are appropriate for that purpose and are readily available for use when needed.

9. HYGIENE/INFECTION CONTROL MEASURES

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.

10. REPORTING ACCIDENTS AND RECORD KEEPING PROCEDURES

Reference should be made to the Accident Reporting and Investigations Policy 1Sept15

Statutory requirements

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

APS will 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.

What accidents to teachers does the school need to report?

The following accidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while working on the schools 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 (including acts of physical violence)

How should the school report them?

The HSE will be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This will be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they will be reported to the HSE within ten days on Form 2508.

What about pupils and other people who are not at work?

An accident that happens to pupils or visitors will be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital: **and**
- the accident arises out of or in connection with work.

If any fatal or major injuries occur to employees or dangerous occurrences, these will be notified to the HSE without delay and followed up in writing within ten days on Form 2508.

How to decide whether an accident "arises out of or in connection with" the school?

In the HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises
- the way the school activity has been organised and managed(eg the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

Record Keeping

All records will follow the guidelines set out by the HSE.

At the start of each academic year, the school will provide the first aid-team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

Statutory accident records

APS will keep readily accessible accident records, either in written or other forms. These records will be kept for a **minimum of 3 years**.

School's Central Record

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

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

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.
- be used for reference in future first-aid needs.
- be helpful for insurance and investigative purposes.

In an emergency, the Head Master, Deputy Head, appropriate Assistant Head and Registrar have the contact details for contacting the child's parent/guardian/named contact as soon as possible. Following described "good practice", APS will report all serious or significant incidents to the parents e.g. by sending a letter home with the child or telephoning the parents.

This policy is scheduled for review annually, or before if deemed necessary

Reviewed November 2015

Review date: October 2016

Andrew C. P.A.
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APPENDIX 1

Qualified First Aiders

First Aid at Work	Location	Renew Date
Mr N Birch	Marlborough Road/Highbury	September 2017
Mrs L Blower	Marlborough Road	March 2017
Mr G Brown	Marlborough Road/Highbury	January 2018
Mr W Darlington	Marlborough Road/Highbury	September 2017
Mrs J Horner	Highbury	March 2017
Mr A Lingley	Marlborough Road/Highbury	September 2017
Mr J O'Hara	Marlborough Road/Highbury	January 2018

Early Years First Aid Training

Mrs J Acton	Bank Place	May 2018
Mrs A Hurlston	Bank Place	March 2017
Mrs C Barry	Bank Place	January 2018
Mrs D Booth	Bank Place	January 2016
Mrs N Cooper	Bank Place/Highbury	January 2018
Mrs C Hammond	Marlborough Road/Highbury/Bank Place	January 2018
Miss S Kelly	Bank Place	January 2016
Mrs S Makepeace-Taylor	Bank Place	January 2016
Miss A Rimmer	Bank Place	December 2015
Mrs S Shea	Bank Place	March 2017
Mrs K Smith	Bank Place	March 2017
Mr P Vowles	Marlborough Road/Highbury/Bank Place	January 2018
Mrs A Woodage	Marlborough Road/Highbury	January 2018
Mrs C Woodcock	Bank Place	January 2016

L2 Paediatric First Aid

Mr P Garner	Marlborough Road/Highbury/Bank Place	March 2017
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First Aid Inset Training

40 members of the teaching/Non-teaching staff have completed the first aid inset training course with a renewal date of January 2018.