



**ALTRINCHAM PREPARATORY SCHOOL**

**FIRST AID POLICY**

**This document was completed by the Head Master, Mr A M Whittaker, and the Health and Safety Officer, Mr A J Hurst.**

**Its implementation is the responsibility of the Head Master and the Health and Safety Officer.**

**It will be monitored for its effectiveness by the Health and Safety Officer.**

**This document is scheduled for annual review, or before if necessary.**

<u>Date</u>	<u>Version</u>	<u>Reason Reviewed</u>	<u>Approved By</u>
1/8/18	1.0	Change in Head Master	AMW/AJH
4/2/19	2.0	Annual Review	Waiting approval

## **1. SCOPE**

This guidance is applicable to all those involved in the provision of first aid related to school activities.

## **2. OBJECTIVES**

To ensure that there is an adequate provision of appropriate first aid at all times

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

## **3. GUIDANCE**

The Head Master and Health and Safety officer will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Off site activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

## **4. 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. He is responsible for ensuring that the School has a Health and Safety policy that satisfies regulatory compliance.

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 fulfill statutory requirements
- the first aid training fulfils statutory requirements
- the first aid procedures fulfill statutory requirements

## **5. FIRST AIDERS**

A number of APS staff are qualified first aiders, they are offered first aid training on a voluntary basis. All APS teaching staff within our early years setting are qualified paediatric first aiders.

First Aiders are required in School to offer assistance in the event of an injury/illness during the normal School day and any other school activities including trips and residential.

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

- Take charge when someone is ill or injured
- Make an initial assessment of the injury or illness
- Give appropriate first aid as necessary
- Call the emergency services if they are needed (the first aider can delegate this responsibility to another person to enable them to continue administering first aid)
- Maintain accident/illness records as appropriate
- Replenish first aid supplies as required
- Accompany pupils on visits outside of School (a paediatric first aider will accompany EYFS pupils)
- Undertake first aid training every 3 years

A list of qualified first aiders is displayed on the health and safety notice board within all the staff rooms. The Health and Safety Co-ordinator, Mrs Denise Barber, is responsible for updating these lists and for arranging refresher first aid training when needed.

## **6. PUPIL ILLNESS**

If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.

There is access at each School site to first aid supplies and to a designated first aid area where a bed is provided should a pupil need to rest due to illness.

The school will notify parents if a pupil suffers anything more than a minor injury.

## **7. FIRST AID BOXES**

First aid boxes will be provided in areas of the school where accidents are considered most likely. A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

First aid boxes will be replenished as necessary. The contents of a first aid box will be in accordance with the British Standard 8599-1.

## **8. EMERGENCY MEDICAL TREATMENT**

In accepting a place at the school, parents are required to give their consent for a qualified first aider to administer appropriate first aid should their child become unwell or injured.

## **9. AUTOMATED EXTERNAL DEFIBRILLATORS ("AED")**

An Automated External Defibrillator ("AED") is available for use at each of the School sites and also in each of the School minibuses.

## **10. MEDICAL CARE**

This policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs
- dealing with medicines and treatments brought to school for pupils

## **11. 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.

## **12. PROVIDING INFORMATION**

The Health and Safety Officer informs 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 updating 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.

## **13. 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.

## **14. REPORTING ACCIDENTS AND RECORD KEEPING PROCEDURES**

Minor Accidents/Incidents

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

- the date, time and place of 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 (eg went home, resumed normal duties, went back to class, went to hospital)

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.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") some accidents must be reported to the Health and Safety Executive ("HSE").

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- the death of the person arose out of or in connection with a work/school activity; or
- an injury that arose out of or in connection with a work/school activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment);
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work/school are reportable by the responsible person under RIDDOR when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work/school for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. Those that are self-employed working in the school do not fall within this direction; here the 'controller' of the premises should report.

Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

The Head Master will assess the nature and the reporting requirements of any accident that potentially requires referring to the HSE. Reference will be made to the HSE Information Sheet EDIS 1 (rev3).

If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

The school's Health and Safety Co-ordinator is responsible for maintaining an accurate record of all reportable accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident book (usually detachable forms) when they receive first aid from a first aider, member of the support or teaching staff.

Completed accident forms are forwarded to the appropriate Deputy Head or Assistant Head before being seen by the Head Master. The Head Master will pass the forms on to the Health and Safety Co-ordinator who will ensure that they are correctly filed. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records will be kept in a locked filing cabinet in the School Office to ensure compliance with the Data Protection Act.

Accident reports will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Head Master and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the Academic and Pastoral Care Committee and the Health and Safety Committee.

For serious incidents the Head Master should consider obtaining legal advice at the outset of any investigation.

The Head Master will contact the school insurer where any incident is felt likely to result in a claim.

The Head Master, Deputy Head or an Assistant Head are responsible for ensuring that an injured pupil is appropriately escorted to hospital and for ensuring that the boy's class teacher, the Registrar and Clerk to the Governors and the Health & Safety Co-ordinator are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

The relevant forms and guidance on RIDDOR can be found on the Health and Safety Executive website <http://www.hse.gov.uk/index.htm>