



Two Boats School



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# First Aid Policy



## Two Boats School

Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors). First aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

This policy sets out the responsibilities of AIG (the employer) and its employees who work or supervise at Two Boats School and young people who receive education there. The policy aims to explain the basic procedures to follow in case of incidents leading to illness or injury at Two Boats School that may require first aid intervention, whilst giving guidance on pre-accident intervention in order to minimise any potential risks that may lead to an injury requiring medical or first aid intervention. The procedures listed here will ensure that when staff or young people suffer injuries or fall ill in school, they receive immediate attention irrespective of whether the illness or injury is school related.

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified and **risk assessments** completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

### 1. Early Intervention

#### *a) Knowledge of condition(s) likely to affect personal health*

Any staff or pupil's allergies/ medical conditions should be communicated to the head teacher, including visiting staff and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff/pupil's care team, with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be locked away safely in the medication cabinet which is in the first aid room. They should not be put in the first aid box or in a place where other people can access them.

It is obvious that first aiders need to be aware of staff and pupils who suffer specific health problems. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

#### *b) Risk Assessments*

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the risks and implementing control measures before undertaking any activities.

In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce to risk to an acceptable level. For example, a science lesson may involve the use of chemicals.

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Safety measures may be:-

- to wear specialist clothing – goggles, gloves, etc.
- to only have a minimal amount of the substance in use at any one time
- to keep the chemical locked away until ready for use
- to structure the rest of the classroom in a minimalist way
- to reinforce health and safety issues to the pupils before commencing the activity

Should the teacher feel that despite the above measures being applied, a pupil has shown signs in the lesson of non-compliance, then he/she may decide that the activity using the chemicals poses too great a risk to carry out or continue.

Risk Assessments at Two Boats School form an important part of the early intervention methods used to try and avoid accidents occurring in and around the school environment.

### **2. Accident Book**

The Two Boats School Site Accident Book is kept in the school office, the first aid boxes are kept in the reception, kitchen, science classroom, and DT room. Under health and safety law, a record must be kept of any accidents leading to injuries that happen on site. It is the responsibility of employees to complete an entry into the accident book as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf. The tear off portion should then be passed on to the head teacher for secure storage.

Where an accident occurs which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the Head teacher should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

*Further need to report accidents, diseases and dangerous occurrences:-*

Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the senior person on site.

There is further information about RIDDOR and advice on reporting, record keeping and contact numbers in the first aid file in the staff room.

#### Confidentiality

Under Data Protection law, personal information should be kept secure, so once a person's details have been recorded in the Accident Book, the page should be labelled and placed in a secure place. The person responsible for securing the page is the school administrator or head teacher, who has access to a lockable storage area.

### **3. Information**

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Under health and safety legislation, appointed persons are required to be on site when there are fewer than 50 employees working on the premises.

An appointed person is someone who:-

- Takes charge when someone is injured or falls ill, including calling an ambulance if required.
- Looks after the first aid equipment, eg replenishing stock when required.

Appointed persons should not attempt to give first aid for which they have not been trained. Appointed persons should be available at all times when people are on site and a qualified first aider is unavailable, which may mean appointing more than one.

First Aiders are recommended on site when there are more than 50 employees working on the premises.

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved by the Health and Safety Executive.

All First Aiders have the responsibility to:-

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
  - to preserve life
  - to prevent the condition worsening
  - to promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.

Although Two Boats School's staff numbers are less than 50, our policy is to have a minimum of one appointed person or one qualified first aider on site at all time. Additionally, residential care workers who are supervising the pupils are either appointed persons or qualified first aiders.

### First Aid Box

First aid boxes on the Two Boats School site are kept in the reception, kitchen, vocational area and swimming pool. As the school is classified as a low risk environment, the minimum stock of first aid items should be kept on site. This is as follows:-

- HSE guidance *Basic Advice on first aid at work*.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages

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- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings
- two large (approximately 18cm x 18cm) individually wrapped un-medicated wound dressings
- several pairs of disposable gloves
- one pair of scissors

### **Tablets and medicines must not be kept in the first aid box**

### **FIRST AIDERS:-**

Three designated staff have completed the one day course in Emergency First Aid

John Carthew  
Alex Britten

### **FIRST AID FACILITIES**

All first aid boxes are checked on a weekly basis to ensure sufficient quantities of suitable first aid equipment are available and nothing else is stored in them. Contents of the first aid boxes will be replenished as soon as possible after use in order to ensure there is always an adequate supply of materials.

Records of all cases treated will be made in the accident report log held in the school office.

There is a medical room on site.

### **Responsibility of non-appointed staff**

At Two Boats School, there are always adults who have a plethora of skills that are relevant to their position. Any employee who has appropriate and up to date training in first aid would be expected to perform first aid duties if the need arose. However, they should only perform those duties for which they have been trained, as with the appointed person(s) and first aider(s)

### **Information Sheet**

Name of Establishment – ***Two Boats School***

## Two Boats School

Telephone:- **66647**

Emergency Services (Police, Ambulance, Fire) – **999**

If you would like any further information regarding First Aid or about the procedures set out in this policy, please speak to a qualified member of staff or refer to the information booklets held in the first aid file, located in the school office.

### Procedures

We implement our First Aid Policy by following procedures based on assessed risks and requirements as follows:

<b>Requirement / Risk</b>	<b>School Procedure</b>
<i>All staff should know which colleagues are qualified to give First Aid and should refer any accidents or other medical emergencies to them promptly;</i>	The names of designated first-aiders on the staff are displayed at the First Aid Station in the School Office and listed in the Staff Handbook.
<i>At all times there should be at least one designated First-Aider on site;</i>	The Head teacher will ensure that at least three members of staff have been trained as designated First-Aiders to ensure that one is on site at all times during the school day. The appointed person for First Aid is the School Secretary, who is also a trained First-Aider.
<i>All First-Aiders should have attended a training course within the last three years, should follow the guidelines given at the course;</i>	Opportunities for First Aid training are planned into the continuous professional development of all staff.
<i>Access to First Aid kits;</i>	First Aid Kits are located in the School Office, all school vehicles, and, for emergency use only, in areas of the school where risk is assessed as being greatest (Science Lab, Workshop, HE Room and Foundation Stage Classroom).
<i>Contents and checking of First Aid Kits;</i>	The School Secretary is responsible for checking the content of all first aid kits regularly to ensure they satisfy the minimal requirements given in the schedule below and any additional guidance provided by the Senior Medical Officer.

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<p><i>Accidents and other medical emergencies should be recorded appropriately;</i></p>	<p>All accidents should be reported to the school office and should be logged in the School Accident Book available in the school office. Serious accidents involving referral to hospital or a near miss that would have resulted in referral to hospital must be reported on an AIG accident / incident report form (available on the network in the Health and Safety folder). Minor scrapes should be recorded in the 'Bumps and Scrapes' book in the Office. AIG accident / incident report forms should be completed for <u>all</u> accidents involving <u>employees</u>.</p>
<p><i>Parents should be informed when necessary and a record kept of occasions when they have been;</i></p>	<p>Parents will be called in the event of a child feeling unwell and any emergency situation will be referred directly to hospital. We record all treatment administered and inform parents where further care may be necessary.</p>
<p><i>Members of staff should be made aware of any particular hazards in the subjects that they teach or the activities that they supervise and should have appropriate training;</i></p>	<p>Risk assessments, updated with staff annually, cover all activities and areas, and training is provided as required e.g. life-guarding, manual handling, first-aid, handling chemicals etc.</p>
<p><i>Arrangements for off-site activities or trips;</i></p>	<p>First aid arrangements are part of the risk assessment required for all off-site activities and trips.</p>
<p><i>Out of school hours arrangements e.g. lettings, parents evenings;</i></p>	<p>A trained first-aider must be present for all school activities; other users are required to make their own arrangements.</p>
<p><i>Pupils with medical conditions, such as asthma or severe allergies, should be identified. All staff should be aware of their conditions and alert to the need for prompt action;</i></p>	<p>All staff must be aware of the medical protocols for the named students on the staffroom noticeboard and in the file in the office. Staff should also refer to policies in these areas and training given on First Aid, Response to Allergic Reactions and Use of Epipens.</p>
<p><i>There should be clear guidance on what level of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital;</i></p>	<p>At all times, when making a decision on the seriousness of an accident, staff should err on the side of caution. Any illness, reaction or accident beyond the scope of basic first aid, or giving cause for concern, or where the first aider is unsure about severity, should be referred to the hospital. If there is a need for a pupil to be referred for treatment at the hospital, arrangements will be made by the Secretary for parent collection, school transport or to call the ambulance depending on urgency of condition.</p>
<p><i>There should be guidance on hygiene procedures in case of spillage of blood or body fluid; and</i></p>	<p>All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. Staff 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 in the sanitary bins provided.</p>

<i>Reference to any local or national authority responsible for collecting information on diseases or dangerous occurrences.</i>	A complete log of accidents during the previous term is included in the Head teacher's termly report to the School Governors Committee and the Administrator. This information is also lodged with the AIG QHSE office termly along with accident / incident reports as required. The Head teacher discusses medical concerns with the Senior Medical Officer as necessary.
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## **Communication**

We communicate our approach to first aid with parents by including the following text in our Parent Information Booklet:

### ***Medicines and Medical Treatment***

*Trained first aiders will treat bumps and scrapes as they arise in school. Parents will be called in the event of a child feeling unwell and any emergency situation will be referred directly to hospital. We record all treatment administered and inform parents where further care may be necessary.*

*Parents requiring their children to take medication in school must complete and sign a form at the school office. The school will not administer any medication, even paracetamol or calpol without the written consent of parents.*

The booklet also includes preventive health advice relating to sun sense, healthy packed lunches and water in school.

The Staff Handbook includes the following guidance:

### ***Accidents***

*In the event of an accident the first priority is for the injured person to be appropriately treated. A basic first aid kit is available in the school office. All accidents should be reported to the school office and should be logged in the School Accident Book available in the school office.*

*Named qualified first aiders are: Mr Colin Duncan, Mrs Angela Yon, Mr Alex Britten and Mr John Carthew*

*Depending on the seriousness of the injury, a decision will be made as to whether parents are to be involved as soon as possible. At all times, when making a decision on the seriousness of an accident, a teacher should err on the side of caution. If there is a need for a pupil to be referred for treatment at the hospital, arrangements will be made by the Secretary for transport. Where this happens, two members of staff will escort the child, one to drive the car, and the other to sit in the back with the child. If there is a need for an ambulance, this will be done immediately either by the Secretary or another member of staff in attendance.*

*If a child is referred to hospital, the parents will be contacted to inform them and a request made that they meet the child at the hospital immediately.*

### ***Medicine in School, Allergies and Illness***

*All staff must be aware of the medical protocols for the named students on the staffroom and office noticeboards. Staff should also refer to policies in these areas and training given on First Aid, Response to Allergic Reactions and Use of Epipens.*



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*Except in an emergency situation, school staff must not administer medicines without the prior written consent of parents.*

### **Review**

The Head teacher and the School Governors Committee keep this policy and its effectiveness under regular review.

### **Schedule: Contents of First Aid Kits**

Where there is no special risk identified, a minimum provision of first-aid items would be:

- ▼ a leaflet giving general advice on first aid
- ▼ individually wrapped sterile adhesive dressings (assorted sizes);
- ▼ sterile eye pads;
- ▼ individually wrapped triangular bandages (preferably sterile);
- ▼ safety pins;
- ▼ medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- ▼ large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- ▼ pair of disposable gloves.

Equivalent or additional items are acceptable.

<b>Policy Reviewed By:</b>	<b>Farah Quinn</b>	<b>Signature</b>	<b>Date</b>
<b>Next Review Date:</b>	<b>Sept 2021</b>	<b>Fq</b>	<b>April 2020</b>
<b>Interim Review Comments:</b>			
<b>Updated</b>			
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