

This Policy has been adopted and approved by Gippswyk Community Educational Trust and has been adapted for use by Copleston High School.

FIRST AID POLICY	
Approved by GCET/Adapted by Copleston High School	19.7.22
Reviewed	May 2023
Ratified by Copleston LGB	26.6.23
Date of next Review	Summer Term 2024
Responsible Officer	Head of School – Trenica King
Policy Number	SACR2

Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

This policy needs to be read in conjunction with the Prescription and Non-Prescription Drugs Policy

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the latest advice from the Department for Education on first aid in schools, health and safety in schools and the following legislation:

- **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- **Social Security (Claims and Payments) Regulations 1979**, which set out rules on the retention of accident records
- **The Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed person is Mrs Lynette Stevens. They are responsible for:

1. Taking charge when someone is injured or becomes ill
2. Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
3. Ensuring that an ambulance or other professional medical help is summoned when appropriate
4. First aiders are trained and qualified to carry out the role and are responsible for:
 - 4.1. Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
 - 4.2. Sending students home to recover, where necessary
 - 4.3. Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
 - 4.4. Keeping their contact details up to date

Our school's first aiders names and photographs are displayed in our reception area.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Principal or their line manager of any specific health conditions or first aid needs

The Principal

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- For all non-emergency first aid issues, staff are expected to notify the first aid team by sending an email to firstaid@copleston.suffolk.sch.uk including the name of the student, location and a brief description of the issue. This request will be triaged by a member of the first aid team who will attend if required.
For emergency first aid, the staff member is expected to remain with the student and send an appropriate student/adult directly to contact reception for urgent assistance.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
 - The first aider will also decide whether the injured person should be moved or placed in recovery position. Assessments of head injuries must be prioritised for concussion immediately. When a person has a back injury. **Keep the person still.** Place heavy towels or rolled sheets on both sides of the neck or hold the head and neck to prevent movement.
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Student Welfare Assistant will contact parents immediately
- The Student Welfare Assistant will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit (obtainable from the Student Welfare Assistant)
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead staff member prior to any educational visit that necessitates taking students off school premises.

First aid equipment

There is not a standard list or contents for a first aid box, however the Health and Safety Executive recommend, a typical minimum stock of first aid items would be:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- 2 large (approximately 18cm x 18cm) sterile individually un-medicated wound dressing. ● 1 pair of disposable gloves.

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk).
- Science preparation room.
- Design and Technology office.
- Food Technology classroom.
- PE office.
- The school kitchen.
- School minibus.

The COVID room.

Eye wash facilities are located in the following places:

- All Science Rooms

Record-keeping and reporting

Copleston High School uses Safety Boss to record injuries, accidents or illnesses of students, in conjunction with this guidance, when first aid has been given.

The following information is typically recorded on the form:

- Type of incident
- Date, time and location of accident or illness
- Name of student / person in receipt of first aid
- What activity was being undertaken at the time of the incident.
- Description of injury sustained or illness and the first aid that was given (e.g. went home, returned to class, resumed duties or went to hospital (how) etc)
- Name of person administering first aid or dealing with the incident / illness
- When first aid is given to staff / visitors / contractors. However, an incident form must be completed if they are injured / assaulted.

The record form must be retained in the school for a period of 10 years from the last entry date.

Reporting to the HSE

The Facilities Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous through the Safety Boss procedure.

The Facilities Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, (<http://www.hse.gov.uk/riddor/report.htm>)

Notifying parents

The Student Welfare Assistant will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Training

- All school staff are able to undertake first aid training if they would like to.
- All first aiders complete an appropriate First Aid at Work (including Paediatric first aid) training course and hold a valid certificate of competence to show this.
- Copleston High School keeps a register of all trained first aiders, what training they have received and when this is valid until.
- First Aid trained staff complete revalidation training every 3 years.

Communication

- The Student Welfare Assistant will inform all staff (including those with reading and language difficulties) of the first aid arrangements. This will include the location of equipment, facilities and first aid personnel, and the procedures for monitoring and reviewing the school's first aid needs.
- The student welfare and safeguarding assistant will keep staff and students informed by displaying first aid notices in prominent places.
- The student welfare and safeguarding assistant will include first aid information in induction programmes that will help ensure that new staff and students are told about the first aid arrangements. First aid information is also included in the staff handbook.

Risk assessment of first aid needs

Copleston High School undertakes an assessment of need which is reviewed at least annually and particularly after any changes to ensure that provision is adequate.

Administering medicines in educational establishments

Only suitable and qualified staff are permitted to administer medication.

Intimate care and first aid

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some students are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of students involved in intimate self-care.

When undertaking intimate care, it is good practice for two members of staff to be present and any procedure should not be carried out in an area which is open to the school community. When two members of staff are not available, the individual member of staff should inform another appropriate adult that they are going alone to assist a pupil with intimate care. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff should encourage children to do as much for themselves as they can; lots of praise and encouragement will be given to the child when they achieve this. It is good practice to ensure that parents/carers are informed on the same day.

When undertaking intimate care, this should be risk assessed and PPE used to support the task.

Any safeguarding concerns should be reported to the Designated Safeguarding Lead.