

## First Aid Policy

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**Review Date:** 04/09/2020

**Endorsement:** Full endorsement to this policy is given by:

**Name:** Thais Bishop

**Position:** Brighton Waldorf School Trustee

**Signed:**



**Date:** 5<sup>th</sup> September 2019

### Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981.

### Aims of the Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

1. A person is appointed to take charge of first aid arrangements.
2. Staff nominated as first aiders receive up-to-date training.
3. Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school.
4. All members of staff are fully informed with regard to the first aid arrangements.
5. All staff are aware of hygiene and infection control procedures.
6. Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences.
7. First aid arrangements are regularly reviewed.

The appointed person to coordinate training is Annette Devitt.

The appointed person to stock First Aid kits is Bryony Devitt.

### Procedure

First aid provision will be available at all times while people are on the school premises and also off the premises while on school visits.

### **Risk Assessment**

On behalf of the Trustees the Health and Safety Coordinator will conduct an annual risk assessment of all school buildings and facilities paying particular attention to:

1. Practical activities.
2. The use of machinery.
3. Storage of hazardous substances.
4. The use of equipment for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person and the Trustees will consider:

1. The provision during lunch times and breaks.
2. The adequacy of the provision to account for staff absences.
3. The provision of first aid for off-site activities and school trips
4. The provision for practical lessons and activities, eg science, crafts and handwork, cookery and physical education.

### **Qualifications and Training**

All school first aiders hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider annual refresher training to maintain first aiders' basic skills and keep them up to date with changes.

The appointed persons do not necessarily have to be one of the certificated first aiders.

The appointed persons will:

1. Line manage the team of first aiders, monitoring their training and competencies.
2. Look after the first aid equipment, restocking first aid containers when required and replacing out of date materials.
3. Ensure that an ambulance or other professional medical help is summoned when appropriate.
4. Undertake regular risk assessments and liaise with the trustees and administrator as appropriate.
5. Ensure that all accidents and injuries are appropriately recorded.

6. Ensure that all members of full time and temporary staff are familiar with the school's first aid provision.

### **First aid Materials, Equipment and Facilities**

First aid containers will be:

1. Marked with a white cross on a green background.
2. Located near to hand washing facilities.
3. Stocked in accordance with HSE recommendations.

Portable first aid containers will be available for all school trips and for any sporting and other activities that take place off site.

Where it is known that staff or pupils engaged in and out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, eg a supply of insulin or an epi-pen.

The school's Sick Bay is located at Reception. Although this room is used for other purposes, the provision of first aid and medical usage will have absolute priority when necessary.

There is also an Emergency Medical room located on the ground floor.

### **Information and Notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in:

1. Staff room
2. Reception
3. Woodwork room
4. Ground floor corridor

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction programme given to new and temporary staff.

### **Hygiene and Infection Control**

All staff will:

1. Follow basic hygiene procedures.
2. Be made aware as to how to take precautions to avoid infections, eg HIV and Aids.

All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

### **Recording Accidents and Injuries**

All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years. Injury and accident patterns will be monitored by the Health and Safety Group.

The record of any first aid treatment given by first aiders and other appointed persons will include:

1. The date, time and place of the incident.
2. The name and class of the injured or ill person.
3. Details of the injury or illness and what first aid was given.
4. What happened to the pupil or member of staff immediately afterwards (eg went home, resumed normal duties, went back to class or went to hospital).
5. The name and signature of the first aider or person dealing with the incident.
6. Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the receptionist or the appointed person will follow the school's established procedures for contacting a parent or carer.

### **Reporting Accidents to the HSE**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

1. Accidents resulting in death or major injury (including those that result from physical violence).
2. Accidents that prevent the injured person from doing their normal work for more than three days.

### **Linked policies:**

Administering Medicines

Supporting Pupils with Medical Conditions