

## FIRST AID POLICY

### **Rationale**

We have a duty of care to our staff and pupils. As part of the exercise of that duty it may from time to time be necessary to administer First Aid.

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers. The school also recognises that its responsibility for the safety and welfare of all the pupils at the school is paramount. We understand that prevention is better than reacting to an event and through adherence to the Health and Safety Policy and a robust culture of Risk Assessments we will endeavour to avoid situations where First Aid is required.

First Aid notices will be prominently displayed and all staff/new pupils will be informed about First Aid arrangements during induction.

### **FIRST-AID PROVISION AT MEADOWS SCHOOL**

- A suitably stocked and labelled first-aid container situated in the school office.
- Trained First Aiders to take charge of first-aid arrangements.
- Information for employees, pupils, carers on first-aid arrangements.
- On-going risk assessment carried out periodically.
- First-aid provision available at all times while people are on school premises and on off-site visits where a risk assessment has indicated this might be necessary.

### **TRAINING**

Meadows school ensure that all provisions where pupils learn have the required number of qualified first aiders who have received appropriate First Aid training. At least one first aider will be with the pupil during school time.

All teachers will have completed the 1 day first aid course as part of their mandatory training; all teachers attend a 1 day refresher course within the mandatory timescale.

Young People prior to starting education at Meadows School have a health questionnaire completed by their local authority. We will ensure all staff are informed about individual pupil's health issues and any special action which may be needed, this will include training if required. Details for students with specific medical needs e.g. Anaphylaxis, diabetes, asthma, epilepsy will be covered in their individual risk assessment.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the young people at the school in the same way that parents might be expected to act towards their children, this may include offering first aid even if the teacher/support staff has no specific training.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. In school, the main duties of a first-aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the accident book and a copy to be sent to the house.
- Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment e.g. restocking the first-aid container.

### **PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS**

- In case of an accident at the School, the following procedures should be followed:
- The injured party should be seen by a qualified First Aider
- If the injuries cannot be treated at the school arrangements should be made for transportation to hospital.
- All witnesses must complete an accident report, body map; Accident reports can be found in the first aid box in the Head Teachers office.
- If the accident is as a result of an incident on site, all parties involved need to write witness statement and a critical or education incident form will need to be completed and sent to relevant managers.

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 into the sanitary bin.

The school keeps a record of any first aid treatment given by first aiders/appointed persons. This includes:

- The date, time and place of incident.
- The name, DOB, signature and address of the injured or ill person.
- Details of the injury/ illness and what first aid/advice was given.
- Name and signature and designation of the first aider or person dealing with the incident.

### **EMERGENCY SITUATIONS**

First aiders are trained to recognise and respond appropriately to the emergency needs of young people with chronic medical conditions the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

- Young people with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by care staff and kept in an unlocked cabinet by schools.
- Young people with epilepsy-concerns will be addressed in their individual risk assessment.
- Management for young people with diabetes will be addressed in their individual risk assessment.
- Management for young people with anaphylaxis will be addressed in their individual risk assessment. Preloaded injection devices should be provided by the care staff in the correct container, labelled with the young person's name. If the school has to give this injection an ambulance must always be called.

### **CHILD PROTECTION**

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the first aider must inform the designated Safeguarding Officer who will then take appropriate action.

### **PHYSICAL CONTACT WITH YOUNG PEOPLE**

The treatment of students for minor injuries, illness or medical conditions may involve members of staff in physical contact with young people. Any treatment should

- Not involve more contact than necessary.
- Be undertaken by staff who have volunteered to be designated to the task.
- Be carried out wherever possible, in front of other young people or adults.
- Be recorded in appropriate methods.
- Care staff informed.

### **FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES**

First-aid equipment must be clearly labelled, easily accessible and up to date.

### **CONTENTS OF A FIRST-AID CONTAINER**

All first aid containers contain the correct contents (as recommended by the DFE Guidance) to provide first aid to our client groups. The first aider is responsible for examining the contents of first-aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

### **TRAVELLING FIRST-AID CONTAINERS**

Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use.

### **ACCIDENTS**

All accidents that occur on school premises must be reported to the Head teacher and either a critical or education incident report completed. All witnesses should also complete reports. The accident must be recorded in the Accident Book together with any relevant outcomes.

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

A serious (one that involves hospitalisation, 3+ days off work or death) accident that happens to employees, pupils or visitors must be reported to the HSE on Form 2508. Accidents that must be reported are those which are a result of any school activity or a result of defective premises or equipment within the school.

All records are being kept for a minimum of 3 years.

They will be analysed to look for trends and patterns and may:

Be used for reference in future first-aid needs assessments.

Be helpful for insurance and investigative purposes.

	<b>Name</b>	<b>Date</b>
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