

Small Haven School's

First Aid Administration Policy

Date	Review Date	Coordinator	Nominated Director
21/08/17	01/08/18	Principal Head	Director of Education

INTRODUCTION

This policy outlines Small Haven School's responsibility to provide adequate procedures in place to meet that responsibility.

AIMS

- To identify the first-aid needs of Small Haven School in line with the First Aid at Work (HSE. 2013) and the DfEE 'Guidance on First Aid in Schools'. To ensure that first-aid provision is available at all times while people are on Small Haven School premises, and also off the premises whilst on school visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First-Aiders to meet the needs of Small Haven School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of Small Haven School's First-Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

PERSONNEL

The Principal Head has overall responsibility for the health and safety of the staff and anyone else on the premises. This includes non-teaching staff, young people and visitors (including contractors).

She ensures that a risk assessment of Small Haven School is undertaken and that the appointments, training and resources for first-aid arrangements are appropriate and in place.

She also ensures that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Principal Head is responsible for putting the policy into practice and for developing detailed procedures. She ensures that the policy and information on Small Haven School's arrangements for first-aid are made available to parents/carers.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

- First-Aiders have undertaken emergency first-aid training. They will:
- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First-Aiders have completed and keep updated training that is approved by the HSE.

They will:

- 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.

In selecting first-aiders, the principal Head considers the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first-aider must be able to leave to go immediately to an emergency.

PROCEDURES

Risk Assessment

Reviews are carried out at least annually, and when circumstances alter, by the Principal Head and Director of Education. Recommendations on measures need to prevent or control identified risks are forwarded to the Principal Head and discussed as part of the Senior Leadership Team Meeting.

Re-assessment of first-aid provision

As part of Small Haven School's annual monitoring and evaluation cycle

- The Principal Head reviews Small Haven School's first-aid needs following any changes to young people, staff, site, activities, off-site facilities, etc.
- The Principal Head monitors the number of trained first-aiders, alerts them to the need for refresher courses and organises their training sessions
- The Principal Head also monitors the emergency first-aid training received by other staff and organises appropriate training
- Sophie Gunn who is the school's nominated First-Aider checks the contents of the first-aid boxes frequently.

Providing information

The Principal Head ensures that staff, parents/carers and young people are informed about Small Haven School's first-aid arrangements.

The Principal Head:

- Provides information & procedures training for new staff as part of their induction programme
- Maintains a first-aid list, and related medical documentation for when needed
- Reviews basic medical procedures and practices, as needed
- Alerts staff during a specific outbreak of illness within Small Haven School with regards to management and procedures in place
- Gives all staff information on the location of equipment, facilities and first-aid personnel
- Provides regular information and updates for parents/carers in regard to any outbreak of illness within the school

PROVISION

The Principal Head considers the findings of the risk assessment in deciding on the number of first-aid personnel required. The Principal Head considers the needs of specific times, places and activities in deciding on their provision. In particular she considers:

- Off-site PE
- School trips
- Science Experiments
- DT/Art
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision, e.g. clubs, events (if necessary)

Arrangements are made to ensure that the required level of first-aiders is available at all times when people are on school premises.

First aiders

The recommended number of certified first-aiders is one per 20 pupils/staff. However the majority of staff are trained at Small Haven School.

Qualifications and Training

First-Aiders hold a valid certificate of competence, issued by a.i.d. Training & Operations LTD who are approved by the HSE. The appointed person (Sophie Gunn) will be taking a three day emergency first-aid training course and specialist training in first-aid for children is arranged in a three year cycle.

First-aid materials, equipment and facilities

The Principal Head ensures that the appropriate number of first-aid containers are available according to the risk assessment of the site, HSE guidelines on recommended and mandatory contents are adhered to.

- All first-aid containers are marked with a white cross on a green background
- Both Small Haven School vehicle's carries a first-aid container
- First –aid containers accompany teachers off-site
- First-aid containers are kept near to hand washing facilities (where possible)

Accommodation

Young people are taken to the allocated sick bay room in times of illness or medical necessity and parents are contacted immediately to collect their unwell child at the earliest opportunity. The child is monitored by a member of staff until they go home or return to class and a record of the illness will be kept in the school's illness book.

Hygiene/Infection control

Basic hygiene procedures are followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects such as needles. These will be disposed of in appropriate sealed containers/places.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents *must* be reported to the HSE.

The Principal Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents **must** be reported to the HSE –

Involving staff or contractors working on site:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

Involving young people and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work, i.e. if it relates to –
 - Any school activity, both on or off the premises
 - The way the school activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The Principal Head is responsible for ensuring this happens, but may delegate the duty to a nominated First-Aider.

Record Keeping

Statutory accident records: The Principal Head must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of seven years**. (The Accident Book)

Small Haven School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all statutory requirements are met.

The Principal Head must ensure that a record is kept of any first-aid treatment given by first-aiders. This should include:

- The date, time and place of incident
- The name of the injured or ill person
- Details of their injury/illness and what first-aid was given
- What happened to the person immediately afterwards
- Name and signature of the first-aider

The principal Head must have in place procedures for ensuring that parents/carers are informed of significant incidents.

Monitoring

Accident records can be used to help the Principal Head identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principal Head should establish a regular review and analysis of accident records.

Principal Head:	Stacey White	Date: 21/08/17
Director of Education:	Marissa Morgan	Date: 21/08/17