



First Aid Policy

This Policy was approved by

The Shire Multi Academy Trust Board on
8th September 2016

Review Date: September 2018

Signed:  Chair

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SECTION 1 General Policy Statement

The Trust Board and Head of School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The Directors have currently committed to accepting the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid in the school will be in accordance with the Authority's guidance on First Aid in School.

This policy is made in order to comply with Section 5.11 of the School's Health and Safety Policy.

Signed
(CEO/Executive Headteacher)

Date: 8.9.16

Signed:
.....
(Head of School)

Date: 8.9.16

SECTION 2 Statement of First Aid Organisation

The School's arrangements for carrying out the policy includes nine key principles.

1. Places a duty on the Trust Board to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require first aid treatment.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the School.

SECTION 3 Arrangements for First Aid

3.1 Materials, equipment and facilities

The School will provide materials, equipment and facilities as set out in Section H of the Authority's Guidance on First Aid in Schools.

The location of first aid containers in the school are:

Office

Nursery Office

Top Corridor

The contents of the first aid box(es) will be checked on a regular basis by the Miss Atkinson , the appointed person.

The appointed person will be responsible for all record keeping on first aid.

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KITS
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes		Small packet

Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs
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In compliance with The Education (School Premises) Regulations 1996 the Trust Board will ensure that a room will be made available for medical treatment.

This facility will contain the following and be readily available for use:

- Sink with running hot and cold water;
- Drinking water (if not available on mains tap) and disposable cups;
- Paper towels;
- Smooth-topped working surfaces;
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage;
- Chair;
- A couch or bed (with waterproof cover), pillow and blankets;
- Soap;
- Clean protective garments for First Aiders;
- Suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags, i.e. for clinical waste;
- An appropriate record-keeping facility;
- A means of communication, e.g. telephone.

3.2 Appointment of First Aiders

The appointment of First Aiders within the School will comply with Section 4 of the Authority's guidance on First Aid – Assessment of First Aid needs.

The completed Risk Assessment is provided at Annex 1 to this policy.

The Executive Headteacher will appoint a member of staff to be the Appointed Person.

The duties of the Appointed Person are to:

- Take charge when someone is injured or becomes ill;
- Look after the first aid equipment e.g. restocking the first aid container;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Trust Board recognise that the Appointed Person need not be a First Aider, however they will support any member of staff who is an Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Trust Board accept their responsibilities towards non-employees. In order to provide first aid for pupils and visitors, the Trust Board will undertake a risk assessment to determine, in addition to the Appointed Person, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence.

In implementing the outcome of the risk assessment, the Trust Board acknowledge that unless first aid cover is part of a member staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

In determining who should be trained in first aid the Executive Headteacher will consider each individual against the following criteria:

- 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;
- Must be able to leave normal duties to go immediately to an emergency.

Where pupils are travelling on a mini-bus the following items will be carried:

- Ten antiseptic wipes, foil packaged;
- One disposable bandage (not less than the 7.5cm wide);
- Two triangular bandages;
- One packet of 24 assorted adhesive dressings;
- Three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);
- Two sterile eye pads with attachments;
- Twelve assorted safety pins;
- One pair of rustless blunt-ended scissors.

In addition to the items set out for the first aid box in school the following items will be provided:

- a) Disposable drying materials.
- b) Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta, etc.
- c) Household bleach or similarly effective solution – one part to ten parts water for cleaning sinks and bowls and soiled surfaces.
- d) Yellow biohazard type plastic bags for disposing of bulky amounts of blooded waste (see the next page for procedures for handling blood).
- e) A small supply of paracetamol is recommended for dysmenorrhoea (period pains) and will be securely kept and issued to pupils as appropriate and necessary by a person designated by the Executive Headteacher. Records will be kept of all paracetamol issued (how many tablets, to whom, when and why).

Items in (c), (d) and (e) above will be kept locked away from access by children.

3.3 Information on First Aid arrangements

The Head of School will inform all employees at the School of the following:

- a) The arrangements for recording and reporting accidents;
- b) The arrangements for first aid;
- c) Those employees with qualifications in first aid;
- d) The location of first aid boxes.

In addition the Head of School will ensure that signs are displayed throughout the School providing the following information:

- a) Names of employees with first aid qualifications;
- b) Location of first aid boxes.

All members of staff will be made aware a copy of the School's First Aid Policy.

3.4 Provision away from the School

Provision for first aid on school visits and journeys will be determined by risk assessment in accordance with Section 10 of the Authority's Guidance on First Aid.

3.5 Review of the First Aid policy

The Trust Board will review the First Aid Policy on a bi- annual basis and make recommendations, where appropriate, for changes in the School's policy.

SECTION 4 Accident Reporting

This section of the First Aid Policy is to comply with Section 5.1 of the School's Health and Safety Policy.

The Trust Board will implement the Council's Procedures for reporting:

- a) All accidents to employees;
- b) All incidents of violence and aggression.

The Trust Board is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- a) Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) It is an accident in school which requires immediate emergency medical treatment at hospital.

For each instance where the Executive Headteacher or Head of School considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Authority will be sought.

Where a pupil has an accident it shall be reported to the Authority.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Authority.

The procedure for managing accidents to pupils is provided at Annex 2 to this policy.

SECTION 5 Pupil accidents involving their Head

The Trust Board recognise that accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- a) In accordance with Section 11 of the Authority's Guidance on First Aid, where a pupil receives a blow to the head as a result of an accident Form RH1 will be completed.
- b) Where emergency treatment is not required the Form RH1 will be sent to the parents as the reverse side of the letter informing them of the accident to their child.
- c) A copy of Form RH1 and the parental letter are provided at Annex 4.

SECTION 6 Transport to Hospital or Home

- a) The Head of School will determine what is a reasonable and sensible action to take in the circumstances of each case.
- b) Where the injury is an emergency an ambulance will be called following which the parent will be called.
- c) Where hospital treatment is required but it is not an emergency, then the Head of School will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the Head of School may decide to transport the pupil to hospital.
- d) Where the Head of School makes arrangements for transporting a child then the following points will be observed:
 - i) Only staff cars insured to cover such transportation will be used;
 - ii) No individual member of staff should be alone with a pupil in a vehicle;
 - iii) The second member of staff will be present to provide supervision for the injured pupil;
 - iv) At least one member of staff will be the same gender as the pupil.
- v) The Executive Headteacher will be informed.

SECTION 7 Personnel

This section contains the names of employees at the school with a qualification in first aid or who have a first aid responsibility.

- a) Appointed Person
Miss Suzanne Atkin

b) Emergency First Aiders

Mrs Cheryl Wright

Mrs Angela Leech

Mrs Lisa Kneissl

Mrs Melanie Kitson

Mrs Wendy Watkiss

c) First aiders at work

Mrs M Kitson

d) Paediatric First Aiders

Mrs Linda Ravenscroft

SECTION 8 Approval

This Policy was reviewed by the Trust Board and accepted as an interim policy by resolution in the minutes of meeting.

Date of policy review

**ANNEX 1
FORM RA8 SCHOOL FIRST AID RISK ASSESSMENT**

SCHOOL	Sandhill Primary
ASSESSORS NAME	Judith Hirst
ASSESSORS SIGNATURE
DATE OF ASSESSMENT8.9.16.

This form is to enable the Trust Board to determine the number of appointed persons/First Aiders required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-16 of the Assessment by placing a tick (✓) in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-16 using Table A. Once you have calculated your overall total, refer to Table B to determine your First Aid requirement.

PART 1

What types of injury to employees have been recorded in the past?

Injury (Choose one reply only)

- | | | |
|--|-----|--------------------------|
| a) Minor cuts and bruises; eye irritation | (1) | <input type="checkbox"/> |
| b) Lacerations; burns; concussion; serious sprains; minor fractures | (2) | <input type="checkbox"/> |
| c) Amputations; poisonings; major fractures; multiple injuries; fatalities | (3) | <input type="checkbox"/> |

PART 2

What are the risks of injury arising from the work undertaken by employees as identified in your risk assessments?

Category of Risk (Choose one reply only)

- | | | |
|------------------------------|-----|--------------------------|
| a) Trivial/Tolerable Risk | (1) | <input type="checkbox"/> |
| b) Moderate/Substantial Risk | (2) | <input type="checkbox"/> |
| c) Intolerable Risk | (3) | <input type="checkbox"/> |

PART 3

Does your workplace contain any of the specific hazards listed below?

(Choose appropriate reply/replies)

- | | | |
|----------------------------|-----|--------------------------|
| a) Hazardous substances | (3) | <input type="checkbox"/> |
| b) Dangerous tools | (3) | <input type="checkbox"/> |
| c) Dangerous machinery | (3) | <input type="checkbox"/> |
| d) Dangerous loads/animals | (3) | <input type="checkbox"/> |
| Total for Part 3 | | <input type="checkbox"/> |

PART 4

Are there parts of your establishment where different levels of risk can be identified?
(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 5

Type of work undertaken

(Choose one reply only)

- | | | |
|--|-----|--------------------------|
| a) Offices, libraries, classrooms etc | (1) | <input type="checkbox"/> |
| b) Construction, work with dangerous machinery, sharp instruments etc
(This includes school workshops and laboratories) | (2) | <input type="checkbox"/> |

Are there hazards for which additional First Aid skills are necessary?
(Choose one reply only)

- | | | |
|------------------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |
| Total for Part 5 | | <input type="checkbox"/> |

PART 6

Are there inexperienced workers on site or employees with disabilities? (This includes NQTs and pupils in specialist subject areas)
(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 7

Are there several buildings on site or multi-floor buildings?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 8

Is there shift work or out-of-hours working?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 9

Is the workplace remote from emergency medical services?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 10

Do you have employees at work sites occupied by other employees? (E.g. catering, cleaning)

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 11

Do you have any work experienced trainees?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 12

Do members of the public visit your premises?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 13

Do you have employees with reading or language difficulties?

(Choose one reply only)

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 14

Do you have pupils with disabilities or special health care needs?

- | | | |
|--------|-----|--------------------------|
| a) Yes | (2) | <input type="checkbox"/> |
| b) No | (1) | <input type="checkbox"/> |

PART 15

What is the age range of your pupils?

(Choose one reply only)

- | | | |
|--------------------------|-----|--------------------------|
| a) 11-18 | (3) | <input type="checkbox"/> |
| b) 11-16 | (2) | <input type="checkbox"/> |
| c) 3-11 5-11
3-7 7-11 | (1) | <input type="checkbox"/> |

PART 16

What is the Net Capacity of the school?

(Choose one reply only)

- | | | |
|----------------------|-----|--------------------------|
| a) Under 100 places | (1) | <input type="checkbox"/> |
| b) 101 – 210 places | (2) | <input type="checkbox"/> |
| c) 211 – 420 places | (3) | <input type="checkbox"/> |
| d) 421 – 500 places | (4) | <input type="checkbox"/> |
| e) 501 – 1000 places | (5) | <input type="checkbox"/> |
| f) Above 1000 places | (6) | <input type="checkbox"/> |

TABLE A

Enter the totals for Each Part in the boxes below and calculate the Overall Total.

PART 1	2
PART 2	1
PART 3	0
PART 4	1
PART 5	2
PART 6	2
PART 7	1
PART 8	1
PART 9	1
PART 10	2
PART 11	2
PART 12	2
PART 13	2
PART 14	2
PART 15	1
PART 16	3
OVERALL TOTAL	25

Having obtained the overall total refer to Table B to determine the recommended level of first aid personnel.

TABLE B**Recommended First Aid Personnel**

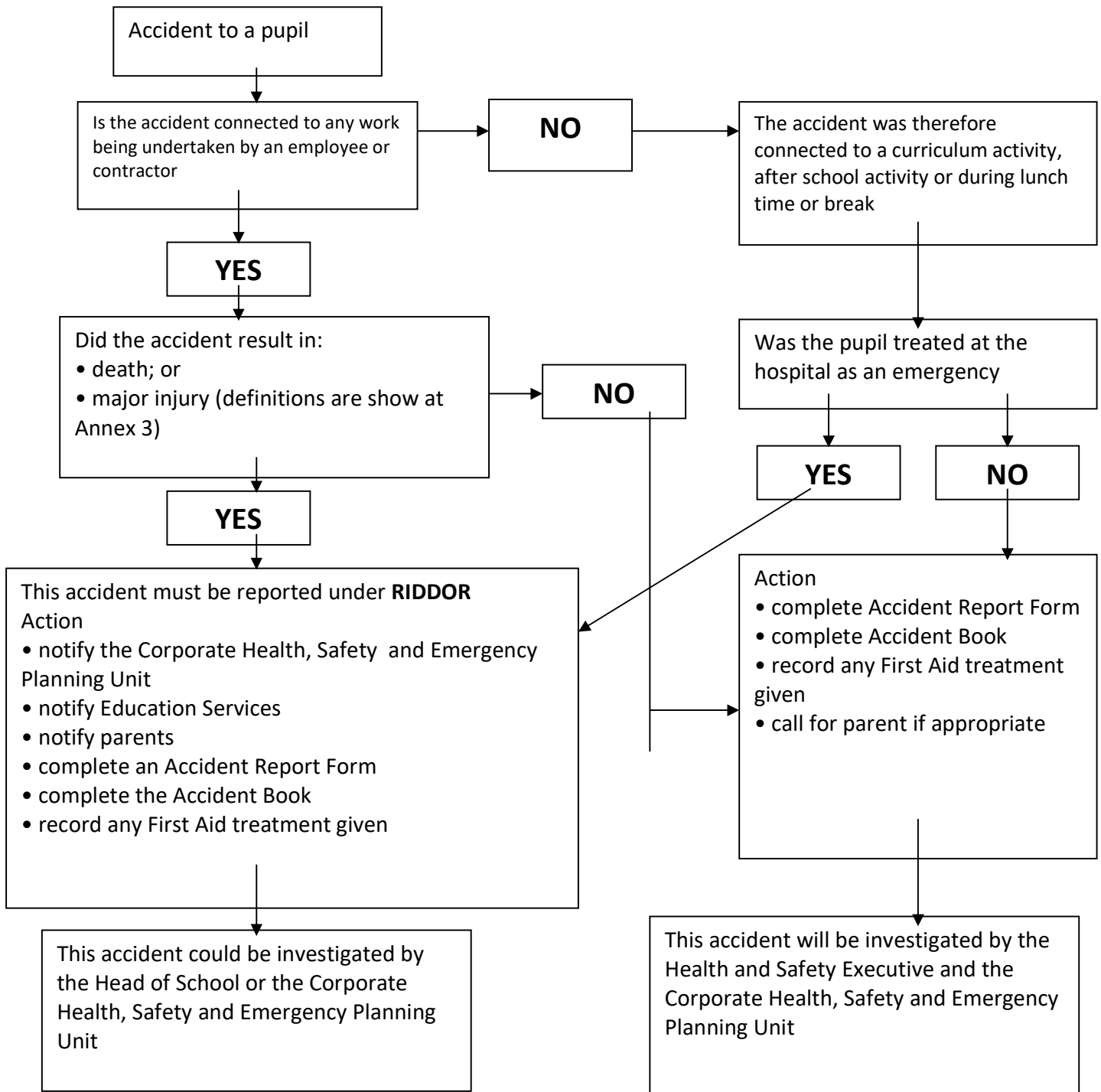
LOW RISK
<p>Overall Total 16 to 33</p> <p>A</p> <p>Fewer than 50 employees and up to 210 pupil places:</p> <ul style="list-style-type: none"> • One appointed person; • One emergency first aider. <p>OR</p> <p>B</p> <p>Fewer than 50 employees and more than 210 pupil places:</p> <ul style="list-style-type: none"> • One appointed person • One qualified first aider at work. <p>Where no member of staff will volunteer for the first aid at work qualification, then the school should substitute with employees who have been trained in emergency first aid.</p>
MEDIUM TO HIGH RISK
<p>Overall Total 34 to 51</p> <p>A</p> <ul style="list-style-type: none"> • one appointed person • two qualified first aiders at work <p>Where the net capacity of the school is above 1000 places then an additional qualified first aider at work.</p> <p>B</p> <ul style="list-style-type: none"> • consideration should be given to having additional emergency first aider at work

The above table is a recommended minimum level of provision.

Schools must give additional consideration to the following factors when determining the level of provision:

- a) The arrangements when a qualified first aider is not on site due to absence/training;
- b) The design/layout of the site/premises is such that staff who are trained in emergency first aid should be available.

ANNEX 2 PUPIL ACCIDENT REPORTING PROCEDURE



ANNEX 3

DEFINITION OF MAJOR INJURIES WHICH MUST BE REPORTED TO THE HEALTH AND SAFETY EXECUTIVE

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder; hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

ANNEX 4

Dear Parent

ACCIDENT INVOLVING THE HEAD

I have to inform you that today your child had an accident which involved a blow to the head.

The nature of the accident was such that it was not necessary to summon an ambulance or call for you to collect your child.

Following the accident your child was closely observed for any signs of any adverse effects but none were seen.

Details are provided on the reverse side of this letter.

As a precaution you are strongly advised to monitor your child and if you are concerned you should seek medical advice.

In accordance with the Trust's procedures this accident has been reported to the Local Authority.

Yours sincerely

Class Teacher / Headteacher