

**First Aid Policy**

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**First Aid Policy Statement and Vision**

This document is to provide guidance on the policy and procedures for dealing with First Aid emergencies. Hill Top and Dryden School recognises the duty of care and legal requirement for First Aid provision providing care after an injury or accident until professional medical assistance is available.

This policy is to be read in conjunction with Dryden and Hill Top Federation Child Protection Policy and KCSIE 22

**In Response to:**

Health and Safety at Work Etc. Act 1974

Health and Safety (First Aid) Regulations 1981

The Management of Health & Safety at Work Regulations 1999 (SI 1999 No.3242)

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

(RIDDOR) (S12013 No.1471)

**Aims**

**Who does the policy cover?**

This policy applies to all pupils and members of staff in all working environments; teaching staff, senior staff, administrative and support staff, temporary workers, and visitors. (There are no requirements under the Health and Safety (First Aid) Regulations 1981 to provide members of the public with first aid treatment, but HSE strongly recommends we include them).

**Definitions**

First aid is the treatment of minor injuries that happen on the premises that would otherwise receive no treatment or do not require treatment by a medical practitioner. In cases where a person will require help from a medical practitioner, First Aid aims to preserve life and minimise the consequences of injury or illness until such help is obtained. A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid certificate. All staff are trained in:

**Emergency First Aid at Work**

A one-day course every three years. On completion of training, successful candidates should be able to:

• Understand the role of the first aider, including reference to:

• The importance of preventing cross infection;

• The need for recording incidents and actions;

• Use of available equipment;

 • Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;

• Administer first aid to a casualty who is unconscious (including seizure);

• Administer cardiopulmonary resuscitation;

• Administer first aid to a casualty who is choking;

• Administer first aid to a casualty who is wounded and bleeding;

• Administer first aid to a casualty who is suffering from shock;

• Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

The School should consider having a number of primary first aiders who have completed and passed a ‘3 Day, First Aid at Work’ course which is a far more in-depth course where the first aider acquires a lot more skills.

Hill Top First Aid at work staff are:

* **Alan Holmes**
* **Michelle Connell**

**At Dryden School First Aid at work staff are:**

* **Hayley Gray**
* **Lisa Clark**

**Daniel Evans** is also trained in First Aid, due to forest school training.

In the event of an accident the first trained member of staff to reach the scene will, as far as s/he is able, assess the injuries sustained by the casualty.

Any casualty judged capable of being moved by the first aider should be accompanied to the Medical room to be treated.

Casualties with suspected fractures/breaks or back and neck injuries must not be moved unless under instruction from the ambulance personnel or if it is felt the patient is in danger of sustaining further serious injury.

All our information and guidance concerning First Aid (including accident records and forms) are kept in each of our establishments until such time they are archived.

Hill Top School has 2 Mental Health First Aiders they are:

* **Alan Holmes**
* **Miriam Dove**

Dryden School Mental Health Lead:

* Elizabeth Johnson

**Statement**

**The Head Teacher or Health & Safety Officer will:**

1. Dynamic risk assessments will be used in relation to first aid. These will include the arrangements for covering all off-site activities and trips and extraordinary events e.g. open days. To be reviewed annually or on significant change.

2. Ensure that adequate training is put in place for staff.

3. Include first aid arrangements for staff as part of their induction period.

4. Ensure suitable first aid boxes are kept within nominated areas and are inaccessible to young people and kept safe .

5. Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.

6. Appoint a designated person (s) to regulate the stock contained within the various first aid containers and to ensure they retain enough stock in reserve to replenish such containers. These checks are to be completed and recorded monthly.

7. Ensure parents/carers and young people are aware of the arrangements for first aid within each setting. Parents/carers are to give prior written permission for their child with regards to the administration of first aid and appropriate non- prescription medicine.

8. Make sure there are enough first aiders to cover the school site on a daily basis

9. Maintain clear and consistent records of any first aid treatment given by first aiders and appointed persons. This record is to include the young person’s name, date, time, why you are administering first aid – i.e. state the injury and what first aid has been given. This record is to be signed (physically or electronically via reading CPOMs) by a responsible person and all records to be monitored by an appropriate designated senior member of staff.

11. In an emergency establish procedures for contacting the young person’s parents/ carers and named local authority contact (if appropriate) as soon as possible.

12. Establish procedures for routinely reporting all serious or significant incidents which require first aid treatment to parents/carers and named local authority contact (if appropriate). All incidents should be similarly recorded on CPOMs/physical copy of incident and retained in the young person’s file/CPOMs log.

**First Aid – Sequence of events**

In the event of an accident the first aider takes charge of the first aid emergency treatment, commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider could call NHS Choices [dial 111 for further advice]

The first aider will always call an ambulance on the following occasions:

 • In the event of a serious injury

• In the event of any significant head injury

• In the event of a period of unconsciousness

• Whenever there is a possibility of a fracture or where this is suspected

• Whenever the first aider is unsure of the severity of the injury

• Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

1. State what has happened

2. The casualty’s name

3. The age of the casualty

4. Whether the casualty is breathing and/or unconscious

5. The location of the School including the postcode

Hill Top has an AED (Automated External Defibrillator), 2 staff are trained to use the devise, they are **Alan Holmes** and **Michelle Connell**. It is located in the Family Support Officers Room, mounted on the wall.

**Off- site Activities In the event of children needing first aid on trips out:**

• All staff have first aid packs and mobile phones with them.

• The first aiders deal with minor ailments.

• For major ailments the School is informed and advice sought.

• For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).

• Gloves are ALWAYS worn when treating injuries.

• Any accident or incident is reported back to the School and an accident form filled in as soon as possible on return, within 48 hours.

• No medication may be given to a child unless prescribed by a doctor and signed for

• In the event of a serious incident an ambulance is ALWAYS called.

**Record Keeping**

If a **pupil** receives first aid the following record keeping should take place.

1. First Aider completes in **full** the Incident & Illness Register. This is located in the Medical Room. (Head Teacher Office at Dryden). Slip goes home to make parent/care aware. Good practise is also to telephone home to make parent/care aware of incident.
2. **First Aider & staff member reporting incident** complete First Aid/Accident form template which is located on CPOMs – this can be printed off and the completed form is to be uploaded onto the pupils CPOMs log. The hard copy is to be kept in the Pupil First Aid File, which it located in the medical room. Staff must ensure they highlight the first aid box on CPOMs, as well as any other boxes such as behaviour. This allows for analysis to take place on a termly basis and to maintain first aid records. The first aid form consists of the following information and should be completed as soon as possible but within 24 hours of the incident happening.
* Name of injured person
* Name of qualified/emergency/first aider
* Date and time of the accident
* Type of accident (e.g. bump on head, 2 cm cut to left index finger)
* Where it happened?
* Treatment provided and action taken – including recommendation for hospital/further treatment
* Parents/carers & social worker made aware of first aid received and recommendations for further treatment, if necessary.
* Witness information gathered and signed off as accurate/requires amendments.
* Inform a member of Senior staff, if a student requires further medical treatment.
* At Dryden – the above information is recorded under the First Aid tab under the pupil name and recorded on a blue slip to be sent home to parents. HS20 to be completed as soon as possible if necessary (see SLT).
1. Where an incident is deemed serious e.g. hospital admission. A HS20 form must be completed, during stipulated time frame (see reporting injuries). A RIDDOR form may need to be completed by The Headteacher also, this will depend on the nature of the injury and incident.

If a **staff member** receives first aid the following record keeping should take place.

* First Aider & Staff member fill in First Aid/Accident Form, following pupil process as above – please use black ink
* Report incident to SLT
* Hard Copy of First Aid/Accident Form stored in Main Office (Staff First Aid/Accident Form).
* Where further treatment is recommended, the staff member should continue to update SLT and where necessary a HS20/RIDDOR should be completed.

**First Aid Material location**

Portable First Aid Boxes are located around the school – including staffroom/main office/medical room.

Staff should use the protective plastic gloves when treating open wounds, to prevent the spread of any possible infection, e.g. hepatitis, HIV etc.

All off-site activities must take a first aid box with them; this is the responsibility of the activity/party leader. The contents of the box should be checked prior to leaving school site.

There is a defibrillator in the Family Support Officers Room.

**Hygiene/Infection control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should also **access to Bio-Hazard Body Fluid Clean Up Kits (located in the medical room),** PPE and hand washing facilities when dealing with bodily fluids for example – blood, faeces, vomit, saliva, nasal and eye discharge. Spills of Bodily fluids should be considered infected and must be dealt with immediately. If the need arises to deal with bodily fluids, then a bio-hazard body fluid clean up kit needs to be used and wearing of PPE [gloves and aprons] and all abrasions covered. All contaminated materials should be disposed of in a yellow clinical waste bag or double bagged. Wash hands thoroughly with soap and water after the incident. Avoid getting any bodily fluids in your eyes, nose, mouth or open sores. If this does occur, wash the area well with soap and water or irrigate with copious amounts of saline or clean water.

**Reporting Injuries**

Statutory requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) state some accidents must be reported to the HSE (Health & Safety Executive). The Health and Safety Officer/Headteacher/Business manager must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date and place of the event, personal details of those involved and a brief description of the nature of the event or disease. Reports to the HSE via the HS20 Form are to be submitted within 5 days of the accident (not counting the day of the accident, but including weekends and other rest days). The duty to notify and report such accidents/incidents, rests with a ‘responsible person’ at each setting.