

First Aid Policy

General Statement

The Priory School ("The School") is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors.

The Principal has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with *paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003* (SI 2003/1910), the *Health and Safety at Work etc Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes;
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health;
- Appoint sufficient First Aiders to take charge of first aid.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

First Aid Room

The School has a designated First Aid Room which is located in the library on the first floor and clearly marked by a sign on the door.

First Aid Boxes and First Aid Travel Bags

The first aid boxes are located in the following locations:

- The First Aid room
- The School office
- The laboratory

First aid travel bags for off site visits are also located in the School Office.

The School's minibus(es) also have a prominently marked first aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986.*

It is the responsibility of the Robert Bartlett to check the content of the first aid kits regularly and restock if necessary.

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Principal.

The following staff have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

- **Robert Bartlett** - who is located in the School Office.
- **Emma Dale** - who is located in the ICT room.

(Training is currently under arrangement with suitably qualified external personnel to ensure further staff available.)

First Aid Training

The Proprietor will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals.

The School will maintain a record of employees who have undergone first aid training, which can be requested from the School office.

First Aid Information

Notices are located throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances

The first aider/appointed person is to 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 the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which is located in the School Office

The Record shall include:

- Date, time and place of accident.
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher, in consultation with the Proprietor, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the School day.

A copy of the School's accident and first aid book is available for inspection by parents.

Reporting to HSE

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors:

- accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

Accidents involving Staff:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Visits and Events off Site

Before undertaking any off-site events, the Head(s) of School will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried.

Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

Administration of medicine (and procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc)

A central list of all pupils' medical conditions and any particular requirements are kept at the School Office. A further copy is held by each form teacher.

Parents of pupils required to carry or use an inhaler or EpiPen are required to notify the School of this.

The School will obtain parental consent before administering any medicines to pupils.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, EpiPens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or EpiPen for each pupil who is deemed not to be sufficiently competent to carry this themselves.

In other cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet by a First Aider in the School Office.

As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

No pupil shall be given medicine containing aspirin or paracetamol unless prescribed for that particular pupil by a doctor.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.

This policy has been updated in May 2010 and will be reviewed and updated annually, and at least before the start of each Autumn Term.