

EAST BARNET SCHOOL



"I want to learn"

First Aid Policy

Including First Aid Procedures Appendix

Version 1.0

Review by Resources Committee: Spring 2024

Adopted by Governing Body: Summer 2024

Reviewer:

H. Chamberlain

Governor Link:

J. Ireton & N. Mottershead

FIRST AID POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

A. Aims

The aims of our First Aid Policy are to:

1. Ensure the health and safety of all staff, students and visitors.
2. Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
3. Provide a framework for responding to an incident and recording and reporting the outcomes.

B. Legislation and guidance

This policy complies with our funding agreement and articles of association. It is based on advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

1. The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
2. The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
3. The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
5. Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
6. The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students.

7. This Policy relates to first aid arrangements, excepting those when an external organisation, such as SchoolsPlus (lettings agency), has assumed responsibility for non-school events running within the school premises; or on school trips run by an external provider.

C. Roles and responsibilities

1. The **Governing Body** has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.
2. **The Headteacher and School Business Leader** are responsible for the implementation of this policy including:
 - 2.1. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school during school hours at all times
 - 2.2. Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
 - 2.3. Ensuring all staff are aware of first aid procedures
 - 2.4. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
 - 2.5. Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
 - 2.6. Ensuring that adequate space is available for attending to the medical needs of students or others
 - 2.7. Reporting specified incidents to the HSE when necessary (see section D).
3. The school's **Welfare Officer** is the appointed person responsible for:
 - 3.1. Taking charge of the school's response, as appropriate, when someone is injured or becomes ill
 - 3.2. Ensuring that an ambulance or other professional medical help is summoned when appropriate and liaising with the ambulance on arrival
 - 3.3. Ensuring the medical materials stored in each first aid kit match the contents list, are in date, adequate for need, and replenishing once used. The minimum contents list is found in *Appendix 1*.
4. **First Aiders (including the Welfare Officer)**, who must be trained and qualified to carry out this appointed role, (see section E) are responsible for:

- 4.1. Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment, which may include calling an ambulance
- 4.2. Where necessary, sending students home (with a parent or responsible adult) to recover
- 4.3. Filling in an accident report on the same day as, or as soon as is reasonably practicable after the incident
5. Our school's appointed person(s) and/or First Aiders are listed in *Appendix 2*. Their names will also be displayed prominently around the school site.
6. School staff are responsible for:
 - 6.1. Ensuring they follow first aid procedures
 - 6.2. Ensuring they know the names of the school's First Aiders and appointed person(s)
 - 6.3. Are aware of the location of first aid boxes and defibrilators
 - 6.4. Completing accident reports (see *Appendix 3*) for all incidents they attend to and where a First Aider/appointed person is not called
 - 6.5. Informing their line manager or Headteacher of near-misses, when an accident was avoided, or where a situation could pose the risk of an accident.

D. Other linked policies

Health and Safety Policy

Medical Conditions Policy

School Journey Visits and Local Activities Policy

E. Monitoring Arrangements

This policy will be reviewed annually by the School Business Leader, and approved by the Resources Committee and, if there are significant changes, ratified by the Full Governing Body.

A. In School Procedures

In the event of an accident resulting in injury:

1. The closest member of staff present will assess the seriousness of the injury and, if appropriate, seek the assistance of a qualified First Aider to provide the required first aid treatment
2. The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
3. The First Aider will also decide whether the injured person should be moved or placed in the recovery position
4. If the First Aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents
5. If emergency services are called, the Welfare Officer or a First Aider on duty will contact parents immediately and will stay with the student until a parent arrives, or will accompany the student to hospital by ambulance
6. The Welfare Officer/First Aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
7. If the accident relates to a member of staff or visitor, the Welfare Officer/First Aider must also report this in the school Accident Book
8. The Headteacher or staff line-manager should be informed of any near-misses, i.e. where an accident was narrowly avoided, or where a situation could pose the risk of an accident.

B. Off-Site Procedures

1. Risk assessments must be completed by the Visit Leader and agreed with the Educational Visit Co-ordinator prior to any educational visit that necessitates taking students off school premises.
2. There will always be at least ONE first aider on school trips and visits.
3. When taking students off the school premises, staff will ensure they always have the following:
 - 3.1. A school mobile phone
 - 3.2. Information about the specific medical needs of students
 - 3.3. Parents' contact details
 - 3.4. A **portable first aid kit**, fully stocked as per the minimum contents list

4. When transporting students using a minibus or other large vehicle, in addition to the portable first aid kit, the school will make sure the vehicle is equipped with a clearly marked first aid box fully stocked as per the minimum contents list.

C. First Aid Equipment

1. All first aid kits, including portable and vehicle kits will contain, as a minimum:

Leaflet giving general advice on first aid

1 - 12x12cm First aid dressing

1 - 18x18cm First aid dressing

1 - Eye-dressing

3 - Triangular bandage

12 - Safety pins

20 - Wash proof plasters

1 - Conforming bandage

1 - Microporous Tape

1 - pair of disposable gloves

1 - CPR face shield

1 - Foil blanket

1 - sterile eyewash

1 - burn dressing

1 - pair of scissors

4 - sterile wipes

2. No medication is kept in first aid kits.

3. First aid kits are stored in:

The medical room

The school hall

All science labs

All design and technology classrooms

The school kitchen

School vehicles

4. Defibrillators are stored on:

- Level 1 on the wall by rear internal doors at bottom of central stairwell (see photo – Appendix 3)
- Level 2 on the wall by the Sports Hall Sixth Form side of the building (see photo 2 –

Appendix 3)

- Level 3 in the medical room

Defibrillator keys are held by the Welfare Officer and the P.E. Department

D. Record-keeping and Reporting

1. First aid and accident record book

- 1.1. An accident form will be completed by the Welfare Officer/First Aider the same day or as soon as possible after an incident resulting in an injury
- 1.2. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (*Appendix 3*).
- 1.3. For accidents involving students, a copy of the accident report form will also be added to the student's educational record.
- 1.4. Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

2. Reporting to the HSE

- 2.1. The Welfare Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Welfare Officer will report these to the HSE as soon as is reasonably practicable and in any event within ten days of the incident - except where indicated. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within ten days.

2.2. **School staff:** reportable injuries, diseases or dangerous occurrences include:

2.2.1. Death

2.2.2. Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:

- cover more than 10% of the whole body's total surface area; or
- cause significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident). In this case, the Senior HR Officer will report these to the HSE as soon as reasonably practicable and in any event within fifteen days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - carpal tunnel syndrome
 - severe cramp of the hand or forearm
 - occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - hand-arm vibration syndrome
 - occupational asthma, e.g. from wood dust
 - tendonitis or tenosynovitis of the hand or forearm
 - any occupational cancer
 - any disease attributed to an occupational exposure to a biological agent.

2.2.3. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

2.3. Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:

2.3.1. Death of a person that arose from, or was in connection with, a work activity*

2.3.2. An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment.

2.3.3. *An accident '*arises out of*' or is '*connected with a work activity*' if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.) and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

2.4. Information on how to make a RIDDOR report is available online at:

<http://www.hse.gov.uk/riddor/report.html>

E. Training

1. All school staff are able to undertake first aid training if they would like to. Whole staff or specific training will be organised as appropriate (e.g. EpiPen, defibrillator).
2. All appointed First Aiders must have completed a training course and must hold a valid certificate of competence to show this.
3. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until (*see appendix 4*).
4. The school will arrange for First Aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a First Aider.

List of Appointed Persons(s) for First Aid and/or Trained First Aiders

Appendix 2

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS

Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED – TO BE COMPLETED BY SCHOOL BUSINESS LEADER			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME/S OF PERSON/S ATTENDING THE INCIDENT			
SIGNATURE		DATE	

First Aid Training Log

Appendix 4

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. anaphylaxis			
E.g. paediatric first aid			