



## **Houghton Conquest Lower School and Pre-School**

# **First Aid Policy**

### **Statement of intent**

Houghton Conquest Lower School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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 regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision 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.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Promote effective infection control.

Nothing in this policy will 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 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.

### **A. First Aid Regulations**

1. The Health and Safety (First Aid) Regulations 1981 are a statutory requirement which form part of the Health and Safety at Work Act (1974).
2. These regulations place requirements on employers for the provision of First Aid in respect of their own employees while they are at work. While there is no legal requirement for a Local Education Authority to provide First Aid for pupils, students and other members of the public, it should be provided as part of a moral and civil law duty towards them.
3. This policy has been drawn up based on a risk assessment of Houghton Conquest Lower School's First Aid needs.

### **Risk Assessment of First Aid Needs**

1. The children, staff, visitors and contractors e.g., catering staff are considered in this risk assessment.
2. Houghton Conquest Lower School operates on one site with one main building, a log cabin and a single mobile. The Pre-School is in a neighbouring building on the same site.
3. The school has good access to major routes and access to the site for an ambulance is good via the lower double gates to the playground.
4. Accident statistics are reviewed termly at each Governing Body meeting and First Aid provision adjusted accordingly, as required.
5. In Houghton Conquest Lower School, we always ensure that we have at least the minimum number of qualified First Aiders across our site. It is also our aim that the majority midday supervisors and teaching assistants have training in First Aid in order to deal with minor incidents such as sickness or minor cuts and grazes.

### **B. First Aiders**

1. It has been a long-standing principle that all teachers should have a basic working knowledge of First Aid and for them to recognise where medical advice is necessary.
2. A qualified First Aider is, however, a person who holds a current First Aid certificate, issued by an organisation whose training and qualification are recognised by the Health and Safety Executive.
3. The First Aid certificate is valid for three years and must be updated by means of a refresher course.
4. The 'nominated' First Aider is responsible:
  - a) For ensuring that the First Aid box (or boxes) is properly equipped and stocked and replenished after use. They also check that all items are in date.
  - b) When dealing with a casualty, to carry out the following:
    - assessment of the situation
    - provide appropriate First Aid treatment
    - arrange for professional medical help/ambulance if required
    - ensure the parents are called
    - inform the Headteacher or their nominated member of the senior leadership team
    - carry out record keeping of incident or accident
5. Accident Reporting - records of all cases treated by a First Aider must be made and kept in a safe place. They should always be readily available and although there is no time period over which records are to be retained, it is suggested that seven years would be an appropriate length of time.

- a) Parents should be advised of all First Aid treatment which is given to pupils. In Houghton Conquest Lower School, the First Aid record book is called the 'Accident Book'.
- b) Accident Book 'bump notes' completed and signed by the nominated First Aider are sent home with the pupil on the day minor incident / accident occurs. A duplicate copy is kept by the school. In more severe cases, the parents should be informed by telephone by the First Aider and parent requested to come to the school. Any serious incidents / accidents will also be reported via the Central Bedfordshire AssessNET system which will indicate if it should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR).

In providing First Aid, a First Aider is always responsible for their own safety and should not put themselves at unnecessary risk. First Aiders should not extend their diagnosis and treatment beyond their training and to do so could have legal implications for the individual, establishment and County Council. All cases of suspected illness should be referred to either individual GPs or in an emergency to the hospital.

6. Staff only take on First Aid duties if they feel confident to do so. It is important that other tasks on which the First Aider is officially employed should be such as to allow him or her to leave them immediately and go rapidly to the scene of the emergency, without having to arrange for cover.
7. The duties of a First Aider can be physically demanding, and First Aiders should be free of any conditions which would affect their capability of carrying out the task.
8. First Aid Certificates, recognised by the Health and Safety Executive, are valid for three years. First Aiders who allow their certificates to lapse are required to complete a full First Aid course, a written record is kept of the dates on which First Aiders receive their training and they are notified well in advance of the availability of refresher training courses.
9. Only practising registered medical practitioners and practising nurses who are part of the Single Professional Register maintained by the United Kingdom Central Council for Nursing, Midwifery and Health Visitors can be regarded as First Aiders for the purposes of complying with the First Aid Regulations.
10. The names and locations of First Aiders are displayed in the staffroom and pre-school, and known to all members of staff.

### **C. First Aiders and the Law**

1. Primary responsibility for providing appropriate First Aid rests with the County Council.
2. Although individuals can face personal prosecution under the Health and Safety at Work Act (1974), it is extremely unlikely that a First Aider would face this possibility provided they had acted in accordance with the training received and guidance given in this document.
3. Similarly, civil action, i.e. by a parent, claiming negligence against the First Aider would not take place against the individual First Aider as the Local Education Authority would be held to be responsible (vicarious liability).

#### **D. Appointed Persons**

1. The First Aid Regulations require that where a First Aider is temporarily absent from the premises an appointed person must be designated to act in their place. In Houghton Conquest Lower School, if no First Aider is on the premises then the next most senior person will be appointed. We aim to minimise this by always having more than the minimal recommended number of qualified First Aiders, and by making sure there is adequate provision for lunch and break times, staff leave or absences, school trips or off-site visits and out of hours activities.
2. The 'appointed person' will be responsible for:
  - Taking charge of a situation in the event of serious injury or illness, ensuring parents and an ambulance are called, if appropriate.
  - Directing those not involved away from the area.
  - When necessary, ensuring that gates are opened for the ambulance, sending a responsible person to meet the ambulance and guiding the ambulance staff to the casualty.
  - Obtaining from the ambulance crew details of where the casualty is being taken and arranging for the parents to be informed if they have not arrived.
3. It is not necessary for an appointed person to have had First Aid training in order to fulfil this role, although ideally, training in emergency First Aid is a distinct advantage.
4. Where training for appointed persons is appropriate, the following subjects will be covered:
  - Resuscitation
  - Control of Bleeding
  - Treatment of the Unconscious Casualty
  - Communication Procedures
  - Contents of First Aid boxes
  - Treatment of specific hazards if the appointed person is based in an area with specific hazards, for example, science or technology areas.
  - Awareness and management of Anaphylaxis, Asthma and Epilepsy.
5. Appointed persons must act responsibly in respect of their personal safety and not subject themselves to unnecessary risk.

#### **E. First Aid Boxes**

1. First Aid boxes are made of suitable material designed to protect the contents from damp and dust and are clearly identified as First Aid containers. The marking on the box is a white cross on a green background in accordance with the Safety Signs Regulations 1990.
2. First Aid boxes contain suitable First Aid materials and nothing else. It is the responsibility of the 'nominated' First Aider to check the contents and to ensure that stocks are replenished after use. Sufficient quantities of each item, considering the size and nature of the

establishment, will always be available in every First Aid box. First Aid boxes are located in the reception, staff room and mobile classroom and pre-school.

The following items are always available in a First Aid box:

- 1 guidance card
- 20 individually wrapped sterile dressings (assorted sizes) appropriate to the work environment
- 2 sterile eye pads, with attachment
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped un-medicated wound dressings (approx.10cm x 8cm)
- 2 large sterile individually wrapped un-medicated wound dressings (approx.13cm x 9cm)
- 3 extra-large sterile individually wrapped un-medicated wound dressings (approx. 28cm x 17.5cm)
- Tweezers (for removing splinters which are half out and half in, but not embedded).

The First Aid boxes are maintained and checked half-termly or sooner, if required, and new supplies reordered by the Office Staff. It is the responsibility of all staff using the First Aid boxes to notify the Office staff if supplies are used and need replacing.

## **F. Supplementary Equipment**

The following items are stored outside the First Aid box in a suitable safe place; ideally, they should be used only by a designated First Aider or Medical Personnel, however, a Class Teacher or other suitable person may have access to the items.

1. Isotonic normal saline in 20-ml and 25-ml sachets for cleaning wounds and 3 x 300ml for eye wash outs. Any activities which require an eye wash out should be carried out by a competent person. Class teachers, in risk areas, should be made aware of procedures for eye wash. A First Aider should always be called if there is any concern about the treatment given. Containers of saline solution should not be re-used once the sterile seal is broken. Eye baths/eye cups/refillable containers should not be used for eye irrigation.
2. Scissors.
3. Standard and non-allergic plasters.
4. Sterile packs of gauze.
5. Disposable latex-free plastic gloves are provided near the First Aid materials and are properly stored and checked regularly to ensure they remain in good condition.
6. Plastic disposable bags for soiled or used First Aid dressings with closers for sealing bags are also provided.
7. Clingfilm is available in the staff room and pre-school for covering burns.

8. A thermometer is available in school

Under no circumstance should the following items be used:

- Forceps - due to the risk of injury.
- Savlon cream or liquid sachets - due to the risk of cross infection and allergy.
- Cotton wool - this may leave fibres in the wound.
- Antihistamine creams - due to the possible allergy and cross infection.

#### **G. Travelling First Aid Kits**

1. First Aid kits will be available to groups taking part in off-site activities and trips. The number of items included should be appropriate for the circumstances in which they are to be used. They should contain at least:

- 1 First Aid guidance card
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing
- 2 triangular bandages
- 2 safety pins
- 1 pair of latex-free disposable gloves
- Individually wrapped, moist cleansing wipes - these should not be impregnated with alcohol.

2. A person trained in First Aid will accompany all off-site visits. It is recommended that a member of staff trained in First Aid should be designated to take charge of a situation in the event of serious injury or illness while an off-site activity is taking place.

#### **H. Resuscitation Aids**

There is a defibrillator held at Houghton Conquest Village Hall (a short distance from the school) which can be used should the need arise.

#### **I. Admissions to Hospital**

1. If anyone at Houghton Conquest Lower School is taken ill or is injured and it is felt that the illness/injury is sufficiently serious as to demand urgent medical treatment, the Ambulance Service will be contacted without delay.
2. The appointed First Aider in charge may need to stay with the casualty and should clearly explain to a colleague the First Aid information they need to convey to the 999 operator and ambulance service and send them to make the call without delay. At the same time another colleague can be phoning the parents on the other line.
3. The Ambulance Service does not insist on a responsible adult accompanying a child who is taken from school by ambulance. The Authority recommends, however, that in cases of either serious illness or accident, a member of the school staff should accompany a child if a parent or other responsible adult is not available. This is essential in the case of a child with special needs.

4. If in very exceptional circumstances it is not possible to arrange for the child to be accompanied to hospital, a brief note giving details of the accident/illness should be given to the ambulance person. Precise details of the hospital to which the casualty is to be taken should be noted and parents informed as soon as possible.
5. On no account should provision of urgently needed medical treatment be delayed pending contact with, or arrival at school, of parents.

**J.     Referral to General Practitioners**

Where the illness/injury is not considered to be of a serious nature, but where referral to the appropriate general practitioner is required, and then contact should be made with parents for these arrangements to be made.

**K.     Transport of Pupils by Staff**

Staff should never transport a child in their own transport.

**Monitoring and Review**

It is the responsibility of the Governing Body to monitor the implementation of the school's First Aid Policy. The Governors will therefore examine closely the school's performance in this area.