

First Aid Policy

BROOKE HOUSE SCHOOL



Approved by: Mrs Joy Parker **Date:** January 2022 **Policy to be reviewed annually**

APPROVED BY	REVIEW DATE	DESCRIPTION OF CHANGE
Joy Parker	22/1/22	No changes required
Joy Parker	Jan 23	No changes required
Joy Parker	January 2024	Page 5 updated

Introduction

This policy outlines the school's responsibilities to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy is reviewed annually.

Aim

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992.

To ensure that the first aid provision is available at all times in school and on outings.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff, students and parents /carers of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

The Principal is responsible for the health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).

A risk assessment of the school is undertaken and the appointments, training and resources for first aid arrangements are appropriate and in place. Suitable insurance arrangements are in place and the Principal will ensure that the policy and information on the school's first aid care arrangements are made available to all parents/carers.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

First Aiders must have completed and keep updated a training course approved by the HSE.

First Aiders will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting First Aiders the Principal should consider the persons:

- 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.

A first aider must be able to go immediately to an emergency.

Procedures

Re-assessment of first aid provision:

As part of the school's annual monitoring and evaluation cycle the Principal reviews the school's first aid needs following any changes to staff, building/site, activities or off-site facilities, etc.

The Principal monitors the number of trained first aiders and alerts them to the need for refresher training.

The first aid boxes are checked termly.

Provision

The Principal will decide on the number of first aid personnel required. Particular consideration will be given to offsite PE lessons, school trips and out-of-hours provisions. Arrangements should be made to ensure that the required level of cover is available at all times when people are on school premises.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

First Aid Materials and Facilities

The Principal must ensure that the appropriate number of first aid boxes are available.

The school buses must carry a First Aid Box.

First Aid boxes should be taken on all school outings.

First Aid boxes should be restocked as required.

Accommodation

There is a medical area within the school. This designated area holds First Aid materials and there is also the provision of toilet facilities and seating.

Hygiene / Infection Control

Basic hygiene procedures will be followed by all staff.

Single use disposable gloves and aprons must be worn when treatment involves blood or other bodily fluids.

Care should be taken when disposing of dressings or equipment.

Reporting Accidents to HSE

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The Principal will keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- ✓ The date and method of reporting.
- ✓ The date, time and place of the event.
- ✓ Personal details of those involved.
- ✓ A brief description of the nature of the event / disease.

This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- ⇒ Accidents resulting in death or major injury (including as a result of physical violence).
- ⇒ Accidents which prevent the injured person from doing their normal work for more than three days.

For definition, see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents (Annex A).

Involving Pupils and Visitors:

Accidents where the person is killed or is taken from the site of the 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.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The Principal is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer when necessary.

Record Keeping

Statutory accident records: The Principal will ensure that accident records, writing or electronic, are kept for a minimum of three years.

Schools accident record: The Principal will ensure that a record is kept of any accident and any first aid treatment given by the First Aiders. This should include:

- ✓ The date, time and place of incident
- ✓ The name of the injured or ill person
- ✓ Details of their injury/illness and what first aid was given
- ✓ Name and signature of the first aider or person dealing with the incident.

Parents/Guardians are informed of any accidents.

Monitoring

Accident records can be used to help the Principal and Health and Safety Officer identify trends and areas for improvement. They could also help to identify training needs or any other needs and may be useful for insurance or investigation purposes.

The Principal will regularly review the accident records.