



Guiding us  
step by step  
into the future

# First Aid Policy

Member(s) of staff responsible	Paul Hiatt
Governor responsible	
Sub-Committee responsible	Curriculum
Date agreed with staff	9/11/11 SM/JA
Date discussed with pupils	NA
Date agreed at Sub-Committee	10 <sup>th</sup> January 2012
Date approved at Governing Body	By committee
Frequency of policy review	2 years
Date next review due	Nov 2013

## Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	Jan 2008	Original Issue
2.0	Nov 2011	Reviewed, no changes

## **Purpose**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

## **First Aid Provision**

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the School Office/classroom.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

## **First Aid Boxes**

First Aid Boxes are located in:

- Classrooms, office and kitchen areas
- First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves.

No medicine/tablets are to be kept in the first aid boxes.

## **Procedures**

In school:

- In the event of injury or medical emergency, contact the appointed First Aider(s) or other Teacher.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Supervision will be provided while the child is recovering. If necessary, parents will be contacted so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.

- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office black box, pupil contact numbers next to phone)
- In the event of a serious incident an ambulance is called a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

#### **Out of School:**

- A mobile phone will be taken on trips out of school. Teachers to check that pupils who have asthma take their inhalers.
- If the trip is via Minibus or coach teachers will take a first aid kit.

#### **Educational Visits**

a) The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) when organising a visit. All staff should have a copy.

b) A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:

- Outdoor Adventurous Visits
- Hazardous Activities
- Whole class outings

- Swimming Pool Lessons. Swimming instruction is provided by qualified swimming instructors. We use Dean Close Pool for swimming lessons, and we ensure that pupils adhere to the swimming pool rules.

### **Action at an Emergency** (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?

Make the area safe, look at injury: Is there likely to be a neck injury?

- Assess the casualty for responsiveness: Does the casualty respond.

#### **IF THERE IS NO RESPONSE:**

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.

- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.

- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

### **Incident Reporting**

- All major incidents, injuries, head injuries, ailments and treatment are reported on accident forms found on the school's intranet in *public/accident reporting form*.

- Parents are informed of a head injury by sticker.

- First Aiders contact parents by phone if they have concerns about the injury.

- Staff should complete an accident form if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

a) We do not normally administer any medication but if it is deemed essential, we invite a parent to come at the appropriate time to give the medication. If this is not possible the parent must discuss the individual case with the head teacher. Before any medications are given, written instructions from parents must be given.

b) If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication

then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the classrooms, office or kitchen.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely
- Any affected area will be washed with warm water and detergent and left to dry. Once spillages have been dealt with, hands must be washed and dried after removal of protective gloves.
- Spillage debris must then be placed in a sealed black plastic bag and put in the hygiene bins for disposal.

### **Head Lice**

- Parents of pupils are informed regarding head lice in the class as appropriate.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

This policy has links to the following school policies and procedures:

- equality and diversity
- behaviour
- acceptable use policy (internet safety)
- safeguarding (child protection) policy
- complaints procedure
- first aid
- pastoral care
- positive handling and restraint
- health and safety
- sex education
- SEN
- school trips
- attendance
- anti-bullying

**Accident, Incident and Near Miss Reporting and Investigation Form**



*To be completed by the person responsible for the location of the accident and submitted to your Directorate/service area SHE Enterprise input point (see SHE/Pro/4 Accident Reporting and Investigation Appendix D). This procedure also provides guidance on completing this form.*

**Part 1 - Accident/Incident Near Miss Report**

Shaded box = mandatory information/✓ = indicate one option

Personal accident ✓		Incident ✓		Near miss ✓	
Assault – physical ✓		Assault – verbal ✓		Occupational ill health ✓	

Directorate ✓		Organisation ✓		Service Area		Site of accident (school, office, care home etc)
Community Services						
Education		GCC				
Environment		Partnership				
Resources		Contractor				
Social Services		Primary Care Trust				

Date of accident	Time of accident	Precise place where occurred

Details of circumstances and the actual accident (including assault)/incident/near miss/occupational ill health (Continue on additional sheet if necessary.)

**Injured person**

Mr/Mrs/Miss/Ms		Surname		Forename	
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Employee ✓	Contractor ✓	Pupil ✓	Service user ✓	Member of public ✓

Was an injury sustained?	Yes/No	Was this a near miss?	Yes/No
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Date of birth	Gender	Hours of duty
	Male/female	

Occupation (staff/contractors only)	Address/postcode	'Phone number

### Part 2 – Investigation

Investigated by		Date of investigation	
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Part of body injured		Person not treated	
Left/right/both side(s)		Treated by first aider	
Type of injury		Treated by paramedic	
Days lost to-date		Taken to hospital	
Total days lost		In hospital for >24 hours	

Condition of site – complete if relevant to accident

Weather		Temperature	
Visibility		Lighting	
Noise		Surface	

Work equipment - complete if relevant to accident

Item being used	Question	✓	x
	Was it fit for task?		
	Was it GCC property?		
	Was it on hire?		
	Was it injured person's personal property?		

Personal protective equipment - complete if relevant to accident

Type provided	Question	✓	x
	Was it being used for task?		
	Was it fit for the task?		
	Was person trained in its use?		

	Was it in good working order?		
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Hazardous substances - complete if relevant to accident

Substance being used	Question	✓	x
	Was a COSHH assessment available?		
	Were control measures in use?		
	Were control measures suitable?		
	Was person trained in control measures?		

Safe systems of work - complete if relevant to accident

Question	✓	x
Was a safe system of work prepared/documented for this activity?		
Was it being used correctly?		
Was it fit for task?		
Was injured person trained in safe system of work?		

**Cause(s) of accident. Tick all those that apply and add any others of relevance.**

<p style="text-align: center;"><b>Unsafe Acts</b></p> <ul style="list-style-type: none"> <li>Improper use of equipment</li> <li>Using faulty/defective equipment</li> <li>Removing safety devices or making them inoperative</li> <li>Under the influence of alcohol and/or drugs</li> <li>Failure to wear personal protective equipment (PPE)</li> <li>Horseplay</li> <li>Incorrect lifting techniques</li> <li>Incorrect loading/stacking</li> <li>Operation of equipment without authority</li> <li>Failure to warn or to secure</li> <li>Compliance with standards</li> <li>Other -</li> </ul>	<p style="text-align: center;"><b>Unsafe Conditions</b></p> <ul style="list-style-type: none"> <li>Poor housekeeping</li> <li>Sharps (glass, needles etc)</li> <li>Insufficient guards/barriers</li> <li>Defective tools, equipment or materials</li> <li>Insufficient or improper protective equipment</li> <li>Insufficient lighting</li> <li>Insufficient ventilation</li> <li>Exposure to excessive noise</li> <li>Insufficient warning signs</li> <li>Compliance with standards</li> <li>Animal (bite etc)</li> <li>Other -</li> </ul>
<p style="text-align: center;"><b>Human Factors</b></p> <ul style="list-style-type: none"> <li>Physical incapacity</li> <li>Mental incapacity</li> <li>Lack of knowledge</li> <li>Lack of skill</li> <li>Stress</li> <li>Improper motivation</li> <li>Distraction</li> <li>Attitude</li> <li>Motivation</li> <li>Compliance with standards (e.g. training)</li> <li>Other -</li> </ul>	<p style="text-align: center;"><b>Job Factors</b></p> <ul style="list-style-type: none"> <li>Inadequate leadership/supervision</li> <li>Inadequate engineering</li> <li>Inadequate purchasing</li> <li>Inadequate maintenance</li> <li>Inadequate tools/equipment</li> <li>Inadequate materials</li> <li>Inadequate work standards/procedures</li> <li>Inadequate standards</li> <li>Other -</li> </ul>

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Was a risk assessment conducted for the activity being done when accident occurred?	Yes/No
Had training been provided for the task being done (if appropriate)?	Yes/No

**Recommendations to prevent recurrence, responsible person and target date for completion.** (State if 'nil'.)

1.
2.
3.

Are there any documents that should be retained with this accident record? (Method Statements, photographs, inspection reports, sketches, witness statements, risk assessments etc? (State if 'nil'.)

1.
2.
3.

Signature of person completing form		Date	
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## Simplified Accident Report Form

*For use in a) recording main information prior to input to SHE Enterprise or b) for recording minor accidents and retaining a copy locally. More complex accidents requiring a detailed investigation should be recorded on the full version published on the SHE webpages (see SHE/Pro/4 Accident Reporting and Investigation) or directly onto SHE Enterprise. For assistance, contact SHE 01452 425350 [www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)*

Name of GCC site	
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Location on site	
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Name, address and postcode of injured person	
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Occupation/Pupil/SU		Date of Birth	
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Date of accident		Time of accident	
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Summary of accident and first aid given (detail any equipment involved)

Cause(s)

What can be done to prevent a recurrence?

Completed by (name/title/date)	
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Now pass this to the person who enters your location's accident on SHE Enterprise (GCC database) or who retains local records. If any actions are identified to prevent a recurrence, please ensure that they are addressed in line with local arrangements. Safety Representatives should also be engaged in investigations and remedial action.