



# **FIRST AID POLICY**

## 1. Introduction

- 1.1 First aid at work is the initial care of any ill or injured individual and can help to save lives. First aid can also help to prevent minor injuries developing into major health risks.

## 2. Requirements

- 2.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- 2.2 Where first aid is provided for staff and pupils, Jubilee should ensure that:
- Provision for employees doesn't fall below required standards
  - Provision for pupils and others complies with other relevant legislation and guidance
- 2.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking. Further, this assessment should identify what measures they need to take to prevent or control these risks.
- 2.4 The Education (School Premises) Regulations 1996 require all schools to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours.

## 3. Responsibilities

- 3.1 Jubilee School must:
- Ensure the health, safety and welfare of employees and any other individual who may be on the school premises.
  - Ensure that a safety policy exists within schools. This policy must document arrangements for first aid, based on a risk assessment.
  - Ensure that appropriate and sufficient training is provided.
- 3.2 It is the responsibility of the governing body to ensure that the school develops a suitable policy on first aid at work.
- 3.3 It is the responsibility of the headteacher or centre manager to ensure that:
- A first aid risk assessment is completed and reviewed on an annual basis or where significant change occurs to the school building or staff presence
  - Sufficient numbers of trained first aiders are in post
  - In the event of an accident occurring, an accident and incident report form is completed. (Please refer to accident and incident reporting guidelines)
- Parents are advised of the schools health and safety policy, including arrangements for first aid
- 3.4 All school / centre employees are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupil in the same way that parents might be expected to act towards their children.

## 4 **Assessment of Risk** ( See Appendix I for First Aid Risk assessment)

- 4.1 The First aid risk assessment covers the following areas:
- **The size of the school?**

Jubilee School is a single story school with one major First Aid post accessible from all playgrounds as well as the school.

- **Where the school is located?**

Access for the emergency services is clear and straightforward. They are always advised of any circumstances that may affect access to the school when phoned. They are also informed of the exact location and access points and to whom they should report.

- **Do site-specific hazards exist?**

If any hazards exist on site, which may increase the risk of an accident occurring; i.e. the presence of temporary hazards, such as building or maintenance work, are also considered. Such hazards include the presence of dangerous substances, machines and tools.

- **Do site-specific needs exist?**

Any special arrangements necessary are introduced to include individuals with specific health needs or disabilities.

## 5 First Aiders

- 5.1 Recognised first aiders at work, have completed a Health and Safety Executive approved first aid at work training course. A current list of trained Jubilee first aiders can be found on the board next to the photocopiers.
- 5.2 When considering who should be selected as a potential first aider, the following points are considered:
- 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
  - the normal duties of a first aider must allow them to go to an emergency immediately.
- 5.3 First aiders will be required to:
- provide first aid assistance to individuals suffering from common injuries or illnesses and those injuries and illnesses common to the school environment
  - ensure that appropriate emergency services are contacted or that professional medical help is made available
  - complete an accident / incident report in the file next to the first aid station or if the child goes to hospital in an ambulance, a Hackney Learning Trust accident reporting form (appendix 1.) should be completed and faxed to the Health & Safety Officer at Hackney Learning Trust.
- 5.4 Jubilee contacts the Health and Safety Manager for Hackney Learning Trust for advice on courses that carry HSE approval.

## 6 Appointed Person – Adult and Child First Aid Lead

- 6.1 Appointed persons are not recognised as first aiders and must not give first aid treatment. Jubilee's appointed person is Ermin Sutton.
- 6.2 Appointed persons are required to:
- take charge of any situation involving injury or illness to an individual.
  - take charge of first aid equipment and ensure that such equipment is appropriately maintained.
  - ensure that appropriate emergency services are contacted or that professional medical help is made available where appropriate.
- 6.3 Appointed persons should be provided with emergency first aid training / refresher training. These courses do not require HSE approval.

- 6.4 Jubilee contacts the Health and Safety Manager at Hackney Learning Trust for advice on recommended training courses.

## 7 First Aid Personnel Recruitment

- 7.1 The Health and Safety Commission recommends first aid personnel based on the number of pupils, staff and other individuals occupying a site as follows:
- low risk environments (only classroom activities) require 1 first aider for the first 100 individuals and then 1 additional first aider for every additional 100 individuals
  - medium risk environments (light engineering assembly work, food processing, science and technology activities) require 1 first aider for the first 50 individuals and then 1 additional first aider for every additional 50 individuals
  - high risk environments –this is not applicable to educational establishments
- 7.2 The headteacher or centre manager should give consideration to the following points when deciding on first aid personnel numbers:
- Provision of adequate first aid cover during lunch time periods (lunchtime supervisors should be encouraged to have first aid training)
  - First aid cover during periods of leave and absence of qualified first aiders
  - First aid cover during educational visits. This must not reduce the level of first aid cover within the school.
  - Additional first aid cover in higher risk areas such as science, technology, home economics and physical education areas.
  - Provision of first aid cover for out of hours activities, such as parents evenings, concerts, etc
  - Provision of first aid cover for trainees working on site.

## 8 First Aid Containers

- 8.1 Employers should provide a minimum of one fully stocked first aid box for each site.
- 8.2 Within a school, the number of first aid boxes required should be judged by risk assessment. Additional first aid boxes will be required on split-sites, multiple levels and any high risk area.
- 8.3 All first aid boxes are identified by a white cross on a green background and contains the following items:

	First Aid Boxes	Travelling First Aid Boxes
Leaflet giving general advice on first aid	x 1	x 1
Individually wrapped sterile adhesive dressing (assorted sizes)	x 20	x 6
Sterile eye pads	x 2	N/A
Individually wrapped triangular bandages	x 4	x 2
Safety pins	x 6	x 2
Medium sized (12cm x 12cm) individually wrapped sterile un-medicated wound dressings	x 6	N/A
Large (18cm x 18cm) sterile individually wrapped un-medicated wound dressings	x 2	N/A
Individually wrapped moist cleansing wipes	N/A	Required
Disposable gloves	x 1 Pair	x 1 Pair

- 8.4 Equivalent or additional items are acceptable. Additional items may be required for specialised activities or higher risk areas.

- 8.5 The location of first aid boxes is given careful consideration. Jubilee's First Aid room (located near to the library) is fully equipped with the above list and a heart defibrillator.
- 8.6 It is the responsibility of an appointed person (as defined in section 5) to ensure that first aid boxes, travel kits and the First Aid room are fully maintained.
- 8.7 Pupil's epi pens and asthma pumps are kept in their classrooms in a clearly marked first aid box.

## 9 First Aid Accommodation

- 9.1 Suitable and sufficient accommodation must be provided for first aid.
- 9.2 The First Aid at Work Regulations gives the following guidance for first aid rooms:
- accessible for ambulance trolley
  - large enough for a couch, with sufficient space either side for people to work; a desk, chair and any other required equipment
  - washable surfaces, adequate hearing, ventilation and lighting
  - positioned as near as possible to a point of access for transport to hospital
- 9.3 The following facilities are **recommended** within a first aid room:
- a sink with hot and cold running water
  - drinking water and disposable cups
  - soap and paper towels
  - a store for first aid materials
  - a foot operated refuse container lined with yellow clinical waste bags
  - a couch with waterproof protection and clean pillows and blankets
  - a desk and chair
  - lockable containers for any drugs which may be requires to be administered to employees, pupils or students
  - a telephone with outside line
  - a record book for logging incidents where first aid has been administered

## 10 Information on First Aid

- 10.1 The headteacher or centre manager must ensure that all employees, pupils and voluntary helpers are informed of first aid arrangements.
- 10.2 The following information should be provided to all employees, students and voluntary helpers:
- the name and location of first aiders and appointed persons
  - the location of first aid equipment
  - the location of first aid facilities
  - the procedure for monitoring and reviewing the schools first aid requirements
- 10.3 Individuals (adults and pupils) are informed about first aid arrangements through a display near the main first aid station. All information is clear and accompanied by photos.
- 10.4 First aid is included in the induction program for all new staff members and volunteers. Further, first aid is covered within the staff handbook.

## 11 Protocol for When a Child is Unwell

Bring the child to a member of the Senior Management Team to discuss if a parent/carer should be contacted to either:

- a. Let them know that their child is slightly unwell but we will keep at school and monitor how they are for the next hour or two;
- b. Ask them to come and collect their child as they are too unwell to be at school.

The parent will be contacted by either Ermin Sutton (or Irene Nottage/Kerry Joseph if they are covering the front reception). The child should be brought to stay in the care of the staff at the front reception until a parent or carer arrives to collect them.

If a child is sent home after a bout of vomiting and/or diarrhoea they are to remain away from school for 48 hours.

N.B. NHS guidelines for determining if a child has a fever is:

As a general rule, a temperature of 38C (100.4F) or above is classified as a fever in children. **In children under 5, a fever is considered to be a temperature of 38C (100.4F) or above.**

A child may have a fever if they:

- feel hotter than usual when you touch their forehead, back or stomach
- feel sweaty or clammy
- have flushed cheeks

But this can vary from child to child. Some children may be ill with a lower temperature, while others may have a higher temperature and be perfectly well.

What's most important is what's normal for the child. A parent/carer will know their child better than anyone – if you're concerned about a child's temperature, call the parent to come and assess their child.

***For accurate readings please use the school's ear thermometer (one located in the nursery and one in the first aid room). Please use a clean probe cover each time.***

## 12 Protocol for dealing with First Aid Incidents

### During curriculum and class time

Nearly all of our TAs are first aid trained. If a child in their year group needs to go to first aid they can be accompanied and attended to by the TA working in that class. If the TA is busy working with a group of children then the child should be sent to Ermin or Ali for assessment.

### During break and lunch times

The playground supervisors should make a 'first assessment' of a child and consider asking the child to sit quietly for a while in the playground for a few minutes first.

If the playground supervisor feels that the child has had an injury which needs further assessment then the child should be sent to the first aid station.

All attendances at the first aid station should be recorded on the first aid Excel spreadsheet on the laptop on the first aid room. If necessary, the first aider should complete a 'bump' letter to go home in the child's book bag and, if the child is remaining in school but has an obvious scratch or bump, the first aider should tell Norma or Helen and then contact the parent by telephone at the end of lunch or break time to explain what has happened.

### Serious injuries requiring an ambulance

The first aider should call Ermin Sutton (Lead First Aider) and she will:

- Inform a member of the Senior Management Team;
- Record the nature of the child's injury;
- Call an ambulance;
- Contact the child's parent/carer to explain that an ambulance has been called;
- Be in attendance with the first aider and child to be able to liaise between the ambulance crew, parents and school. She will not take over the treatment of the child.

If a parent or carer is unable to come to the school quickly, we will ask their permission to accompany their child to the hospital or doctors until the parent or carer can arrive.

The first aider will record an account of the incident, together with the child's name and details, on the green HLT Accident Form (Appendix 1). A copy of this form will be sent to the H & S department at HLT and kept on the school's files.

## FIRST AID POLICY - APPENDIX I

**Accident/Incident Report Form****Notification to The London Borough Hackney Health and Safety team**

Incidents that need reporting include:

All deaths must be reported immediately to the Health, Safety and wellbeing team by phone with this form completed and sent soon after

All staff, members of the public (parents) and contractor accidents/ incidents

Major pupil accidents / incidents including attending Hospital after the accident, broken limbs, nasty head injuries

The Health, Safety and Wellbeing team phone number is 020 8356 2278.

Accident/Incident details		Person directly affected	
Date of incident:	/ /	Category:	<input type="checkbox"/> Staff <input type="checkbox"/> Pupil
Time of incident:	: (24hr clock)		<input type="checkbox"/> Visitor <input type="checkbox"/> Contractor
School:		Position held: (staff)	
Exact location: e.g playground, stairwells		Year group: (pupil)	
Incident classification:	<input type="checkbox"/> Work related Ill health	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	<input type="checkbox"/> Injury	Date of birth:	/ /
	<input type="checkbox"/> Incident e.g. violence/abuse	Forename:	
		Surname:	
		Address:	
		Post code:	
		Home tel. no:	
		Work tel. no:	

**Full description of the accident/incident**

--

**Immediate action taken to prevent reoccurrence**

--



**\* The completed form must be kept on file at the school / centre and a copy passed to the injured person. A further copy should be returned to Hackney Learning Trust only in the event of a notifiable injury.**