



Eskdale School

A place of belonging, a place of inspiration

First Aid Policy

Eskdale School aims:

To develop as a vibrant, dynamic community committed to the principles of "Every Child Matters" so that all of our students

- are safe and healthy
- enjoy and achieve
- make a positive contribution
- experience success so that they are equipped to make their way in the world of work.

Document Status

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Reviewed

June 2018

Next Review

June 2021

Signed (Chair of Governors)

ESKDALE SCHOOL FIRST AID POLICY

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

1. Aims

- To ensure that first aid provision is available at all times while students and staff are on school premises, and also off the school premises whilst on school visits.
- To ensure the School meets the Health and Safety (First Aid) Regulations 1981.
- To follow the good practice guide on first aid for schools issued by the DfE updated on 14th February 2014.

2. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and first aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To ensure arrangements are in place for off-site and out of school hours activities.
- To make the school's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3. Responsibilities

a. Governing Body

- The employers are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teaching staff, non-teaching staff, students and visitors (including contractors).
- The employers must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place.
- The employers should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

b. Headteacher

- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on first aid is available for parents on request.
- Teachers and other staff are expected to do all they can to secure the welfare and safety of the students.

c. Appointed Persons

The Appointed Person must have received emergency first aid training. She/he will:

- Provide administrative support to the first aider when someone is injured or becomes ill.
- Maintain the accident records ensuring that supervising staff or first aiders complete the appropriate documentation for each incident.
- Look after the first aid equipment e.g. re-stocking the first aid boxes.
- In an extreme emergency call an ambulance and arrange for a person to receive the ambulance at the nearest point of entry to the school.

d. First Aiders

The first aiders must have completed and keep up-dated a training course approved by the HSE. She/he will:

- Ensure he/she is accompanied by a responsible person in case further action or communication is required.
- 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.
- Log the incident on an Accident Report form.
- It should be noted that trained first aiders are authorised by the Headteacher to override instructions from well-meaning but not currently qualified staff.

First aiders will be selected on the person's

- 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.
- Normal duties. A first aider must be able to leave and go immediately to an emergency.

4. Provision

a. Risk Assessment

- Reviews are required to be carried out regularly. Recommendations on measures needed to prevent or control identified risks are forwarded to the Employers or the Headteacher.

b. Assessment of First Aid Provision

As part of the school's monitoring and evaluation procedures:

- The Headteacher shall review annually the school's first aid needs and/or following any significant changes to staff, building/site, activities, off-site facilities, etc.
- The Approved Person monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The Appointed Person also monitors the emergency first aid training received by other staff and organises appropriate training.
- The Appointed Person checks the contents of the first aid boxes monthly.

c. First Aiders

The recommended number of first aiders is one per 100 students/staff. The list of qualified is listed in Appendix 1.

d. Appointed Persons

Mr Gary Lorains is the Appointed Person and a first aider. In his absence Nicola Bedford is the Appointed Person.

e. Qualifications and Training

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

f. First Aid Materials, Equipment and Facilities

- Staff should contact reception in the first instance if they need first aid support.
- First aid containers are located in reception, DT (T2), Food Tech (T3) Science Prep room, Science Lab 2, PE Dept., Caretakers Office, mini bus and Copy Room. A small number of appropriate dressings are held in the kitchen for food safety purposes.
- All first aid containers must be marked with a white cross and a green background.
- The school bus must carry a first aid container.
- First aid containers must accompany PE teachers off-site.
- First aid containers must accompany all off-site activities. Spare stock should be kept in school.
- Responsibility for checking and re-stocking the school first aid containers is that of the Appointed Person.
- Any sick children will be seen in the first instance by one of the first aiders. If she/he feels it necessary to send a child home, the parent or primary carer will be contacted.

5. Accommodation

The medical room, in reception, can be used for medical purposes as it has a sink. It is also next to a W.C.

6. Hygiene/Infection Control

- Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings and equipment.
- In relation to hygiene procedures for spillage of body fluids, the Site Manager should be called to clear the spillage.

7. Reporting Procedures

a. Notification of an incident

Staff should report the incident and call for first aid, without delay, from main school reception. Staff should provide:

- The name of the student/s.
- The nature of the injury.
- The location of the injured party.

b. Statutory Reporting Procedures

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The school will follow the RIDDOR procedures as they are updated and preferably use the web site to report such incidents (or telephone 0845 300 9923). The employers must keep a record of any reportable injury, diseases 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 and a brief description of the nature of the event or disease. This record will be combined with other accident records in school reception.

c. Accident Book

- All accidents or incidents requiring first aid treatment should be recorded and notified to the Appointed Person who will include the incident in the Accident Book. All records should be seen promptly by the Site Manager who will investigate and review the need for remedial action.
- The Appointed Person will follow up each incident with the student two weeks after the event and bring any ongoing issues to the attention of the Site Manager.

d. Near Misses

If staff or students are aware that an activity resulted in a near miss, the incident should be notified to the Appointed Person who will record the incident in the Accident Book as a near miss. Such incidents should be brought to the attention of the Site Manager.

e. Notification to Parents or Relatives

- If deemed necessary by the Appointed Person, parents will be informed of an accident either by telephone or by letter.
- As guidance, all incidents involving students resulting in first aid treatment should be recorded on an Accident Record Notice and notified to parents if:
 - The incident occurred in lessons.
 - The incident involved injury to the head or face.
 - The incident required support from the emergency services.
 - The incident resulted in the student missing more than two lessons.
- If a parent is contacted about an incident, the Assistant Head or Learning Manager should also be informed.

f. Student Medication

- Some parents request that the school store emergency medication for their child. In each case, a medication record and instruction form must be completed. The Head teacher will review such instruction records to confirm agreement to the arrangements and designated staff (as defined in the instruction) must follow the procedures.
- The Appointed Person will periodically check the use by dates on such medication and liaise with parents, as necessary, to replace the medication. Out of date medication must not be used.

Appendix 1

First Aiders	Dates Qualified	Renewals
Gary Lorains	12/03/13	09/03/16
Andy Raw	25/11/11	10/12/14
Ann-Marie Scales	25/11/11	19/12/14
Matthew Crossland		
Alex McGovern		
Rebecca Sutcliffe		