

FIRST AID POLICY

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Preface

This policy is designed to promote the health, safety and welfare of students, staff and visitors to Guildhouse School London through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981. The first-aid competent person is the School Nurse.

First Aid is the initial care given to an individual who has had an illness or injury. Aims to preserve life, promote recovery and prevent deterioration, (usually) delivered by a non-clinical person prior to further skilled assistance intervention.

Aims

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- a person is appointed to take charge of first-aid arrangements
- staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school
- all members of staff are fully informed about the first-aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- first-aid arrangements are regularly reviewed

Procedure

First-aid provision will always be available while people are on the school premises and off the premises while on school visits.

Risk Assessment

On behalf of CGS, the school’s Operations Manager (Gregg Spooner) will conduct an annual risk assessment with the collaboration of the competent person (School Nurse) of all school buildings and facilities paying attention to:

- practical activities
- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries. A judgment will also be made as to

how many fixed and portable first-aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities. In determining the level of provision, the competent person and the school will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, e.g. science, technology, arts and physical education

Qualifications and Training

All school first aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. The competent person does not necessarily have to be one of the certificated first aiders.

The competent person will:

- manage the team of first aiders, monitoring their training and competencies
- look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials
- ensure that an ambulance or other professional medical help is summoned when appropriate
- undertake regular risk assessments and liaise with the competent person (School Nurse), governing body and Headteacher as appropriate
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the school's first-aid provision

First-aid Materials, Equipment and Facilities First aid containers will be:

- marked with a white cross on a green background
- located near to hand washing facilities
- stocked in accordance with HSE recommendations

Portable first-aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings. Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The school Nurse will be responsible for ensuring this information is available to staff leading activities.

Information and Notices

First-aid notices giving the location of first-aid containers and the names of staff who are certificated first aiders will be prominently displayed in:

- staff rooms and other common rooms
- main corridors
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The school will make every effort to ensure that first-aid notices are clear and easily understood by all. Information on the school's first-aid provision will be included in the staff handbook. Information on the school's first-aid provision will be provided in the induction given to new and temporary staff.

Hygiene and Infection Control

All staff shall:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections

All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves can be found in the first aid kits and should be worn if available, when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Hazardous spills kits are available in the school and in the Boarding house.

Recording Accidents and Injuries

All accidents and injuries including near misses will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first-aid treatment given by first aiders and other competent persons will include:

- the date, time and place of the incident
- the name and year group of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (eg. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident

Serious or significant incidents will be reported to parents either by sending a note home with the student/ boarding house or by direct contact with the parent or carer. In an emergency involving outside medical professionals or services the Headteacher and Assistant Head Teacher will follow the school's established procedures for contacting a parent or carer.

Reporting Accidents to the HSE

<https://www.hse.gov.uk/riddor/report.htm>

The following types of accidents will be reported to the HSE by H&S Consultant as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- Accidents resulting in death or major injury (including those that result from physical violence)
- Accidents that prevent the injured person from doing their normal work for more than SEVEN days. Not including the day of the accident (Incapacitation that the worker is absent from work or unable to do work that they would reasonably be expected to so as part of their normal work)
- Any injury where person is taken directly to hospital
- A dangerous occurrence, that did not result in injury but could have done - 'Near misses'



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