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# Parkside House School

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## First Aid Policy



Reviewed September 2017

### THE PLACE FOR FIRST AID:

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.

The school also recognises that its responsibility for the safety and welfare of all the Pupils at the school is paramount. First Aid matters will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed and all staff/new pupils will be informed about First Aid arrangements during induction.

### FIRST-AID PROVISION

- Appointed person to take charge of First Aid Arrangements
- A suitably stocked and labelled first-aid cabinet is situated in the school First Aid Room, there is also additional First- Aid kits in the two other school buildings, and the Kitchen and ICT Room
- PHS will have at least two Trained First Aiders at school
- PHS displays Information for employees, pupils, parents/carers on first-aid arrangements around school
- PHS has a Risk Assessment of First Needs reviewed annually.
- First-aid provision is available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities)
- The mini bus has a stocked first aid box and a portable one is carried on outside visits.
- Information for Employers on First Aid arrangements
- PHS provides full cover insurance for claims arising from actions of staff acting within the scope of their employment.

### RESPONSIBILITIES:

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises.

The School is responsible, under the Health and Safety at Work Act 1974 (HSWA) and under the regulations for the registration of independent schools for having a health and safety policy. This does include arrangements for first aid, based on a risk assessment of the school, and covers;

- Numbers of first-aiders/ appointed persons;
- Numbers and locations of first-aid containers;
- Arrangements for off-site activities/ trips/work experience.

This does not conflict with the responsibility of the employers or colleges to undertake a risk assessment to identify significant risk and necessary control measures when pupils below the minimum school leaving age are on or off site.

- Out of school hours arrangements e.g. letters, parents evenings.

Parkside House School will provide 2 qualified First Aiders who have received training approved by the HSE and updated every 3 years. One First Aider will be onsite whenever the school is open (including parents' evenings and other out of hour's events) and one will normally accompany off site visits.

Parkside House School will complete an individual health care plan for pupils with specific medical needs. Anaphylaxis, diabetes, epilepsy etc. and ensure that explicit permission is given for the administration of any medications (see Administration of Drugs Policy) Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to do their best at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/ appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

Duties of a first-aider/appointed person are to:

- 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.
- Enter details of injuries and treatment outcome in the appropriate record, usually the Accident book.
- Take charge when someone is injured or becomes ill
- Look after the first-aid equipment e.g. restocking the first-aid container;

#### PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS:

In case of an accident at the School, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person
- If the injuries cannot be treated at the school arrangements should be made for transportation to hospital. Call 999 and an Ambulance must be

called.

- All injuries need to be recorded in the school Accident book by a qualified First Aider.
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report.

### HYGIENE/ INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. All bodily fluids on the floor will be cleaned up using an absorbent powder, then swept up with a designated dust pan and brush and placed in a secured plastic bag and disposed of in the outside bin. Bodily fluid spillages on hard surfaces will be cleaned up with paper towels and disposed of in a sealed plastic bag in the outside bin, the area will be cleaned with a sanitizer.

### RECORD KEEPING

School keeps a record of any first aid treatment given by first aiders/appointed persons within the Accident Book. This includes:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/ illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Head Teacher. Any damage to the building that could be dangerous should also be reported to the Head Teacher immediately.

### SPECIAL ARRANGEMENTS:

In some cases children with medical needs may be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Head Teacher is responsible for making sure that all relevant staff know about and are if necessary are trained to provide any additional support these children may require.

### EMERGENCY SITUATIONS:

From April 2004 First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common ones asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers

when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools.

Children with epilepsy-concerns about safety should be discussed with the child and parents as part of the health care plan. Children with diabetes should be able to manage their own medication. This should be discussed with child and parent as part of the health care plan.

Anaphylaxis- parents and child should discuss allergies as part of the health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child's name and updated medicines.

If the school has to give this injection 999 must be telephoned and **ambulance must always be called.**

#### CHILD PROTECTION:

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the designated Child Protection officer who will then take appropriate action.

#### PHYSICAL CONTACT WITH PUPILS:

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children.

Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded in the Accident Book
- All Parents will be informed if their child has received any treatment at school

#### FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES:

First-aid equipment must be clearly labelled, easily accessible and up to date. Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

#### CONTENTS OF THE FIRST AID CONTAINER:

All first aid containers contain the correct contents (as recommended by the DFEE Guidance) to provide first aid to our pupils.

A First- aider/Appointed Person is responsible for examining the contents of first- aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

#### TRAVELLING FIRST AID CONTAINERS:

Before undertaking any off-site activities, the responsible person must assess what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use.

#### MINIBUS FIRST AID KIT:

Transport Regulations require that the minibus has on board a first-aid container.

Appointed Person is responsible for maintaining it.

### ACCIDENTS

All accidents that occur on school premises must be reported to the Head teacher and recorded in the Accident Book All witnesses should also complete Incident Reports, if required.

A serious accident (one that involves hospitalisation, 3+ days off work or death) that happens to employees, pupils or visitors must be reported to the HSE on. Accidents that must be reported are those which are a result of any school activity or a result of defective premises or equipment within the school.

All records are being kept for a **minimum of 3 years**. They will be analysed to look for trends and patterns and may:

- Be used for reference in future first-aid needs assessments;
- Be helpful for insurance and investigative purposes.

### SCHOOL CENTRAL RECORD

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

The date, time and place of incident:

The name (and class) of the injured or ill person;

Details of the injury/illness and what first aid was given

What happened to the person immediately afterwards (for example went home, resumed normal duties, went to hospital)

Name and signature of the first aider or person dealing with the incident

### **SCHOOL FIRST AIDERS**

**Miss M Maxwell**

**Mrs Belinda Young**

**Ms R Johnson**

**MR R Mills**

### **Person appointed to administer Medication**

**Mrs Belinda Young**

**Mrs Jackie Burton**

This Policy was agreed by:

Head Teacher \_\_\_\_\_ Mrs B Young

Chair of Governors \_\_\_\_\_ Mr K Thompson

**Guidance used in developing this policy: DFEE Guidance on First Aid for Schools**