



FIRST AID POLICY

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| V1.1a | Reviewed - General update + Inclusion of RIDDOR reporting requirements |
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Reviewers

| Name | Role |
|----------------------------|-----------------|
| David Barton | Health & Safety |
| Gisela Renolds | Chair |
| Trustees | All |
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| Signature | |
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1. INTRODUCTION

This policy prepared using the DfE February 2014 publication “First Aid in schools” and the October 2011 Ofsted publication “serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies. The HSE information sheet Incident reporting in schools (accidents, diseases and dangerous occurrences)

1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

1.2 The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

1.3 The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Medicine Policy for further information.

2. DEFINITIONS

'First aid' means medical treatment for an injured person

A **First Aider** is a person who holds a valid paediatric first aid certificate or equivalent qualification approved by the HSE.

At school, the main duties of a first aider 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.

An **appointed person** is someone who:

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g restocking the first-aid container
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

3. ROLES AND RESPONSIBILITIES

The overall responsibility for the day-to-day management of school rests with the college of teachers.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.

The school's Health and Safety Officer is the Administrator. They and the School manager are responsible for ensuring training is up to date

4. ASSESSMENT OF FIRST-AID NEEDS

4.1 The College of Teachers shall make an assessment of first-aid needs appropriate to the circumstances of the school.

They will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

4.2 Where the first-aid assessment identifies a need for employees to be trained as first aiders, the School Manager / Administrator shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the School manager / Administrator to ensure they are booked onto the course before cancellation of the certificate.

4.3 All staff will ensure that they have read the school's First Aid Policy

5. MANAGEMENT OF FIRST-AID EQUIPMENT

5.1 It shall be the responsibility of the Administrator to ensure the provision of materials, equipment and facilities needed for the level of cover required.

This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed in item 6.2 below.

Where additional or replacement material or equipment is required, staff should speak to the Administrator about ordering more items immediately.

The Administrator will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis by the Appointed Person (the Administrator)

5.2 Although the Appointed person is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box contents are sufficient.

6. FIXED AND PORTABLE FIRST-AID BOXES

6.1 All School first-aid boxes are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

6.2 **Portable First Aid Boxes** are located;

- Office

6.3 **Fixed First Aid Boxes** are located;

- Office
- Kitchen
- Main Corridor

When taking children out on school trips a first aid box **MUST** be carried

6.4 First Aid Boxes should contain as a minimum (as recommended by the HSE)

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads,
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins,
- Six medium sized (12cm x 12cm)individually wrapped sterile unmedicated wound dressings;
- Two large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves

In Addition we will also provide

- One resuscitation shield
- One pair of blunt ended scissors in case clothing needs to be cut
- Two sterile eye wash pods
- Three Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic
- A first aid report book is to be kept next the first aid box at all times

No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc
Eye baths/cups/refillable containers should not be used for eye irrigation.

6.5 Where medicines have to be held by a manager for safety/security reasons, a separate lockable container must be used. This is in the school office. A register of contents must be kept up to date. Please see Managing Medicines policy for more information. (see section 1.3)

7. FIRST-AID ROOMS AND TREATMENT AREAS

7.1 According to DFE guidance;

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified.

The Education (School Premises) Regulations 1996 require every school 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.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Schools should consider using this room for first aid. However, first-aid facilities may need to be made available quickly.

This means that, if needed, First Aid can also be administered in a classroom, the hall or the craft room

The First Aid Record Book for recording incidents where first aid is either in the first aid box or near to this, a record MUST be filled in fully and given to the Administrator

Our **first aid rooms** are;

- 1) The disabled toilet (if access to toilet/ sink is needed)
- 2) The community room

At all times the dignity and feelings of the patient must be respected.

7.2 Spillage of blood or bodily fluid

If there is a spillage please ensure this is covered with absorbent clean up powder (in the cleaners cupboard) this must then be fully cleaned away and placed in a new yellow clinical waste bag for incineration and sealed. It should be left in the dirty nappy store.

All materials covered with blood or bodily fluid must also be placed in a new yellow clinical waste bag, sealed and left in the dirty nappy store for collection for incineration.

Any areas that have been contaminated by blood or bodily fluids must be sectioned off, disinfected and appropriate safety signs to be used.

Whilst cleaning any of the above areas please ensure that disposable gloves and aprons are used, these must be disposed of as clinical waste.

8. FIRST-AID TRAINING

see section 4.2

9. PROVISION OF FIRST AIDERS

9.1 There shall normally be a minimum of 2 first aiders or appointed persons within the school between 8:30am and 4:30pm.

At all time there are children in session a paediatric first aider will be present.

9.2 Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of the Administrator.

All off site visits must be accompanied by a first aider

9.3 EMERGENCY PROCEDURES

- **The considered opinion of the first aider is that immediate professional help is required; an ambulance is called by dialling 999.**
- **If a first aider is not immediately available, then make the call yourself, ring 999. Time is of the essence.**
- **Parents/guardians are contacted**
- **Parents are kept informed of developing situations.**
- **full investigative procedures will be followed**

10. CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is treated by the nearest first aider.

Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

10.1 Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Room' as documented in 7.1

- No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate.
- All accidents are recorded in the Accident Report Book by the first aider and parents are notified via an incident form which they are asked to sign and complete

In all cases of injury it is understood that there is at least one adult present:

10.2 other injuries **Minor Cuts and Bruises**

- A first aider should administer first aid if appropriate.
- Class teacher is informed by the first aider.
- Teacher observation is maintained
- Children are advised to show/tell parents
- Teacher tells parents on pick up

Sprains/Bruises

- A first aider should administer first aid if appropriate.
- The process of rest, ice pack, compresses and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained
- Parents informed on pick up

Stings/Bites

- A first aider should administer first aid if appropriate
- Check allergy chart in staff room to ensure there is no serious risk
- If case is serious/ parent/s are contacted–no stings should be removed.
- Parents are informed at pick up

Faints and Shocks

A first aider should administer first aid if appropriate. the process of:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The pupil should go home

More Serious Accidents and Injuries

- A first aider should administer first aid if appropriate
- If considered safe to do so, the injured party is taken to the First Aid Station.
- Parents are informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under observation until parents arrive
- If necessary ring 999 and ask for an ambulance

Head Injuries

First aid treatment given and assessment made
parents contacted and pupil sent home with a recommendation to seek further medical assistance from their GP

10.3 Very Serious Injuries

Below is a list of very serious injury, this list is not exhaustive. It is better to err on the side of caution at all times please follow emergency procedure that are below this section.

Very serious injuries are considered to be:

- Severe Bleeding
- Large burns/Scalds
- Unconsciousness
- Severe allergic reactions
- Heart attack
- Stroke
- poisoning
- Neck, head and spinal injury
- non breathing
- drowning

For Ofsted reporting the list of serious injuries are

- Broken bones or fracture
- loss of consciousness
- pain the is not relived by painkillers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating eye injury
- injury resulting from an electric shock or electrical burn leading to unconsciousness , requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment or loss of consciousness arising from absorption or any substance by inhalation, ingestion or through the skin
- medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

EMERGENCY PROCEDURES IN CASE OF SERIOUS INJURY

- The considered opinion of the first aider is that immediate professional help is required; an ambulance is called by dialling 999.
- If a first aider is not available another staff member will call 999.
- Parents/guardians are contacted
- Parents are kept informed of developing situations.
- Full investigative procedures will be followed

All the above events are subsequently recorded in the Accident Report Book

All staff automatically assist the teacher on break duty and the first-aider in the case of a Very serious Injury

11. FIRST-AID RECORD KEEPING

11.1 It shall be the responsibility of the Administrator, or other nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

11.2 After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below.

All the above events are subsequently recorded in the Accident Report Book

All staff automatically assist the teacher on break duty and the first-aider in the case of a Very serious Injury

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11.2 After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below.

Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

11.3 All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, then given to the office

The information recorded will include

- i) Date, time and place of incident;
- ii) Name and, where relevant, job title of the injured or ill person;
- iii) Details of the injury/illness and what first aid was given;
- iv) What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) Name and signature of the first aider or person dealing with the incident.

11.4 Staff should complete the accident book if they sustain an injury at work. This is kept in reception. Near misses should also be reported in this book.

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.

12. DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

12.1 All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

12.2 The School manager / Administrator must ensure that a notice giving the names of first aiders, their location and the location of first-aid boxes, is posted in each of the following locations:

- Staff Room
- Reception
- Kindergarten main entrance
- Corridor outside School Office
- nursery rooms
- afterschool room

13. Procedures if you are taking children off the school site

- **You must have your mobile phone**
- **you must have done a risk assessment prior to allowing children off the school site**
- **you must take a first aid box with you at all times**

If a child has a minor injury

- Contact the office using either your mobile telephone to arrange for a first aider to attend, summon the nearest first aider
- Ensure that an accident record is filled out from the accident book
- Ensure that this form is handed in at reception within three hours
- Receptionist will contact the child's parents to explain about the injury and sign the sheet to say the parents have been contacted
- The completed sheet is filed in the First Aid folder in the school office

If a child has a major injury/accident

- Ring 999 immediately on your phone, then summon the nearest first aider
- Do not move the child, but keep them warm and safe
- When help arrives fill out the accident form and ensure it is handed into the school office
- The School Manager or the next senior person will contact the child's parents and will sign the sheet to say that the parents have been contacted
- The completed sheet is to be filled out and filed in the first aid folder

Reporting to Ofsted In the early years settings

You must notify Ofsted, within 14 days, if a child receives a serious injury as listed on pages 8-9.

You must also notify Ofsted if any of the following occur

- The death of a child whilst in your care, or later as a result of something that happened whilst the child was in your care
- death or serious injury to any other person on your premises
- Serious injuries
- Where a child in your care needs to go to A&E (and requires hospitalisation for more than 24hours) either directly from your provision or later, as a result of something that happened whilst the child was in your care
- Any significant event that is likely to affect the suitability to care for children.
-

Reporting to HSE/RIDDOR

What needs to be reported For employees

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

The DSL or school management team are responsible for reporting to RIDDOR all must discuss this action together.

Incidents involving contractors working on school premises are normally reportable by their employers.

Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority as well as OFSTED in early years.

What records must I keep?

You must keep records of:

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- All occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. You don't have to report over-three-day injuries, but you must keep a record of them. Employers can record these injuries in their accident book.
- You must keep records for at least three years after the incident.

Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

- The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases').
- If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

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Reportable specified injuries FOR EMPLOYEES

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: —cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases FOR EMPLOYEES, NOT CHILDREN.

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.
- Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, **you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment.**

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports;

or

there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable.

Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment.

Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment;
or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Related policies

Health and safety policy

Risk assessment policy

Appendix 1

Our school first aiders are:

Teachers

Rowan Brook-Thompson

Angela Welbourne

Elsbeth Mukerji

Office

Heather Holt

Emma Gittens

Kindergarten

Rachel Theobald

Julie Harris

Bregje Pinkse

Claire Geraghty

Toddlers

Nicola Smith

Our Appointed Person is

Heather Holt

Reporting serious Incidences to Ofsted

Please ensure that you call Ofsted within 14 days of any incidents. This must be done by phone.

Ofsted for reporting serious incidents 0300 1231231

School Ofsted number 544414

FIRST AID DECLARATION

I _____(full name) confirm I have read and understand the Lancaster Steiner School First Aid Policy. If I have any questions I should speak to the First Aid Officer, Heather Holt or the trustee for Health & Safety David Barton.

Signed:

Date: