

# CRESSEY COLLEGE

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## FIRST AID POLICY

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## **Amendment Record**

This First Aid policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Annual update to Policy. Minor amendments to formatting and wording, Responsibility section improved. Approved at Management meeting dated 11 Jan 17. Authorised by JH, approved by Headteacher - AB.	18 Jan 17
2	Annual update to Policy. Approved at Management meeting dated 30 Aug 17. Authorised by JH, approved by Head Teacher – AC.	01 Sept 17
3	Annual update to Policy. Approved at Management meeting dated 29 Aug 18. Authorised by JH, approved by Head Teacher – AC.	01 Sept 18

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## **Introduction and Overview**

1. The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, visitors and other workers. The school also recognises its paramount responsibility is for the safety and welfare of all the students at the school.
2. This policy should be read in conjunction with the Safety, Health, Environment and Fire Policy which also contains details which are more applicable to staff members and guidance on when and how to report accidents.

## **First-Aid Provision at Cressey**

3. The first aid provision at Cressey includes:
  - a. A suitably stocked and labelled first-aid container situated at each of our sites, and in addition on in the the school office.
  - b. Trained First Aiders at each site to take charge of first-aid arrangements and administration.
  - c. Information for employees, students, parents/carers on first-aid arrangements.
  - d. On-going risk assessments carried out periodically for all activities.
  - e. First aid provision 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.

## **Responsibilities**

4. Health & 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 from the registration of independent schools for having a Health and Safety policy.

### **5. Head Teacher**

- a. Has overall responsibility for ensuing the safety, health and welfare of all staff, students and visitors at Cressey College. Full details of her intent, organisational arrangements and responsibilities is contained within the Safety, Health, Environment and Fire Policy and this covers all areas of Health and Safety, of which First Aid is just a small part.
- b. Ensures that each site has at least 1 trained First Aider.
- c. Ensures that prior to any activity being undertaken, a Risk Assessment has been conducted.

### **6. Operations and Contracts Manager**

- a. Has the responsibility for ensuring that the day to day activities are conducted safely.
- b. He is also responsible for updating/maintaining the Safety, Health, Environment and Fire Policy this includes conducting the 6 monthly H&S site audits, which includes the First Aid arrangements, provisions and procedures.

c. In consultation with Senior Teachers, ensuring that there are adequate numbers of first aid trained staff are available at each site.

## 7. **Senior Teachers**

a. Are responsible for ensuring that they have a trained and in-date First Aider at their site.

b. That the First Aid room contains:

1) Chair or fold down bed (preferably both).

2) First Aid box – stocked with the contents as stipulated in the Safety, Health, Environment and Fire Policy.

3) A bin with a disposable bag in it.

c. Weekly checks are regularly conducted of the First Aid provisions, as described in the Safety, Health, Environment and Fire Policy.

d. Any accidents are investigated.

e. All Risk Assessments are up to date and includes First Aid provision when off site.

## 8. **First Aider**

a. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

b. When necessary, ensure that an ambulance or other professional medical help is called.

c. Enter details of injuries and treatment outcome in the appropriate record.

d. Administer medication and keep appropriate records.

e. Take charge when someone is injured or becomes ill.

f. Look after the first-aid equipment e.g. restocking the first-aid container.

g. Assist Senior Teachers in ensuring adequate off-site First Aid provision is available when undertaking any activities.

9. 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.

10. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

## 11. **Teachers and other staff in charge of students**

a. Are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students 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.

## 12. **Parents/carers**

- a. Have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- b. If they have any concerns about the arrangements for First Aid provision or any treatment administered to their child, they are to contact the Senior Teacher of their child's site. If they want further information they can always contact the Head Teacher who will investigate for them.

### **Procedure in case of accident, injury, defects or hazards**

13. In case of an accident at the school, the following procedures should be followed:
  - a. The injured party should be seen by a qualified First Aider/Appointed Person.
  - b. If the injuries cannot be treated at the school arrangements should be made for transportation to hospital.
  - c. All witnesses must complete an Accident Report.
  - d. If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report.
  - e. All reports are checked and monitored by the school's Health & Safety Officer to ensure proper reporting procedures are being carried out.

### **Hygiene/Infection Control**

14. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should 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.

### **Keeping Records**

15. Cressey College keeps a record of any first aid treatment given by first aiders/appointed persons. This includes:
  - a. The date, time and place of incident.
  - b. The name of the injured or ill person.
  - c. Details of the injury/illness and what first aid was given.
  - d. What happened to the person immediately afterwards (for example went home, resumed normal duties, went to hospital etc).
  - e. Name and signature of first aider or person dealing with the incident.

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

### **Emergency Situations**

17. First Aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

18. 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. Any children with on-going diagnosis will be listed and kept in the staff room. Children with epilepsy – concerns about safety should be discussed with the child and parents as part of the health care plan. Children with diabetes may be able to manage their own medication. This should be discussed with the child and parent as part of a written health care plan.

19. Anaphylaxis – parents and child should discuss allergies as part of a health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child's name. If the school has to give this injection an **ambulance must always be called.**

20. A medical consent form must be completed for each student by their parent/carers. Any medicine that is to be administered at school must be agreed in writing.

### **Child Protection**

21. 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 Safeguarding Lead, who will then take appropriate action.

### **Physical Contact with Children**

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

- a. Not involve more contact than necessary.
- b. Be undertaken by staff who have volunteered to be designated to the task.
- c. Be carried out wherever possible, in front of other children or adults.
- d. Be recorded in appropriate methods.
- e. Parents informed.

### **First-Aid materials, equipment and facilities**

23. First-aid equipment must be clearly labelled, easily accessible and up to date.

### **Contents of a first-aid container**

24. All first aid containers contain the correct contents (as recommended by the DFE Guidance) to provide first aid to our staff and students. The First-Aider/Appointed Person is responsible for examining the contents of first-aid containers. They are checked frequently (weekly) and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

25. A guide to what should be included in a first aid container is contained within the Safety, Health, Environment and Fire Policy

### **Accidents**

26. All accidents that occur on school premises must be reported to the Head Teacher and an accident report form completed and numbered. All witnesses should also contribute to the reports. The accident must be recorded together with any relevant outcomes. The accident report form must be sent to the main school office within 24 hours. Some accidents must conform to the RIDDOR regulations - more details can be found in the Safety, Health, Environment and Fire Policy or on the HSE website.

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

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