

First Aid Policy and Procedure

(Revised July 2024)

Prepared with reference to:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- DfE February 2014 publication 'First Aid in schools'
- School Governors' guide to the law section 25 Health, Safety and Welfare, Welsh Government

1. Aims
2. Objectives
3. Who Does the Policy cover?
4. Who is Responsible for First Aid? Definitions
5. First Aid Guidelines
6. Employer /Board of Trustees Responsibilities
7. Staff Responsibilities
8. If a First Aid Incident Occurs
9. Emergency Contact Forms
10. Allergies/Anaphylaxis
11. Steps to Ensure Effective First Aid
12. First Aid Kits
13. Hygiene/Infection Control
14. Reporting Accidents and Record Keeping
15. Current First Aid Personnel

1. Aims

- To have a comprehensive First Aid Policy that provides suitable care for pupils, staff and other people who may be at the school or accompanying a trip. **Management of Health and Safety at Work Regulations 1999** require that an accurate assessment of First Aid needs is carried out, and that there is an adequately trained First Aider on the premises to deal with any incidences that may occur.

- To ensure that First Aid provision is available at all times during school activities on School premises and elsewhere.

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 training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform School staff of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3. Who Does the Policy cover?

This policy covers all members of the School environment – pupils, teachers, students, administration staff, temporary, voluntary, part-time or full-time workers, parents and visitors.

4. Who is Responsible for First Aid?

Definitions:

- a. **First Aid** - is the treatment of minor injuries that would otherwise receive no treatment or do not require treatment by a medical practitioner. In cases where a person requires treatment by a medical practitioner or nurse, First Aid aims to preserve life and minimise the consequences of injury or illness until such help is obtained.
- b. An **Appointed Person** is someone who takes charge when someone falls ill and calls an ambulance if required. This person or the Designated First Aider will be responsible for checking the First Aid equipment, including restocking the First Aid boxes. Appropriate training courses to update qualifications (3 yearly) will also need to be attended.
- c. A **Designated First Aider** is someone who has undergone a training course in administering First Aid at work and holds a current First Aid certificate. This certificate is valid for 3 years; training courses to update certificates will need to be attended.
- d. A **Paediatric First Aider** can administer First Aid to children up to adult body mass. They have undergone a training course in administering Paediatric First Aide and hold a current certificate. This certificate is valid for 3 years; training courses to update certificates will need to be attended.
- e. A **Portable kit** is a very basic First Aid kit given to teachers for trips and visits outside of the School premises, or used to supply specific areas in the School (a general, more comprehensive kit

being held centrally on site).

5. First Aid Guidelines

- A designated person with First Aid training will be responsible for administering First Aid. There will always be at least 1 fully designated First Aider on the staff team (either teaching or administrative staff). This is currently Miranda Knight. First Aid considers treatment for everyone over the age of seven. Therefore Kindergarten Teachers will be trained in Paediatric First Aid.
- At least one designated First Aider will be on site at all times the School is open. All teaching staff will be offered basic First Aid training. A list of all First Aiders (both designated First Aiders and Paediatric First Aiders) will be made available in the School Office, Staff Room and in the Health and Safety file. Regular Risk Assessments will be carried out.

6. Employer/ Board of Trustees' Responsibilities

The Board of Trustees have responsibility:

- To provide adequate funding for training for designated First Aiders and ensure that there is a First Aider present on site at all times.
- To delegate the daily management of first aid to a mandated 'Appointed Person'. Currently School Administrator, Miranda Knight
- The 'Appointed Person' will organise:
 - a) Assessment and provision of adequate First Aid provision to cover all employees (and volunteers, students) and pupils.
 - b) Sufficient numbers of appropriately trained First Aiders at appropriate locations to enable First Aid to be administered without delay should the occasion arise, and to ensure training is kept up to date at the appropriate levels and timescales.
 - c) Adequate equipment for the First Aid boxes in appropriate designated locations (the responsibility for re-stocking the boxes lies with the "Designated First Aiders").
 - d) Portable First Aid kits for teachers to take on trips and visits outside the School premises.
 - e) Up-to-date information on First Aid policy and procedure to all employees.
 - f) Information on First Aid provision to be included on induction programmes for new staff, pupils and students.
- The Appointed Person will oversee the day-to-day practicalities of implementing the above.

7. Staff Responsibilities

- To notify a Designated First Aider (usually via the School Office) when a First Aid incident occurs (see Section 15 Designated First Aiders).
- To report to the Designated First Aiders (see Section 15) any loss, damage or replacement of material or equipment required, to the contents of the First Aid boxes.
- To ensure they carry a Portable First Aid kit on outings and visits.
- To read and follow the First Aid Policy and Procedure.
- Not to perform First Aid on anyone but themselves, unless they have received First Aid training.
- Teachers in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils of the School in the same way that parents might be expected to act towards their children.

8. If a First Aid Incident Occurs

- When a 'First Aid incident' occurs it will be notified to the School Office immediately so that a First Aider can be called to take charge (if the First Aider is in charge of pupils at that time the School Office will be arrange cover ASAP).
- A First Aider will administer First Aid.
- An ambulance will be called if it is deemed necessary (by First Aider/Appointed Person or other person with their instruction). If this concerns a pupil, a member of staff known to the pupil will travel with them to the hospital and stay until their parent arrives, the pupil's emergency contact details and medical needs sheet should also be taken by the member of staff.
- The Appointed Person and Designated First Aiders must be informed when emergency services are called. It is the Appointed Person and Designated First Aiders' responsibility to keep the School Administrator, Teachers and Board of Trustees informed regarding emergencies within the School.
- Parents/carers/emergency contact will be informed as soon as possible in the case of any serious injury/accident to a pupil or staff member. The staff member witnessing or treating the injury/accident should brief Office staff about any incidents as appropriate so that they can report to families with appropriate detail.
- The incident will be recorded in the accident book by the member of staff administering first aid as soon as possible after the accident/incident in question has been dealt with. A RIDDOR report will be completed if appropriate by the Appointed Person.
- Minor cuts and bruises - First Aid will be administered by a First Aider if appropriate. Gloves for open wounds should always be worn. A record should be kept of such incidents and the parents/carers informed by a staff member when they collect the pupil.

- Sprains/Bruises – First Aid will be administered by a First Aider if appropriate. The process of rest, ice pack/compress and elevate. If in doubt, parent/s are contacted. A record should be kept of such incidents and the parents/carers informed by a staff member when they collect the pupil (see Accident and Incident Reporting Procedure).
- Stings/Bites – First Aid will be administered by a First Aider if appropriate. Check allergies to ensure there is no serious risk. If in doubt, parent/s are contacted – no stings should be removed. A record should be kept of such incidents and the parents/carers informed by a staff member when they collect the pupil.
- 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 appropriate area for First Aid. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible. If necessary ring 999 and ask for an ambulance
- A bump to the head should always be checked by a First Aider and a record made in the accident book. Parents are immediately informed and pupil sent home if appropriate. The pupil should be issued with a 'bump on the head' advice to take home to their parent/carer – where possible this will be given to the adult collecting the pupil.
- An injured pupil must not leave the School without a staff member/ parent/ carer. (If a teacher has to leave in the middle of a lesson, other teachers must cover.)

- **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.
- If this concerns a pupil, a member of staff known to the pupil will travel with them to the hospital and stay until their parent arrives, the pupil's emergency contact details and medical needs sheet should also be taken by the member of staff.
- Parents/carers are contacted
- Parents are kept informed of developing situations
- Full investigative procedures will be followed

9. Emergency Contact Forms

- All staff will complete a medical questionnaire when joining the School identifying any medical needs and an emergency contact. It is the duty of all staff to indicate any changes to these to the School Administrator. These details will be held confidentially by the School.
- Parents will complete a form for each pupil in the School, listing emergency phone numbers and any specific medical conditions (this is part of the admissions procedure). It is the parents' responsibility to make sure they update the School when necessary.

10. Allergies/Anaphylaxis/Medication

- Any member of the School community who has a severe allergic reaction to something (e.g. nut allergy) and carries an EpiPen will have information (including photograph) in the School Office.
- The School will ban the substance that causes the allergy (if this is possible/reasonable).
- All staff trained in first aid or paediatric first aid will receive training in how to use an EpiPen –
NO MEMBER OF STAFF MAY ADMINISTER AN EPIPEN WITHOUT APPROPRIATE TRAINING.
- For administering of medication see the School policy on this. Medication can only be administered by those authorised to do so and with express parental consent/request. Records will be kept of all administering of medicine - who, what, date and time.
- Pupils with medical conditions or allergies will have Medical Care Plans completed with the designated first aider and their parents and these will be stored in their pupil files.
- Trips and visits will carry details of pupils with medical conditions or allergies and measures to support these pupils written into the trip Risk Assessment.

11. Steps to ensure Effective First Aid

- A designated First Aider will be adequately trained and appointed for the School. All Kindergarten Teachers will undertake a Paediatric First Aid course (unless there is a serious reason not to, in which case a suitable replacement will be designated to attend). All teachers of activities with higher risk will do at least a one day "appointed person" First Aid course.
- A First Aid assessment will be carried out within risk assessments in all areas to establish what First Aid provision is required including on off-site activities and trips.
- First Aid kits will be maintained by the 'Designated First Aiders'.
- Portable kits will be available for outings and maintained in the same manner.
- Information on First Aid provision will be given at staff meetings and updated yearly.

12. First Aid Kits

- The School will provide a First Aid kit for general use in the School Office and another in each classroom.
- The kits will be checked each term by the Appointed Person and will be re-stocked if and when items are used. They will also ensure that all out of date items are discarded and replaced.
- Portable First Aid kits must be taken on School trips, and will be checked as above. 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.

13. Hygiene/Infection Control

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves and hand washing facilities should be used when dealing with blood or other body fluids.

14. Reporting Accidents and Record Keeping

- All accidents must be reported in the Accident Book which is held in each Kindergarten, and centrally in the School Office for the Classes (see also See School Accident and Incident Reporting Procedure).
- The 'Appointed Person' will be responsible for reporting RIDDOR as appropriate. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive (HSE).
- The School will keep a record of any reportable injury, disease or dangerous occurrence including;
 1. The time, date and place of event
 2. The person involved and brief description of disease or injury;
 3. The name and signature of the First Aider who dealt with the incident.
 4. Names of any witnesses if appropriate.
 5. Following action i.e. went home, stayed at school etc.NB This applies on trips as well.
Records should be kept for a minimum of ten years.

- Incidents to report: -

- Any School activity, both on and off the premises resulting in death or major injury (including as a result of physical violence) – these must be reported immediately.
- Any School activity, both on and off the school premises which prevent the injured person from doing their normal day's work for more than three days – these must be reported within ten days to the HSE.
- Information on accidents can help identify trends and possible areas for improvement. Parents/carers of pupils in the School should be contacted as soon as possible in an emergency (See Accident and Incident Reporting Procedures). Completed Accident forms will be kept in the accident book and then filed.

15. Current First Aid Personnel

Our First Aid needs assessment has identified the following level of personnel required:

One Appointed person for daily management of first aid.

Two designated first aiders.

Two paediatric first aiders.

Currently the level of first aid personnel is:

Appointed Person for daily management of first aid – Miranda Knight

Designated First Aiders in Appointed persons absence – Alice Watts and Jamie May

Full list of Designated First Aiders - (trained in first aid at work, can administer First Aid to all age pupils and adults including staff) Miranda Knight. Alice Watts, Ian Powell, Jamie May (full three day First Aid at Work Training). In addition the following pupils have received full three day first aid at work training: Aishah Senouci, Rohan Grewal, Math Taylor, Sam Griffiths and Noor Rippingale.

Paediatric First Aiders - (can administer First Aid to under children up to adult body mass) Anna Podesta, Isabella Mancini, Brienne Keigwen, Lisa Sandercock.

Issue date

This policy takes effect from January 2023

Review date

This policy will be reviewed and revised by the School Administrative Manager at least every 1-2 years

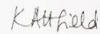
Endorsement

Full endorsement to this policy is given by:

Name: Kate Attfield

Position: Trustee for Safeguarding, Cardiff Steiner School

Signed:



Date: 19 January 2023

Related policies

This policy should be cross-referenced to related School policies/documents including:

- Medication Policy
- Accident and Incident Reporting Procedure
- Bump on the Head Information Sheet
- Medication Permission Forms
- General Health and Safety Policy
- Health and Hygiene - Policy and Practice
- Standard Risk Assessment Forms