

First Aid Policy

Independent School

Eaton Square Upper School Mayfair

1 Authority and circulation

- 1.1 This policy has been authorised by Eaton Square Private Schools Limited (the **Company**) which operates Eaton Square Upper School (the **School**). It is available to parents and pupils and to all members of School Staff.

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- 1.2 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and First Aid boxes and the contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the Schools in regards to all Staff, pupils and visitors.
- 1.3 This policy is drafted in accordance with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.
- 1.4 This policy can be made available in large print or other accessible format if required.

2 Definitions

First Aid: means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

First Aiders: are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

First Aid Guidance: is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (L74 3rd Edition 2013)

Appointed Persons: are members of staff who are not qualified First Aiders who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer First Aid.

Staff: means any person employed by the Schools, volunteers at the Schools and self employed people working on the premises.

3 Aims of this policy

- 3.1 To ensure that the Schools have adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing

the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

4 **Who is responsible?**

- 4.1 The Company as the employer has overall responsibility for ensuring that the Schools have adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 4.2 The Head delegates to the school administrator the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the Schools. The Head with the school administrator will regularly (at least annually) carry out a First Aid risk assessment and review the Schools' First Aid needs to ensure that the Schools' First Aid provision is adequate.
- 4.3 The Head is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4.4 The Head delegates to Registrar responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 4.5 The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 4.6 **First Aiders:** The Head is responsible for ensuring that the Schools have the minimum number of First Aid personnel with reference to the advice given in Appendix 3 of the First Aid Guidance.
- 4.7 The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**):

Dega Mussa	EFAW	Teaching Assistant
Lauren McDermott	EFAW	Receptionist

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Head.

The First Aiders will undergo update training at least every three years.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

4.7 **Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

5 **First Aid boxes**

5.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the Schools' First Aid needs assessment and stocked in accordance with *Workplace first aid kits. Specification for the contents of workplace first aid kits*, BS 8599-1:2011, June 2011.

5.2 First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:

- Medical Rooms - large first aid cabinet – ground floor & Third floor
- School Reception - ground floor;
- Kitchen - large first aid cabinet - lower ground floor;
- Science Prep Room – Lower Ground Floor
- Minerva Offices – 2nd floor;
- Staffroom – 3rd floor;

All requirements for the First Aid kits are supplied by the school administrator and are regularly stocked at request of individual departments.

If staff have used any items from the First Aid kits, staff should email the school administrator who will arrange for the replacement items to be placed in the relevant pigeon hole.

5.3 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Room.

6 **Information on pupils**

6.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the Schools. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

6.2 The Registrar will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the Schools to the class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

7 **Procedure in the event of illness**

7.1 Pupils may visit the Medical Room if they feel unwell. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to the Medical Room. The First Aider will decide on the next course of action and provide the First Aid as required.

7.2 On admission, the Schools will discuss with parents the procedure for children who may become ill or infectious.

8 Procedure in the event of an accident or injury

8.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the Head should be called as soon as is possible. Appointed Persons or First Aiders can also be called if necessary and should be called if the Head is not available immediately. However minor the injury, the Head should always be informed, even if not called to the incident. The school administrator will log incidents in the log book held in reception.

8.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.

8.3 **Ambulances:** If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address and / or GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.

8.4 Staff should always call an ambulance when there is a medical emergency and / or serious injury.

8.5 Examples of medical emergencies include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and / or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture.

8.6 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

8.7 If a spillage of blood or other bodily fluids occurs, the Head must be informed. The Head will then arrange for the proper containment, clear up and cleansing of the spillage site.

9 Procedure in the event of contact with blood or other bodily fluids

9.1 The First Aider should take the following precautions to avoid risk of infection:

- 9.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;
- 9.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;

- 9.1.3 use suitable eye protection and a disposable apron where splashing may occur;
 - 9.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - 9.1.5 wash hands after every procedure.
- 9.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
- 9.2.1 wash splashes off skin with soap and running water;
 - 9.2.2 wash splashes out of eyes with tap water or an eye wash bottle;
 - 9.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - 9.2.4 record details of the contamination;
 - 9.2.5 report the incident to the Head and take medical advice if appropriate.

10 Reporting

- 10.1 The First Aider should complete a record of First Aid provision.
- 10.2 All injuries, accidents and illnesses, however minor, must be reported to the school administrator. The school administrator is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.
- 10.3 The Schools must inform parents of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable.
- 10.4 **School Accident and Illness book:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 10.5 If a child is involved in an incident, but is not injured and first aid is not required, an accident form will not be necessary, but it should be recorded on Schoolbase (the School Management System).
- 10.6 In the event of an investigation the Head or members of the Senior Leadership Team should be kept informed throughout the process.]
- 10.7 **Accident report form:** The First Aider will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the Schools' activities. The school administrator will keep a record of any accident or injury sustained and details of any First Aid treatment given to a pupil on or off the School site. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

- 10.8 **Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary.
- 10.9 **Reporting to HSE:** The Company is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE.

10.9.1 Accidents involving Staff

- (a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- (b) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- (c) cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- (d) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

10.9.2 Accidents involving pupils or visitors

- (a) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
 - (i) any School activity (on or off the premises)
 - (ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip)
 - (iii) equipment, machinery or substances
 - (iv) the design or condition of the premises.

10.10 More information on how and what to report to the HSE, can be found in Incident reporting in schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.

10.11 It is possible to report online via the following link:
<http://www.hse.gov.uk/riddor/index.htm>.

10.12 Fatal and specified injuries involving employees can also be reported 0845 300 99 23.

11 Monitoring

11.1 The Head will organise a regular review of the Schools' Accident and Illness book in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were

sufficiently robust to deal with the major occurrence or whether improvements should be made.

Authorised by	The Headmaster
Date	September 2017

Effective date of the policy	
Circulation	Governors / all staff / volunteers automatically Parents on website
Status	Mandatory Complies with: <i>Blood-borne viruses in the workplace: guidance for employers and employees</i> (Health and Safety Executive, 2001) Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) <i>First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance</i> (Health and Safety Executive, 3 rd edition, 2013) Health and Safety at Work etc Act 1974 Health and Safety (First-Aid) Regulations 1981 (SI 1981/917) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) <i>Statutory Framework for the Early Years Foundation Stage</i> (Department for Education, March 2012)