



# Noadswood

## First Aid

Policy	<b>First Aid</b>
Policy status	<b>Statutory</b>
Member of staff responsible	<b>BM (SSt)</b>
Date approved by SLT	<b>January 2021</b>
Governor committee responsible	<b>GP</b>
Date relevant governor committee approved (including FGB agreement)	<b>January 2021</b>
Revision period	<b>1 year</b>
Revision due date	<b>January 2022</b>

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### Policy Statement

Noadswood School undertakes to ensure compliance with the relevant legislation in regard to the provision of First Aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may be affected by our activities.

The relevant legislation is listed below :

- Health & Safety at Work Act 1974
- Management of Health & Safety At Work Regulations 1999
- Health & Safety (First Aid) Regulations 1981

Responsibility for First Aid at Noadswood School is held by the Headteacher, who is the Responsible Manager.

The Premises Manager will manage and co-ordinate First Aid matters on behalf of, and under the direction of, the Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### Aims and Objectives

Our First Aid Policy requirements will be achieved by :

- Carrying out a First Aid Needs Assessment to determine the First Aid provision requirements for our premises :
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect First Aid provision.
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our premises.

- Ensuring that there is a sufficient number of qualified First Aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

## **First Aid Training**

The Premises Manager will ensure that appropriate numbers of qualified First Aiders are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

## **Qualified First Aid Staff**

Qualified First Aid staff will be responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

At Noadswood School, we operate three tiers of First Aid Training:

### **First Aider**

- A qualified First Aider is someone who has been trained and holds a First Aid at Work certificate gained from a 3-day HSE approved course.
- This training will be provided to key personnel :
  - Welfare Assistant
  - Staff members leading pupils on trips outside of the UK

### **Emergency First Aider**

- A qualified Emergency First Aider is someone who has been trained and holds an Emergency First Aid at Work certificate gained from a 1-day HSE approved course.
- This training will be provided to personnel who do not require the 3-day HSE approved course, and who are unable to attend the Basic First Aid for Schools session, where First Aid training is required based on the individuals role.

### **Basic First Aid for Schools (BFAFS)**

- A qualified holder of Basic First Aid for Schools is someone who has been trained and holds a Basic First Aid for Schools Certificate gained from a half day course delivered by a qualified First Aid Instructor.
- This training will be provided to key personnel :
  - Learning Support Assistants (LSA's)
  - Site Team
  - Staff members leading pupils on trips locally and within the UK
  - Within higher risk departments (PE / Science / Technology)
  - Within non-teaching staff

All three tiers of training qualify the individual to be identified as a Qualified First Aider within this Policy.

The list of qualified First Aid staff will be displayed in the following locations :

- Administration Office
- Alongside each First Aid Box
- Catering Kitchen
- Frog Intranet
- Medical Room
- Reception
- Staff Health & Safety Noticeboard
- Staff facilities (Staffroom, Kitchen / Refreshment Point)

## First Aid Provision

The First Aid Needs Assessment has identified the requirement for First Aid Kits to be available in the following locations :

- A minimum of one per block or separate building
- Higher risk departments (PE, Science, Technology)
- Medical Room
- School minibuses
- Staff facilities (Staffroom, Kitchen / Refreshment Point)
- With each qualified First Aider

It is the responsibility of the Welfare Assistant to check the contents of all First Aid Kits on a termly basis and record the findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Reception Office Filing Cabinet.

The minimum contents required in the First Aid Kits are listed under the '*minimum required*' column on the checklist itself. The '*required quantity*' column should be completed with either the minimum quantity or additional quantity required to ensure the First Aid Kit remains stocked between termly checks, this figure should be based on historical and expected usage and the level of risk within the department. The '*actual quantity*' column to be completed with the quantity in the First Aid Kit at the time of the check. These stock levels are then used to determine the required stock order to fully stock the First Aid Kit.

In between the Termly Checks, the qualified First Aiders are to monitor the stock levels within their local First Aid Kit and request replacement stock from the Welfare Assistant as required.

The First Aid Needs Assessment has identified the requirement for Automatic External Defibrillators (AED) on the premises, these are located as follows:

- Reception (internal)
- PE / Sports Hall (external – within green gates i.e. inaccessible out of school hours)
- Gymnasium (external – accessible to the public at all times)

Two AED's have been located externally in the higher risk areas to allow access at all times during the school day (PE / Sports Hall, Gymnasium).

The AED located externally to the Gymnasium is accessible at all times as it has no restricted access after school hours.

The First Aid Needs Assessment has identified the requirement for Eyewash Stations on the premises, located as follows :

- Higher risk departments (Science, Technology)
- Site Team Maintenance and Grounds Areas

The Medical Room is designated as the First Aid Room for treatment, sickness and the administering of First Aid. The Medical Room will have the following facilities :

- Bed
- Running water
- First Aid Kit
- Chair
- Mobile Phone
- Landline Phone with mobile handset
- Salbutamol Inhalers

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the qualified First Aider is to take charge of the First Aid administration / emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The qualified First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any severe head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the qualified First Aider is unsure of the severity of the injuries
- Whenever the qualified First Aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Required First Aid treatment
- Requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be available.

In the event that the parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified First Aider, Welfare Assistant or another

member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider, Welfare Assistant or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Head Bump Procedure**

A new Bump to Head, Head Injury and Concussion Policy was written in 2020. Please refer to this policy for guidance.

## **Records**

Any accident, incident or injury involving Staff, Pupils, Visitors or Contractors is to be immediately reported and recorded.

For adults, the incident must be recorded in the Accident book held in the Medical Room.

For pupils, minor injuries are to be recorded in the Daily Incident Log held in the Medical Room. In the event of a serious injury to a pupil a Serious Injury Form will be completed. This is to be issued by the Welfare assistant to the supervising adult at the time of the incident.

All significant accidents, incidents and near misses involving or witnessed by staff or students are to be immediately reported to the Premises Manager.

The school's accident investigators are to be informed as soon as possible in the event of a serious accident or incident in school or on a school-related event e.g. sporting fixture or trip.

Injuries that occur as a result of normal school activities (e.g. PE lessons), carried out with appropriate supervision and in accordance with a risk assessment are not classified as an accident. However, serious injuries should still be recorded and reported in accordance with the instructions above and injuries in PE will still be noted for the purposes of analysing trends.

Any serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the School's appointed Health & Safety Consultant and reported using the HSE's online RIDDOR (F2508) reporting system.

## **Monitor and Review**

Staff will be routinely reminded of the First Aid Policy, via the Health & Safety Spotlight, the Health & Safety Committee and the Health & Safety pages on Frog.

The Premises Manager is responsible for monitoring this Policy and procedures, and amending accordingly following incidents or concerns.

This Policy will be reviewed annually by the Premises Manager.