



Noadswood

First Aid

Policy	First Aid
Policy status	Statutory
Member of staff responsible	Premises Manager
Date approved by SLT	March 2022
Governor committee responsible	GP
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Contents

Policy Statement.....	2
Aims and Objectives.....	2
First Aid Training.....	3
Qualified First Aid Staff.....	3
First Aid Provision.....	4
Emergency Arrangements.....	5
Head Bump Procedure.....	6
Accident/Injury Internal Communications.....	6
Accident Recording.....	6
Monitor and Review.....	7
Appendix A.....	8
Appendix B.....	9
Appendix C.....	11

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:
 - Matron
 - 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 Matron 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. First Aid kits should not be over-filled in order to avoid items going out of date.

It is acceptable for bandages and dressings to be used where the packaging is still intact, up to a year out of date. Plasters and any items which will touch an open wound must be in-date.

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 Matron 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 weekdays when the school is open (i.e. not including bank holidays and the Christmas week) between the hours of 8am-4pm)

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
- Salon

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

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, Matron 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, Matron 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.

An ambulance call record sheet will be completed and emailed to the Headteacher and accident investigators – Appendix C.

Head Bump Procedure

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

Accident/Injury Internal Communications

For serious injury and illness not limited to: Fracture, suspected fracture, epileptic fit, anaphylaxis, major diabetic episode, major asthmatic episode, head injury school staff should follow the Serious Injury Protocol – Appendix A.

Accident Recording

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 either the Accident book held in the Medical Room with the completed form to be passed to the Premises Manager or on Frog (Staff Room/Reporting an Accident).

For pupils, minor injuries are to be recorded in the Daily Incident Log (Excel spreadsheet) completed by Matron.

In the event of an injury to a pupil the 'Injuries and Accidents – Investigation Protocol' should be followed - Appendix B

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.

Appendix A

Serious Injury Communication Protocol Staff Communication re serious illness and injury

For serious injury and illness not limited to: Fracture, suspected fracture, epileptic fit, anaphylaxis, major diabetic episode, major asthmatic episode, head injury.

Also to include, but not limited to, anything where there has been major disruption to a lesson or a child has been attended by ambulance.

1. Incident happens in school time (including after school events, trips and fixtures)
2. Matron to communicate with staff on the same day via CPOMS the basic information: child's name, nature of injury/illness, time of day and location (if known). To include the following staff:
 - CPOMS 'Accident or Serious Injury' (includes Headteacher and Accident investigators)
 - Attendance colleagues
 - Department in which the incident occurred - Head of Department and teacher if known
 - Student's Year Leader and Assistant Year Leader
 - Student's tutor
 - Learning Support department if it relates to a PD pupil
3. Premises Manager and SLT to decide whether to conduct accident investigation.
4. Year Leader to make courtesy call to the parent **within one working day**. Notify LS department if a return to school risk assessment is going to be required.
5. Attendance Assistant to give update to the following staff if alerted to an update on condition or absence related to condition via the absence reporting system:
 - Matron
 - Department in which the incident occurred Head of Department and teacher if known
 - Student's Year Leader and Assistant Year Leader
 - Student's tutor
 - Accident Investigators (CMc and MAb) – For injuries
 - Learning Support department if return to school risk assessment is required
6. Injury form data to be included and reported on with accident and near miss data (Premises Manager).

Appendix B

Injuries and Accidents – Investigation protocol

Accident Recording

- **Adult**
 - Complete an accident form (from accident pad in Reception or on Frog via Accident Reporting Page)
- **Child**
 - Matron to add details to Matron's 'daily incident log'.
 - An accident investigation is completed in the following cases:
 - Very serious injury including broken bones
 - Any injury that is RIDDOR reportable
 - Severe Head injury

Communication

- **Matron to communicate the following:**
 - Minor accidents, near misses and PE-related injuries to Premises Manager (via email or ticket)
 - All head bumps – Add to CPOMS to the group 'Medical Issue' and note to 'all staff' via email
 - Serious injuries – Initiate the Serious Injury Protocol
 - Adult Accidents – email SLT and Accident Investigators

Accident investigation

Accident Investigators to make a call regarding the level of investigation depending on the circumstances. Liaise with the school's Health & Safety Consultant to determine which level to choose.

Initiate investigation asap after the incident so that information is fresh in everyone's minds.

- **Low level**
 - Check the following and record via email to SLT and Premises Manager:
 - Who, where, what, how
 - Check on supervision
 - Check on conditions (e.g. equipment, property, weather)
 - Determine immediate and underlying causes (unsafe act or unsafe condition)
 - Identify any corrective action to be taken to improve safety
- **Mid level**
 - Use Accident Investigation Form – short (Excel)
 - Share with SLT and Premises Manager
 - Save documentation in SLT (X)/Accident Investigations:
 - Record all items listed above
 - Take photos of scene asap
 - Take staff and student statements asap

- **Very Serious incidents**
 - Conduct a full investigation using Accident Investigation Form (RWSS) – long (Word)
 - Share with SLT and Premises Manager. Save documentation in SLT (X)/Accident Investigations
 - Collate all the information in the two sections above plus additional information per RWSS template
 - Review and save activity risk assessments as they stand on the day
 - Save current H&S Policy as at the date of the incident

Appendix C

Ambulance Call Record Sheet -Template

Patient Name (and Tutor group):

Date:

Time Ambulance called:

Name of member of staff who called the ambulance:

First Responder:

Call from Ambulance Control:

Parent contacted:

Paramedics on site names:

Van Number:

Location of injury/collection:

Other key information regarding ambulance call-out:

Medical Situation on leaving site:

Time Ambulance left site: