



# First Aid Policy

## ESNE10

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# **King Edwin School**

## First Aid Policy

## **General Statement**

King Edwin School is committed to safety for all and for providing emergency first aid cover to deal with accidents, which occur to employees, pupils and all categories of visitors- in line with the 1974 Health and Safety at work act and the DFE First Aid in Schools guidance.

To achieve safety for all and emergency first aid cover to deal with accidents this school will:

- Have a minimum of one suitably stocked first aid box.
- At least one appointed person to take charge of first aid arrangements.
- Have at least one first aider for the whole school.
- Have a procedure for managing accidents.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Review the arrangements for first aid annually.

## **First Aid Boxes**

All first aid boxes in the school will conform to the Health and Safety Executive's (HSE) minimum provision and are located in:

School Office  
Medical Room

School Buses - First Aid Box

## **Appointed Person**

Anne Serplus will act as the appointed person.

The following persons are trained as first aiders:

Anne Serplus  
Matthew Stamp  
John Foote  
Anthony Jack

- In serious cases of illness or accident the appointed person takes charge of the situation and ensures that an ambulance or other professional medical help is summoned when appropriate in line with the school medical policy.
- Anne Serplus, in liaison with the school's first aiders, is responsible for ensuring that first aid boxes are correctly stocked according to the HSE advice.

### **Information**

- A notice will be placed in each school stating the location of the nearest first aid box and the names of the person trained in emergency first aid.
- Pupils, staff and visitors will be told what to do if there is an accident.
- First Aid boxes in each school- lower, middle, upper.

### **Procedure for managing accidents**

In the event of a pupil having an accident involving an injury or suspected injury during school time the following procedure will be followed:

- Send an adult for a named first aider.
- Ensure the safety of injured pupil or member of staff/visitor and other pupils.
- Provide reassurance to injured person and follow basic emergency procedures until the first aider arrives.
- Follow basic emergency procedures until the first aider arrives.

### **Hygiene/Infection Control (Blood and other Body Fluid)**

Basic hygiene procedures **MUST** be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

The policy now has an appendix named Guidelines for **Cleaning Up Body Fluids**.

Avoid direct contact with body fluids as they all have the potential to spread germs. Germs, vomit and faeces may become airborne, so it is very important to clean up body fluids quickly.

The following guideline MUST be followed:

- Put on gloves and a disposable apron. Disposable latex or vinyl gloves must be worn.
- Use the biohazard kit on all visible material. Follow the instructions that are clearly marked on the kit.
- Remove all visible material from the most soiled area using paper towels or single disposable red cloths.
- Put all used materials into a yellow bag for disposal.
- Remaining visible material should then be vacuumed and the bag disposed of.
- Non carpeted areas: sanitise the area using a 1:10 bleach solution.
- The bleach MUST contact the affected area for a minimum of 10 minutes. A red mop and bucket are designated for this use.
- Carpeted area: The area should be cleaned with a 1:10 detergent solution and should contact the infected area for at least 10 minutes.
- Wash the non-disposable cleaning equipment thoroughly with soap and water then rinse with a bleach solution.
- Discard all disposable materials including gloves and aprons into a yellow bag for incineration.
- Wash YOUR hands thoroughly using soap and water.

### **Accident Reporting**

All accidents will be recorded and reported according to the Accident Reporting guidelines issued by the Health and Safety Officer. The forms are located in the school office and in each school- lower, middle and upper. A first aider, in consultation with the person who witnessed or reported the accident, is responsible for completing the form. The form includes:

- Date, time and place of the incident.
- Name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.
- Name and signature of investigator

- If it was a significant incident that had occurred leading to the accident all witnesses should email their account of what occurred to Christine Williams so that it can be investigated and actioned as appropriate.
- Where appropriate the injury may be required to be reported to the Health and Safety Executive by accessing RIDDOR paperwork. This can be found online at:

<http://www.hse.gov.uk/riddor/>

The Health and Safety Officer should be contacted in the instance of a RIDDOR reportable incident immediately. If doubt exists as to whether the incident is RIDDOR reportable, reference:

<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

Completed accident recording forms to be filed in the school office.

Parents/carers must be informed of any medical treatment/accidents on the same day they occur or immediately if hospital treatment is required.

### **First Aid Training**

The school will maintain an up-to-date list of those employees who have undergone first aid training. All teaching and support staff will undergo training where gaps are identified.

### **School Visits and Journeys away from school**

Before undertaking any off-site activities, the trip leader or Head of the school section involved will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the HSE guidance. All visits and journeys away from school will be risk assessed by the activity lead and approved by a member of the Senior Leadership team.

### **Documentation**

All staff will receive a copy of this policy and be made aware of their role and responsibility.

### **Other Policies To Refer To**

Health and Safety Policy

### **Review of Policy**

This policy will be reviewed on an annual basis.

## **Appendix 1**

### **Managing Accidents**

#### **Location of first aid boxes (green with a white cross): PPE**

First aid boxes in the school conform to the Health and Safety Executive's (HSE) minimum provision and are located in the:

- School Office
- Medical Room
- Each School- lower, middle, upper
- School Buses, First Aid Box

The named First Aiders are: Anne Serplus, John Foote, Matthew stamp and Anthony Jack

Minor grazes can be dealt with by all members of staff in class/on the playground. When dealing with any situation that involves blood or other body fluids protective gloves must be worn. Gloves are in each of the First Aid Boxes with a greater supply held within the school office.

#### **Procedure to be followed if injury is more serious:**

If the injury is more serious, do not move the child/adult. Send an adult or responsible pupil to bring the First Aider to the scene. Depending on the seriousness of the injury the person in attendance (who must always stay with the child/adult) may decide to send for the appointed first aider who will:

- Take charge of the situation.
- In an emergency ensure that an ambulance or other professional medical help is summoned immediately followed by contacting the parent/carer.
- In a less serious situation contact the child's parent or carer and advise them to take the child to the doctor or hospital. If the parent cannot be located, then a first aider will take the child to the hospital accompanied by another adult. Important contact information will be taken to the hospital.
- All injuries that are dealt with must be written on an accident report form including accidents to employees and school visitors.

## **Sport**

The member of staff in charge will ensure that a fully stocked First Aid box is taken to all activities out of school.

## **Trips and outings**

All visits must be arranged through the Head of the relevant School, who will undertake a risk assessment and advice on adequate first aid personnel. Group leaders will ensure that all pupils' medication and emergency contact details are taken with them and included in the Risk assessment.

## **Allergies**

Individual plans are available to all staff and will be discussed and reviewed at regular intervals throughout the year. All staff are aware of children who require individual plans and will follow the procedure detailed in the plans.