



First Aid Policy

2017

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1. Introduction of First Aid Policy

This statement of First Aid Policy forms the basis of future planning and implementation for the support and all related matters to First Aid provision and First Aiders including procedures and training.

This policy is written in conjunction with existing policies (e.g. Main H&S Policy, etc.), guidelines (e.g. Staff Handbook, etc.) and regulations (e.g. H&S First Aid Regulations 1981, etc.) and any matters of equal opportunities, special needs requirements and any other related health and safety issues.

The School and its Trustees endeavour to identify, reduce and, if possible, eliminate any risks by creating a safe working environment while supporting staff with their duties. This is to be done by maintaining sufficient qualified First Aiders on site, monitoring training requirements and follow specific regulations e.g. RIDDOR 1995, etc. when it comes to reporting accidents and keeping documents.

This policy, and any associated procedures, applies to all staff but particularly to qualified staff providing First Aid and/or supporting First Aid administration at the School.

2. Purpose of Policy

The purpose of this First Aid Policy is to guarantee safe procedures related to the administration and monitoring of First Aid. All this to the benefit to all members of staff, pupils and visitors in order to offer first aid assistance promptly, efficiently and effectively before the arrival of any medical teams or emergency services that may have to be called. It is also there:

- To establish clarity amongst Trustees, staff, parents and pupils as to the circumstances in which First Aid Procedures may not be appropriate or are considered representing a risk.
- To clearly indicate what the limitations are when First Aid is provided and how to minimise possible risk before, during and after an accident occurs i.e. to identify what is deemed to be appropriate and what is not.
- To define the procedures that must be taken before someone at the School decides to provide First Aid, deals with First Aid kits and/or any other affiliated risk connected to their actions.
- To ensure that there are a sufficient number of trained First Aiders on duty and available compared to the numbers of people and level of risk on the premises.
- To make sure appropriate First Aid facilities and equipment are sufficiently provided and ensure compliance with legislative requirements



- To guarantee (as far as possible) that the administration of First Aid and all the above provisions are clear to all who may require providing or using them.

3. Statement of General Policy

The School recognises that First Aid is an indispensable service that not only has to be legally provided (to employees) but also to be monitored and supervised in order to provide the best care possible to staff, pupils, parents, visitors, contractors, etc. However, it also recognises that provision without limitations could be detrimental to any one providing or receiving First Aid.

It is the School's belief that there is a need to inform staff about process, but also about restrictions and limitations when First Aid is to be provided on or outside the premises. The School management and its Trustees endeavour to provide clear procedures to assure that no one is at risk.

This policy endeavours to promote the safeguarding and support of any other issues related to rights, equalities, and possible discrimination. It also considers matters of personal privacy and confidentiality.

The Trust is working in conjunction with current requirements, information and procedures in order to implement this First Aid Policy. All Information is to be properly communicated to and by the Trust along with any relevant issues as indicated in this policy.

The planning and implementation of the policy is the direct responsibility of the Head Teacher, ensuring that senior leaders, First Aid Coordinator, supervisors and teachers at all levels and all other employees are co-operating with it. Arrangements are also to be made to bring it to the notice of all staff, including new employees and part time staff.

The School's leadership team recognises the need to implement a system to protect, support and correctly inform staff about First Aid and further developments and/or guidelines. With this in mind, they will review, at least, annually information on First Aid matters in order to determine the strengths and weaknesses of the current policy and the School's working practices.

Furthermore, the School understands that particular responsibilities may fall on individual members of staff and that all staff have a degree of accountability for implementing this policy.

4. Trustees' Responsibilities

The Trustees recognise their responsibility as far as is reasonably practical to:

- Provide an environment where risks are highlighted and subsequently removed or contained when discovered.
- Identify organisational arrangements in the school for implementing, monitoring, and controlling First Aid Procedures. The Health & Safety Committee will report to the SLT on a termly basis.



- Provide adequate information, instructions and supervision in order to enable staff employed or people working at the school to perform their duties in a legal and efficient manner via the Head Teacher.
- Maintain a close interest in all First Aid related matters insofar as they affect activities in and out the premises under the control of the School.
- Ensure that they support the provision of adequate and appropriate equipment for enabling First Aid to be given to injured people or if they become ill at work.
- Establish a suitable budget and authorise funds for First Aid equipment, facilities and training and the maintenance of all First Aid related elements.
- Encourage a general atmosphere of openness, mutual support and respect.
- Participate in the updating of this policy and all other affiliated documents.

5. Head Teacher's Responsibilities

The Head Teacher is to:

- Be responsible for the health and safety of all employees and anyone else on the premises
- Clearly state what is considered to be acceptable First Aid Provision and report to the Trustees as soon as a breach of this policy or problems occur.
- Make sure that new members of staff and other people working at the school are aware of the policy's working guidelines and First Aid arrangements.
- Ensure that all new or amended material regarding First Aid matters is brought to the attention of the relevant people.
- Ensure that the First Aid procedures work optimally for staff, pupils and visitors.
- Make sure that agreed procedures for reporting related problems functions efficiently and effectively.
- Seek advice, when appropriate, from outside agencies that are able to offer expert opinions (e.g. HSE, etc.).
- Stop what are considered unsafe practices, or any other circumstances that could result in an unsafe or unlawful situation.
- Ensure that the First Aid Policy, its codes of practice and guidance notes are readily available for users' reference.
- Make sure that good communication relating to First Aid matters is in place across the school.
- Ensure all staff are aware of the 'Chain of Command' with regards to ringing an ambulance, and that all staff understand that they are empowered to ring an ambulance if they deem it necessary.
- Communicate regularly with the First Aid Coordinator or be aware of responsibilities if acting as First Aid Coordinator.
- Ensure that First Aiders have access to First Aid kits and replacement items at all time.
- Be responsible for offering help and support in a respectful and confidential manner.



6. Staff and users' Responsibilities

School Staff/Users must:

- Be given access to the School's First Aid Policy and familiarise themselves with all documents related to it.
- Understand that teachers and other staff are expected to do all they can to secure the welfare of the pupils, colleagues and visitors.
- Notify First Aiders when a First Aid incident occurs and adhere to accident and risk reporting procedures.
- Report the loss of First Aid boxes, or damage to and/or removal of its contents to the First Aider or First Aid co-ordinator.
- Follow all rules, regulations, procedures and recommendations given by the School and its management.
- Enquire about procedures when not certain and be aware of name and location of First Aiders, etc.
- Be aware of the consequences related to misuse of the First Aid system.
- Contact the Head Teacher or Deputy Head Teacher as soon as they discover an abuse or breach of First Aid guidelines and procedures.
- Be aware of the facilities available to them and use these adequately.
- Be aware that copies of the School's First Aid Policy will be available at all times electronically on the shared network and school website or a hard copy will be available in the Head's office.

7. First Aid Coordinator's Responsibilities.

The First Aid Co-ordinator should be willing to take on the role, able to carry out risk assessments and ideally be a First Aider. The First Aid Coordinator is to take responsibility for First Aid and organising recruitment and training of First Aiders as well as undertaking management of all First Aid related matters.

The appointment of a First Aid Coordinator is to ensure that:

- All employees are informed of the First Aid arrangements that are in place and that information, notices and inductions (briefings) are given to First Aiders.
- An initial accurate risk assessment of First Aid needs is carried out in and out of the premises.
- Subsequent suitable and sufficient risk assessments/audits are undertaken, carried out and reviewed at least annually and more frequently in higher risk areas to ascertain First Aid needs and requirements.
- The monitoring of general First Aid provision is appropriate and that it functions with efficiency.
- All First Aid treatment given is properly recorded and reviewed on a termly basis.
- Responsibility is taken for reporting procedures after an incident and for undertaking a follow-up risk assessment.
- A review of accidents and 'Near Misses' will be carried out termly by the: Deputy Head, H&S Officer and First Aid Co-ordinator and where appropriate the caretaker.



- To identify suitable employees who are identified to undertake First Aid training and appropriate refresher training.
- An appropriate number of suitably trained people are appointed for cover in and out the premises.
- First-Aiders are provided with training to a competent standard, which includes refresher training at least every 3 years.
- The School system is kept up-to-date with the details of who is trained to deliver First Aid at work and the expiry dates of certificates.
- Staff and First Aiders are provided with equipment and facilities to offer First Aid to pupils, employees, visitors, etc. i.e. a sufficient and appropriate amount of resources issued where and when required.
- Appropriate First Aid boxes/kits are provided, regularly inspected, maintained and adequately stocked and replenished all around the School (stock maintenance).
- Employees and site managers/supervisors are informed of the location of the designated First Aiders and equipment available to them in their working environment.
- The Deputy Head and CPD co-ordinator are to be informed when a First Aider or appointed person leaves the organisation, so that a replacement can be found.
- Arrangements are in place for a suitable budget for training and re-training of First Aiders as well as the purchase of First Aid equipment and facilities.
- All first aid treatments are recorded in the legally prescribed accident book.

This policy is reviewed at least annually.

8. Designated First Aiders' Responsibilities

A First Aider is a person who has attended, successfully completed and has a valid certificate for the 'First Aid at Work' training. A fully qualified First Aider will have attended a course as required by HSE.

The appointed First Aiders are to:

- Follow all guidelines and recommendations indicated in this policy.
- Report to their line manager if they are planning to be absent from work so that alternative First Aid arrangements can be made.
- Administer First Aid, up to but not exceeding the level of their training.
- Take immediate charge when someone is injured or rendered ill from possible hazards in School.
- Inform the First Aid co-ordinator if they have used something in their First Aid kit which needs replacing.
- Report the loss or damage of the First aid boxes and/or removal of its contents to the First Aid co-ordinator and look after content.
- Ensure that all first aid treatments are recorded in the prescribed accident book as soon as possible after treatment.
- Indicate to the School management any problem they may encounter while delivering First Aid or related to First Aid in general.
- Indicate as soon as possible if they no longer want to take the role of First Aider or when their renewal date is approaching (at least three months in advance).



Designated First Aiders:

Mrs Y Majid/Admin
Mrs M Keegan/Labs
Dr. D Ghidaoui/Deputy Head

Mr A Crosbie/SLT
Ms F Bani/SLT
Mr I Kawri/PE
Mrs S Khan/Admin
Mr A Rahman/Teacher
Dr. A Beevers/Teacher
Ms L Rodriguez/Cleaner
Mrs S Mahmood/Cook
Mr M Uddin/Caretaker

Renewal dates for certificates is 7 June 2020.

9. Areas of Concern

First Aid arrangements

Besides the appointment of a First Aid Coordinator who should be given authority, time and support to carry and fulfil First Aid responsibilities, the effective First Aid provision relies on a number of factors such as:

- An adequate number of trained First Aiders.
- A procedure to assess and manage training and re-training needs.
- A place to provide First Aid, e.g. Medical room
- A dependable management of First Aid and First Aiders.
- Display of information on how to obtain help.
- Suitable First Aid equipment and kits.
- Regular (at least annual) review of arrangements and assessments.
- Risk assessments to be undertaken in order to determine needs & resources
- All these have to be considered when establishing the reliability of the First Aid provision at the school.

10. First Aid provision outside the School

It is understandable that in most cases when trips and especially residential trips are arranged First Aiders will most likely be available via the service providers. Having said that, this is an area that needs to be incorporated as part of the school trip (or visit) risk assessment form, in order to provide the best possible cover to pupils and staff.

As a recommendation at least one First Aider should be part of the staff undertaking the trip/visit or at least trained to basic life-saving standard. Furthermore, First Aid kits should be taken on trips.



11. First Aid equipment & Facilities

A full audit of all First Aid materials, equipment and facilities should be undertaken by the First Aid Co-ordinator. Furthermore all these areas should be assessed and reviewed at least annually, and more frequently if necessary, to ensure that the provision is correct and that there are no issues with any related First Aid matters.

12. First Aid boxes

At least one first aid box has to be readily available in any building whilst occupied. In large buildings; or where a building is occupied by more than one department, each department should maintain its own box(es), unless a box is held at a staffed reception area and can be quickly delivered to an incident location. If possible, First Aid boxes should be kept near to hand washing facilities.

There must be no medication within the First Aid kit/box and no additional material such as tablets, lotions, sprays etc.

The First Aid coordinator and First Aiders should have an easy access to a stock of basic First Aid items such as: dressings, disposable gloves, etc.

For food preparation areas only detectable (blue) plasters should be available for use.

The First Aid coordinator is to ensure that the appropriate number of First Aid boxes are available according to site(s) risk assessments and that they are marked with a white cross on a green background.

First Aid Boxes can be found in the following locations:

1. School Office (main box and spares)
2. Laboratory 10
3. For trips - school office
4. Cooks office in the kitchen
5. Changing Room for PE
6. Caretakers workshop

13. Facilities

A suitable room for medical treatment and care of children during school hours should be provided, this should contain a washbasin. In the school building the designated Sick Room is room number 113. Pupils can only go to this room when sent by the office staff after being logged in the Sick Room book. Staff are expected to check on the pupil every 30 - 40minutes. Disinfectant products for cleaning up spillages of body fluids and Clinical disposal bags are available through the school office.

Any equipment or supply highlighted in First Aid risk assessments are to be purchased and placed in required areas.

14. First Aid Information



Accurate and accessible information on how to obtain First Aid is essential for an efficient and effective response. All staff should be provided with information via an induction process on how to obtain first aid assistance. Information should cover:

- The general organisation of First Aid.
- How to summon First Aid.
- The location of First Aiders.
- Emergency phone numbers.
- The location of First Aid boxes and facilities
- Any other significant information.

15. First Aid training

The School is to ensure that all appointed First Aiders receive adequate training and guidance in order to fulfil their duties.

All First Aiders are to attend a nationally recognised course to become First Aiders, which includes a written and practical assessment. Furthermore, they will also have to attend and pass a refresher course every 3 years to retain certification.

As a minimum requirement, basic First Aiders are to complete a one day 'Emergency First Aid at Work' course. The training should cover:

- What to do in case of an emergency.
- Cardio-pulmonary resuscitation.
- First Aid for the unconscious casualty.
- First Aid for the wounded or bleeding.

More elaborated training may have to take place for areas of work requiring special knowledge. e.g. paediatric resuscitation technique for young children. This should also apply for staff and pupils suffering from specific disorders such as epilepsy, haemophilia, etc.

There might also be requirement for specific members of staff, e.g. in case of field trips, etc. where a First Aider might have to go on a course on transport of casualties, etc. or staff requiring to deal with specific condition where usage of specialist equipment is required e.g. 'Epi Pen' for life-threatening allergic reactions

Regular updates in First Aid skills or additional training should also be envisaged in order to ensure that practical skills are maintained or upgraded. Bearing in mind that, this in itself, is not an alternative to a full statutory training.

16. Safety/HIV Protection

Staff must always wear disposable gloves when treating any accidents/incidents which involve bodily fluids. Staff must make sure any waste materials are placed in a disposable bag and fastened securely. Any soiled clothes should also be placed in a plastic bag for the pupil to take home.



17. Allergies/Long term illness

Following notification from a parent a record is kept in the administration office of any child who has allergies and or long term illnesses. In addition a record of relevant medication is kept for that particular pupil. This is usually logged on SIMS through the school office.

18. Infectious Diseases

From time to time pupils contact certain illnesses through no fault of their own, for which they have to be excluded from school for a specified period of time. Below is a list of diseases and the time for which pupils should be kept at home.

Chicken Pox	6 days minimum from onset of rash
German measles	7 days minimum from onset of rash
Measles	6 days minimum from onset of rash
Mumps	6 days minimum from onset of rash
Whooping cough	21 days minimum from onset of rash
impetigo	Until skin has healed

Monitoring and reviewing

In order to monitor First Aid equipment correctly, First Aiders should check contents of First Aid boxes on a half termly basis and ensure that any equipment that has been used or is out of date is reordered immediately. The same applies to First Aid facilities and additional kit. All these checks should be properly recorded. This will be done by the office staff periodically.

Accident forms including 'Near Misses' and other recording documents should be used to monitor efficiency but also to identify negative trends and areas for improvement. They also could help to identify training or other requirements and may be useful for insurance or investigative purposes. The School will undertake a termly review of its accident recording and other relevant document related to checks, etc. Following these reviews of checks and monitoring, at the end of the academic year a written record of the current First Aid needs assessment should be kept for reference and as evidence of effective health & safety management.

An accident form should be completed every time a First Aider provides assistance to a casualty, including when the problem was illness rather than accident.

Near Misses should be recorded so any trends can be identified and appropriate action taken. Separate forms should be used for adults (staff, visitors, etc.) and children (pupils, etc.) indicating the usual details of the accident (if appropriate), name of the person giving First Aid and summary details of the treatment given.

Please be advised that First Aid does not include treating ill or injured people at work with medicines and that all injuries resulting in more than three days off work or hospitalisation of



more than 24 hours, should be reported to HSE under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).