

## First Aid Policy and Procedure

### Policy Statement

First Aid can save lives and prevent minor injuries becoming major ones. Alder Bridge School will ensure that it will fulfill its obligations under Health and Safety legislation, both towards its employees and non-employees such as pupils and visitors. Under the Health & Safety at Work etc Act 1974 the employer is responsible for making sure that a school has a health and safety policy to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Under this policy, Alder Bridge School will ensure it is able to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981. Ideally all Class Teachers, Kindergarten Teachers, Parent & Child Group Leaders and Administrators will have the appropriate First Aid qualifications.

The School will also ensure that it fulfils its duty 'to promote and safeguard the welfare of children' as in its Safeguarding and Child Protection Policy.

This policy was written using the guidance in the DfE's 2014 publication, First Aid in Schools.

### Purpose

The purpose of this policy is to enable to school fully meet the legal health and safety requirements as set out in the Health & Safety (First Aid) Regulations 1981 and in doing so, to:

- Provide for the immediate needs and requirements of the employees, pupils, volunteers, parents and visitors to the school who have a medical need or have suffered an injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries or accidents as they arise.
- Ensure lines of communication are in place with parents/guardians are in place, if required.
- Implement a known plan of action that all staff understand and follow.

### Provision of First Aiders

There are 12 qualified first aiders in the School, including 4 trained in paediatric first aid. The appointed person is also a qualified first aider.

### Roles and Responsibilities

The Trustees of the School delegate the role of First Aid Appointed Person to the Operations Manager.

The responsibilities of the **Appointed Person** are to:

- ensure that this policy and the procedures herein are implemented, reviewed annually and staff (and parents, if required) read and understand the policy.
- ensure that the risk assessment of first-aid needs for the school is implemented and reviewed annually.
- ensure first aid training for staff is adequate and up-to-date.
- ensure the first-aid equipment is adequate and in-date.
- ensure that there is adequate provision of first aiders during time of absences, such as annual leave and sickness.
- will ensure that clear first-aid notices, including information about first-aid personnel and location of equipment, are displayed prominently around the school premises.
- will ensure that professional medical help, such as the ambulance service, is summoned when appropriate (this may be delegated to another staff member).

### First aiders:

- will have completed an approved (by Health & Safety Executive and/or Ofsted) 6 or 12 hour Emergency First Aid At Work / Pediatric training course.

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- will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school - **only treating those casualties for whom their training is relevant (adult, school-age child, child under 5).**
- when necessary, ensure that an ambulance or other professional medical help is called.

### Role of Teachers:

#### Teachers will:

- only give the first aid help they are trained to give;
- have up-to-date copies of pupil's permission forms, health care plans, and forms relating to the administration of medication (either by the pupil or by a teacher). They will inform all teachers of pupils with particular health issues;
- ensure all relevant medical information is included in risk assessments;
- receive training in order to be competent to fill in the appropriate forms: Accident/Incident, Medication, etc;
- have a procedure in place to enable them to be available to give first aid whilst maintaining their responsibility to the other children in their care;
- will inform the Appointed Person if they become aware of any lack/inadequacy in equipment or facilities.

### Assessment of the First Aid needs.

The appointed person shall make an annual reassessment of the first aid needs appropriate to the circumstances of the school.

The appointed person will need to assess what facilities and personnel are appropriate and to justify the level of first provision required. Where necessary and relevant all staff should be trained on how to administer particular aspects of first aid, such as Epipens.

### First Aid Boxes

All School first aid boxes are green and can be identified by a white cross on a green background, which confirms to the Safety Signs and Safety Signals Regulations. The boxes are checked once a term to ensure they are complete and items are in date.

Locations of first aid boxes are:

- **Bridge House**
  - School Office
  - Resident's Kitchen
  - Sun Kindergarten
  - SENCO Office
- **Lower School**
  - Teacher's Room
- **Woodland**
  - Classroom

First aid trained teachers or responsible adults are to carry travel first aid bags when accompanying children on local walks and school trips

As recommended by the Health and Safety Executive (HSE), first aid boxes should, as a minimum, contain:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)

- Six safety pins
- Six medium sized (approx 12cm x 12cm) individually wrapped sterile, unmedicated wound dressing
- 2 large (approx 18cm x 18cm) individually wrapped sterile, unmedicated wound dressing
- One pair of disposable gloves (latex free)

In addition to this, the School also provides:

- Resuscitation Face Mask
- Foil Blankets
- Sterile Eyewash pods
- Tuff-Kut Scissors
- Ice Pack
- Gauze Swabs
- Sterile Moist Cleansing wipes
- Hypoallergenic plasters
- Burn Gel

No medicinal substances or materials are permitted within a first aid box. This includes items such as antiseptic creams or sprays, lotions or sunscreen.

### First Aiders

Joanna Box	Appointed Person - Emergency First Aid in the Workplace
Rachel Mccrory	
Ann Morgan	Pediatric trained
Kerry Thompson	Pediatric trained
Sally Ann Wooster	Pediatric trained
Gemma Elvidge	Pediatric trained
Laura Sparks	Emergency First Aid in the Workplace
Lucia Baumann	
Dorothe Jansen	
Ravinder Kaur	
Kayo Saunders	
Carla Worts	

### First Aid Rooms and Treatment Areas

The School's first aid room is located on the ground floor, Bridge House. In the Lower School, children or adults taken ill or who require treatment may use the Teacher's Room.

### Hygiene and infection control

All staff should take all necessary precautions to avoid infection and must follow basic hygiene procedures. All first aid boxes and rooms have a supply of single use disposable gloves. All staff have access to handwashing facilities.

Care should be taken when dealing with blood or other bodily fluids. Soiled dressings, and other materials should be properly disposed of in clinical waste bins or bags.

### Reporting Accidents and Record Keeping

Statutory requirements under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) make it necessary for the School to have to report some accidents to the HSE.

As an employer the School must keep a record of any reportable injury, disease or occurrence. This must include:

- date and method of reporting
- the date time and place of the event
- personal details of the people involved
- a brief description as to the nature of the event

All accidents and incidents that occur in school are recorded on our Health & Safety - Accident/Incident Report Form. A pupil's parent or an adult casualty has to countersign to acknowledge receipt of their copy. A copy will be given to the adult taking a child home for information (if not the parent) and a copy will be retained in the office in the Accident/Incident File.

Parents **must** always be informed immediately of a child who has sustained a head injury.

### Emergency Procedures

- First aider or appointed person judge that immediate professional medical help is required; an ambulance is requested by calling the emergency services on 999
- If a first aider is not immediately available, make the call to the emergency services yourself.
- Parents/guardians or emergency contacts are contacted
- Parents kept informed of developing situations
- follow up investigation, risk assessment and remedial actions.

### Category of Incidents and Procedures

Any pupil or adult complaining of illness or who has been injured will be treated by the nearest first aider. **Constant supervision will be provided by a qualified first aider.**

If a pupil is too ill or injured to remain at school, the parents will be contacted and asked to collect their child. For staff or other adults who are take ill at in school, a family member or emergency contact will be informed and a request made for the adult to be taken home.

### Minor accidents and injuries

- No medicines are to be administered.
- Disposable plastic gloves should be worn.
- Cuts and grazes should be cleaned with sterile unmedicated wipes and a plaster or bandage applied if necessary.
- Accident/incident recorded by the first aider.
- Parents called if required or as a courtesy.
- A copy of the accident report handed to the parent or guardian collecting the child.

### Other Injuries

- Minor cuts and bruises
  - A first aider should administer first aid, if appropriate
  - Accident/Incident form to be completed by the person who treated the casualty
  - Class teacher informed by the first aider
  - Teacher, or responsible adult, observation is maintained
  - Children are advised to show/tell their parents
  - Teachers to advise the parents, or other adult, on pick up and obtain a signature on the accident report.
- Sprains/Bruises
  - A first aider should administer first aid, if appropriate
  - Accident/Incident form to be completed by the person who treated the casualty
  - Class teacher informed by the first aider
  - Ice pack or cold compress applied
  - Contact parents if required
  - Teacher, or responsible adult, observation is maintained
  - Teachers to advise the parents, or other adult, on pick up and obtain a signature on the

accident report.

- Stings/Bites
  - A first aider should administer first aid, if appropriate
  - Medical list of children with known allergies checked for serious risks
  - If serious, and risk of anaphylaxis, administer Epipen (only by first aider with appropriate training)
  - Parents to be contacted immediately and child taken home
  - Accident/Incident form to be completed by the person who treated the casualty
  - Teachers to obtain parents signature on the accident report and provide a copy.
- Faints and Shock
  - Lie the casualty down
  - Raise the legs above the level of the heart
  - Loosen any tight clothing
  - Ensure breathing is not restricted
  - keep crowds away
  - reassure casualty during and after they recover
  - Teachers to obtain signature on the accident report and provide a copy.

### More Serious Accidents and Injuries

- A first aider should administer first aid, if appropriate
- If considered safe to do so, the injured party should be taken to the first aid room.
- If a child is injured the parents should be informed immediately, especially if a head or eye injury or suspected broken bone
- First Aider to judge if an ambulance is required
- The injured party is kept under close observation and kept as comfortable and calm as possible.
- If concerned or unsure of anything, call 111 for advice.

### Head Injuries

- **Assessment and appropriate first aid treatment should be given.**
- **Emergency services to be called where necessary (999 or 111).**
- **Parents to be called immediately and kept informed of any changes**
- **If injured party is taken home, recommend they seek further medical assistance from their GP.**

### Life Threatening and Extremely Serious Injuries

Listed below are conditions that are considered to be very serious and/or life threatening:

- **Severe bleeding**
- **Large burns or scalds**
- **Unconsciousness**
- **Severe allergic reaction**
- **Heart attack**
- **Stroke**
- **Poisoning**
- **Neck, head or spinal injury**
- **Not breathing**
- **Drowning**

### Other reportable injuries (for HSE)

- **Broken bones or fractures**
- **Pain that is not relieved by painkillers**
- **Acute confused state**
- **Persistent, severe chest pain or breathing difficulties**
- **Amputation**
- **Dislocation of any major joint, ie shoulder, hip, knee, elbow, spine etc**

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- **Loss of sight (temporary or permanent)**
- **Chemical or hot metal burn to the eye or any penetrating eye injury**
- **Injury resulting from electric shock or electrical burn leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours**
- **Any injury leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours**
- **Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents**
- **Medical treatment or loss of consciousness arising from absorption or any substance by inhalation, ingestion or through the skin**
- **Medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.**

**Also See**

Poisonous Plants Policy  
Children who are Unwell Policy  
Health and Safety Policy  
Emergency School Plan  
Accident/Incident Reporting Procedure  
Medicinal and Medical Policy

**Approved By: Trustees**  
**Next review date: March 2020**