



# ST.BEDE'S R.C.V.A

## PRIMARY SCHOOL

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### First Aid Policy

Policy Dated- February 2019

Adopted by St Bede's Governing Body

Date next reviewed- February 2020

Headteacher Signed- T Worrall

Chair of Governors Signed- S.Legge

# Statement of Intent

The governing body of St. Bede's RCVA Primary School acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

All staff are responsible for First Aid, which is overseen by Dawn McGuire.

## 1. Legal framework

1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:

- Health and Safety at Work Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.
- The Education (School Premises) Regulations 1999.
- Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.

1.2. This Policy will also have regard to the following statutory and non-statutory guidance:

- First Aid for Schools (August, 2000).
- Advice on Standards for School Premises (May, 2013).
- Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

## 2. Risk assessment

2.2. The Headteacher will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school/academy.

- 2.3. Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

### **3. Facilities**

- 3.2. First-aid will be administered in a room that meets the requirements of the DfE guidance. Specifically, to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean and tidy at all times.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising location and extension number of first-aid office.
- Have a sink with hot and cold water, if possible.
- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

- 3.3. The School Office is the St. Bede's designated medical room.

### **4. Fixed and portable first-aid containers**

- 4.2. First-aid containers are identified by a white cross on a green background.
- 4.3. The St. Bede's RCVA Primary School has a first-aid cabinet, which can be found in the School Office. This cabinet contain a sufficient number of suitable provisions to enable the administration of first-aid.
- 4.4. St. Bede's RCVA Primary School have travelling First Aid Kits in every classroom and an extra in the Office for mixed year group activities.
- 4.5. No medicinal substances or materials are permitted within a first-aid container.
- 4.6. Blunt-ended stainless steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.
- 4.7. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

#### **Fixed**

- 4.8. Fixed first aid-containers will contain, at a minimum:

- A leaflet giving general advice on first-aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Two individually wrapped triangular bandages (preferably sterile).
- Tape
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.

- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.
- Toxic Waste Pack
- Bull nose Scissors
- Bottled water
- Vinegar

### **Portable**

4.9. Portable first-aid boxes will contain, at a minimum:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large (approximately 18cm x 18cm) sterile unmedicated wound dressing.
- Two triangular bandages.
- Tape
- Individually wrapped moist cleaning wipes.
- One pair of disposable gloves.
- Bottled water
- Toxic Waste Pack
- Cool Pack

## **5. Selection of first-aiders**

5.2. When selecting first-aiders, the Headteacher should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first-aider must be able to leave immediately in an emergency.

5.3. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

## **6. Training**

6.2. The head of First Aid is responsible for organising first-aid training.

6.3. New staff members are offered first-aid training as part of their induction training.

6.4. The St. Bede's RCVA Primary School keeps a record of who is trained in first-aid and the date that their certificates expire.

6.5. First-aiders will be re-trained before their certificate expires at the end of the third year.

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- 6.6. All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

## **7. Roles and responsibilities**

7.2. The main duties of the appointed person are to:

- Take charge of first-aid arrangements, including looking after equipment and arranging training and updates.
- Liaise with the Office, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
- Regularly check first-aid bags and cabinet for supplies, ensuring they are in date.
- Check children's medication forms are current and being administered correctly.

7.3. The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the school.
- Ensure that an ambulance or other professional medical help is called, where appropriate.
- Ensure all paperwork is completed- accident book or medication log.

## **8. Reporting incidents and record keeping**

### **Reporting**

- 8.1. The Headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

### **Record keeping**

- 8.2. The Headteacher will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

8.3. Reportable injuries include:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.

- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

8.4. Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g. from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.

8.6. Dangerous occurrences include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the St. Bede's RCVA Primary School are only reportable if the accident results in:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

- 8.8. Records will be also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.
- 8.9. The St. Bede's RCVA Primary School does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.
- 8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:
- The date, time and place of the incident.
  - The name (and class) of the injured or ill person.
  - Details of the injury/illness and what first aid was given.
  - What happened to the person immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
  - Name and signature of the first aider or person dealing with the incident.
- 8.11. Records will be maintained for no less than three years after the incident.
- 8.12. The accident reporting book is kept in the School Office.

## **9. Circulation**

- 9.1. The Headteacher will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:
- The location of the first-aid equipment, facilities and personnel.
  - The procedures for monitoring and reviewing the school's first-aid needs.
- 9.2. Copies of this policy will be made available on request, a copy will be held in the First Aid Cabinet and published on the school's website.

## Appendices

### A) First-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first-aid.	1		
Individually wrapped sterile adhesive dressings (assorted sizes).	20		
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile).	4		
Tape	1		
Medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.	6		
Large (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.	2		
Disposable gloves.	1 pair		
Cool Packs	10 (minimum)		
Vinegar	1 bottle		
Toxic Waste Pack	1		

### B) Travel first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings.	6		
Large sterile unmedicated wound dressing (18cm x 18cm).	1		
Triangular bandages.	2		
Tape	1		
Cool Pack	2		
Disposable gloves.	1 pair		
Bottle of water	1		
Sterile Wipes	4		

