

First Aid Policy

Health & Safety – Code of Practice

2023-24

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Beechwood School has adopted Slough Borough Council's Health & Safety code of practice for First Aid Sept 2015.

The following process should be applied for staff, students and visitors of Beechwood School.

1 - INTRODUCTION

- 1.1 An employer has a responsibility to provide first aid facilities for staff.
- 1.2 First Aid can be described as providing treatment for the purpose of preserving life and minimising the consequences of injury or illness until help arrives and the treatment of minor injuries that would otherwise receive no treatment.
- 1.3 First Aiders are not trained to diagnose illness or other medical conditions or to prescribe drugs of any description.
- 1.4 A First Aider must not put themselves at risk in order to treat a casualty.
- 1.5 Whilst the Health and Safety (First Aid) Regulations do not require that treatment is given to non-employees, it is considered that it would be impractical to refuse first aid treatment if an incident occurs on the school premises.

2 - TRAINING

- 2.1 There are three levels of training:
 - For Appointed Persons
 - For First Aiders
 - For Emergency First Aid at Work
- 2.2 An Appointed person is someone who has been nominated to take charge of first aid equipment and to manage accident emergencies. Training is usually conducted over one day. Appointed persons are not qualified to administer first aid treatment.
- 2.3 First Aiders who attend a three-day First Aid at Work course are trained to give treatment to an injured or ill person until that treatment is completed or their care is handed over to suitably qualified medical personnel. First Aid at work training has to be renewed every three years. A one day annual First Aid course can support this training.
- 2.4 Emergency First Aid at Work is a one-day course and subject to risk assessment will be sufficient to comply with the legal requirements to provide first aid cover.
- 2.5 Only courses that provide training to the standards contained in the Health and Safety (First Aid) Regulations should be used.
- 2.6 Where possible, First Aid training should cover any specific risk areas that may be experienced in the workplace.
- 2.7 Some training providers can deliver specific emergency first aid courses. These courses are designed to train individuals to provide limited emergency first aid until a qualified first aider or medical practitioner becomes available.

3 - ADDITIONAL INFORMATION

3.1 Appointed Persons are not required when there are sufficient numbers of qualified First Aiders available.

3.2 The recommended numbers of First Aiders are as follows:

- Low Risk areas
 - Less than 25 - appointed person only
 - 25 – 50 - 1 EFAW
 - 50+ - 1 First Aider/100 staff
- High Risk areas
 - Less than 5 - 1 appointed person only
 - 5 – 50 - 1 EFAW or First Aider dependant on type of injury.
 - 50+ - 1 First Aider/50 staff

When assessing first aid needs Beechwood has looked at the likely risks to pupils and visitors, as well as to staff.

Points considered are:

- The size of the school building.
- Numbers of Staff, Pupils and Visitors on site.
- The location of the school in relation to the emergency services.
- Any specific hazards or risks on site, e.g. hazardous substances, dangerous tools or machinery, or temporary hazards such as building and maintenance work.
- Any specific health needs or disabilities of pupils or staff and the age range of pupils.

Beechwood is considered as Low risk and provides for the following:

- Adequate provision for lunch times and breaks.
- Adequate provision for leave and in case of absences.
- First-aid provision for off-site activities.
- Adequate provision for practical areas such as science, technology, home-economics and physical-education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs, events.
- Agreements with PFI partners on joint first-aid provision for their employees.

In addition to the above, where access to first aiders may be limited (holiday periods) and the work activity is considered high risk, consideration should be given to ensuring that a member of that small team is to be trained.

All staff must be made aware of where to find first aid when needed. The school operates a dedicated first aid phone number (777) which diverts to all first aid locations.

Staff should be aware that they should report any incidents or work-related ill health. Where appropriate, staff are made aware of a pupils known medical condition.

Facilities:

Beechwood Schools has a dedicated first aid room located at student services reception. The Education (School Premises) Regulations 1999 apply.

3.3 In dealing with an incident, First Aiders are responsible for:

- Assessing the situation
- Identifying the condition or injuries of the casualty
- Giving immediate, appropriate and adequate treatment to each injury or condition, giving priority to those that present the most danger to the life of the casualty.
- Arranging, where necessary, for the removal of the casualty to hospital
- Offering advice, where necessary, that the casualty should seek medical attention.
- Advising the employee's manager that an incident has occurred and that accident reporting procedure should be followed.
- Parents are to be advised of any incident at the discretion of the first aider. (Many accidents at school are trivial and in these cases the pupil can inform parents on arriving home)

Administration of Medication

Pupils who have drugs or medical prescriptions should be asked to lodge them with Student Services who will issue them as prescribed. The administration of medication must only be carried out in strict accordance with the school policy. **(See MEDICAL POLICY) Staff members do not issue any drugs - except in circumstances where there is a formal agreement between parents and school.**

First aid equipment

First-aid equipment is clearly labelled and easily accessible. Fully stocked first-aid containers are provided at key locations and are marked with a white cross on a green background. These containers are sealed and maintained on a regular basis (DRA). The containers are restocked as soon as possible after use. Any items that have passed their expiry date are safely discarded.

Locations of first aid equipment

- Main Adult Reception + plasters
- First Aid Room (plus grab bag, plasters and ice packs)
- Student Services + plasters
- Science Labs and Prep room (plus plasters and eyewash facilities)
- PE Department
- Food Technology Room (plus blue plasters)
- Technology (plus plasters and eyewash facilities)
- Art (plus eyewash facilities)
- Swimming Pool (plus foil blankets)
- ICT Office (Crescent)
- Minibus x 2

Incident Reporting, recording and investigation

Beechwood School has adopted Slough Borough Council procedures for reporting of incidents; **SLOUGH BOROUGH COUNCIL HEALTH AND SAFETY – CORPORATE CODE OF PRACTICE - ACCIDENT REPORTING**

Reportable specified injuries are:

1. A fracture, other than to fingers, thumbs and toes;
2. amputation of an arm, hand, finger, thumb, leg, foot or toe;
3. permanent loss of sight or reduction of sight;
4. crush injuries leading to internal organ damage;
5. serious burns (covering more than 10% of the body, or damaging the eyes,
6. respiratory system or other vital organs);
7. scalping (separation of skin from the head) which require hospital treatment;
8. unconsciousness caused by head injury or asphyxia;
9. any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

All accidents are recorded on the cloud based Medical Tracker Software. For all incidents the code of practice is followed and a Confidential Accident and Incident Report Form is completed and sent to the schools "responsible person" (School Business Manager or line manager) who will investigate and report incidents/accidents.

First Aid Code of Practice and Accident reporting are located on Google team drive First Aid.

ALL accidents and illnesses should be reported to the Line Manager/Supervisor as soon as possible.

If you need to send a student requiring attention to the Medical Room/ Student services Reception. Please send him/her with a note, indicating time of departure, nature of complaint and a staff signature. Students should normally be sent ON THEIR OWN.

Where it is appropriate, a student's known medical condition, which staff need to be aware of, is communicated in the Staff Briefing. This information is all available through Medical Tracker Software. On occasion, there may be a medical condition which the Director of Studies and Form Tutor/Teacher may be aware of but will not have an impact on other students or staff. This will be kept confidential.

Staff should also declare any medical conditions and where appropriate be communicated to a First Aider in case of emergency. These should also be recorded on Medical Tracker.

Many accidents at school are trivial and include bruises, minor sprains and scratches and, in these cases, the student can be instructed to inform parents on arriving home.

Serious accidents, however, require immediate medical attention and an ambulance should be called, particularly if the accident includes shock or loss of consciousness, however brief.

AMBULANCE POLICY

- If a student is unwell, follow normal first aid policy.
- If it is clear that a student needs urgent medical attention an adult should stay with the child and send a student for help to front Student Services.
- When a student is clearly in need of further medical attention an ambulance will be called.
- If an ambulance has been called Student Services will contact a member of SLT (Appointed Person) and inform them. Student Services will ensure a member of staff is in attendance.
- Ensure that an adult or a responsible student meets the ambulance and guides them to the student.
- Student Services will inform parents/carers.
- A member of staff will accompany the student to the hospital and liaise with the parents; they will not leave the student until their parents arrive.
- An appropriate member of staff will contact the parents to follow the student's progress.
- A member of SLT will ensure that any students or staff involved are debriefed and supported; they will complete the relevant paperwork and notify the LA.

The above procedures would also apply for staff and visitors on site.

3.4 Reference Documentation:

Health & Safety Executives website: [First Aid](#)

Health and Safety (First-Aid) Regulations 1981

ACOP First-Aid at Work L74

Reporting of Injuries, Diseases and Dangerous Occurrences 1995

Corporate Code of Practice - Accident Reporting

Appendix 1



IN AN EMERGENCY DIAL “777”

First Aider	Location
Shazia Bajwa	Inclusion- 275
Christine Brown	Inclusion- 275
Diana Jonska	ALC – 214 / 293
Shalini Sookrah	Inclusion- 275
Karen Ward	Student Services- 244
Suzie Brench	PE- 261
Magdy Elbadry	Examiner officer - 208
Kath Byrom	SLT- 204
Melita Milner	Support Mentor/DDOS - 211
Amy Whitrod	Student Services - 233
Kylie Savage	Horizon - 234
Umar Ali Nasib	Cover Supervisor/DDOS – 284
Susan Edghill	IT – 230
Sinisa Serbic	PFI 212
Fennella Best	Inclusion -275
Matt Hadaway	PFI
Kyle Murphy	PFI

This poster will be updated annually to contain name and location of all first aid trained staff, and copies displayed at prominent parts of the site.

Confidential Accident, Incident and Near-miss Report

- If more than one person was injured, please complete a separate form for each person.
- If any other person witnessed the incident, attach their contact details on a separate sheet to this form.
- This form will be held by Beechwood School and the Corporate Health and Safety Team for the purpose of complying with statutory health and safety obligations and for employee management purposes.
- Some of the information may be extracted from this form to assist Slough Borough Council with investigating the accident / incident / near miss and to help prevent a recurrence.
- The form may be disclosed to legal or other professional advisers should the need arise.
- Where an employee has experienced threatening or violent behaviour it **MUST** be reported on this form
- All sections of this report **MUST** be completed.

PLEASE ENTER ALL DETAILS AND TICK / CIRCLE WHERE APPROPRIATE

A Date Time and Place of Incident

Date of Incident	Time of Incident	Date reported (if required) to HSE (over 7 days off work):
Site details to include building and location/Address of incident		Where on premises e.g. office/hall/stairs If outdoors, weather conditions:

B Person Injured/Taken Ill (must be due to work related incident)

Surname	First Names	Male / Female	Date of birth
Home/Contact Address		Phone Number	

Please circle:

SBC Employee Full / Part Time	Client / Member of the public	Contractor / Temp / Agency	Student / Pupil	Trainee / Work Experience	Other
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Time Lost <i>These fields must be completed</i>	Days (more than 7 days may be legally reportable to the HSE)	Hours.....
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Hours worked by injured person on day of incident	Expected start time		Actual start time	
	Expected finishing time		Actual finishing time	

If a sub-contractor or a client's employee – give the name and address of their employer

Job Title (Not required if client /member of public)	Normal place of work
Directorate	Section

C. Details of Injury and Incident

Treatment given:					
<input type="checkbox"/>	None	<input type="checkbox"/>	Sent to doctor	<input type="checkbox"/>	Hospitalised for less than 24hrs
<input type="checkbox"/>	Given first aid treatment	<input type="checkbox"/>	Occupational Health		
<input type="checkbox"/>	Sent or taken home	<input type="checkbox"/>	Sent or taken to A&E	<input type="checkbox"/>	Hospitalised for more than 24hrs

Body part affected

Where there is more than one injury, place a number in the part of the body affected and put the same number in the type of injury, continue until all of the injuries are entered

<input type="checkbox"/>	Head	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Fingers / Thumb
<input type="checkbox"/>	Eye	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Leg
<input type="checkbox"/>	Ear	<input type="checkbox"/>	Torso	<input type="checkbox"/>	Knee
<input type="checkbox"/>	Nose	<input type="checkbox"/>	Arm	<input type="checkbox"/>	Ankle
<input type="checkbox"/>	Mouth	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot

Type of Injury

<input type="checkbox"/>	Bruising / Swelling	<input type="checkbox"/>	Sprain	<input type="checkbox"/>	Penetrating Injury
<input type="checkbox"/>	Burn / Scald	<input type="checkbox"/>	Unconscious	<input type="checkbox"/>	Respiratory
<input type="checkbox"/>	Cut	<input type="checkbox"/>	General sickness	<input type="checkbox"/>	Amputation
<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Sensitisation / irritation	<input type="checkbox"/>	Occupational Disease

Other injury or if this is a report of an Occupational Disease, please provide details:

Damage	
<input type="checkbox"/>	Property and / or equipment damage.
<input type="checkbox"/>	Environmental damage.

<input type="checkbox"/>	Injured while handling, lifting or carrying	<input type="checkbox"/>	Exposed to a harmful or hot substance or liquid	<input type="checkbox"/>	Exposed to excessive noise or vibration	<input type="checkbox"/>	Hit something fixed or stationary	<input type="checkbox"/>	Hit by moving, flying or falling object
<input type="checkbox"/>	Slipped, tripped or fell	<input type="checkbox"/>	Injured by an animal	<input type="checkbox"/>	Contact with electricity	<input type="checkbox"/>	Drowned or asphyxiated	<input type="checkbox"/>	Property / Vehicle Damage
<input type="checkbox"/>	Contact with moving parts of a machine	<input type="checkbox"/>	Trapped by something collapsing	<input type="checkbox"/>	Pricked by a hypodermic needle	<input type="checkbox"/>	Exposed to explosion	<input type="checkbox"/>	Injured while using work equipment
<input type="checkbox"/>	Exposed to fire	<input type="checkbox"/>	Near miss	<input type="checkbox"/>	Verbal Assault*	<input type="checkbox"/>	Road Traffic Accident	<input type="checkbox"/>	Physical Assault*

Please describe what happened (attach further information if required). When referring to perpetrators only use initials.

Name of person completing form:
Date:

Signature:
Telephone Number:

Please pass onto your manager / line manager

D. Apparent Cause

Please detail all preventative actions taken as a consequence of the accident/incident (attach further information if required).

Managers Name:
Telephone Number:

Job Title:
Signature:

Work Location:
Date:

Managers Section

Please send a copy of this form to the Corporate Health and Safety Team.

Appendix 3 : FIRST AID TREATMENT RECORD FORM

First Aider		Beechwood School
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Name of Injured Person	Section/Division of Injured person	Date	Time	Location of incident	Type of Injury (Please select from box below)	Cause of incident (Please select from box below)	Details of treatment

Type of Injury	Apparent Causes	
<ul style="list-style-type: none"> • Bruising/swelling • Irritation • Laceration • None • Other (please specify) • Puncture wound Fracture/Dislocation • Burn/scald • Sprains/strains • Upper limb disorder 	<ul style="list-style-type: none"> • Contact with moving machinery. • Hit by a moving, flying or falling object • Hit by a moving vehicle • Hit something fixed or stationary • Injured while handling, lifting or carrying • Slipped, tripped or fell on the same level • Fell from a height • Trapped by something collapsing 	<ul style="list-style-type: none"> • Contact with a harmful substance • Exposed to fire • Contact with electricity • Injured by an animal • Verbally assaulted • Physically assaulted by a person • Another kind of accident

Information recorded on the Schools First Aid via Medical Tracker Online