



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	Director of Business Development
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Purpose of the policy

The School recognises its responsibility to provide first-aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

Legislation

The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

The First Aid Policy at Ash Manor School adheres to the 'Guidance on First Aid for School's <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

General Guidance

There are three categories of responsibility for First Aid

First-Aiders – hold a current first aid certificate which is issued by an organisation approved by the Health & Safety Executive (HSE). The school has assessed that two members of staff are required to be trained in this role.

Suitable Persons – have undergone training and obtained a qualification approved by the HSE including emergency procedures. The school has assessed that six members of staff are required to be trained in this role to ensure a spread throughout the school.

Appointed Persons – are provided by the employer to take charge of the situation (e.g. to call an ambulance) if serious injury/illness occurs in the absence of a First-Aider. Certificated training is

not a statutory requirement for this role. The school has assessed that two members of staff are required to be trained in this role.

Major First Aid Procedures

In the event of a major injury a Suitable Person may be the first on the scene, but a First-Aider must be called to deal with the injury.

Major injuries are defined as follows:

- any fracture, other than to the fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (whether temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury
 - leading to hypothermia, heat-induced illness, or
 - to unconsciousness, or
 - requiring resuscitation, or
 - requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment, or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

A minor injury should be dealt with by a Suitable Person.

Account is taken of the person's normal duties because a First-Aider must be able to leave to go to an emergency immediately.

'Whilst First-Aiders carry out their duties voluntarily, they do so in the course of their employment, this is important in the event of a third party claim arising from first-aid treatment and the school gives written confirmation that it fully indemnifies the staff against claims for negligence arising from the administration of first-aid to pupils or third parties, provided that the members of staff are acting within the scope of their employment at the time, hold a current approved first-aid qualification, and are following the school's guidelines in relation to the administration of first-aid.'

(Guidance on First Aid for Schools)

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

PROCEDURE FOR CALLING AN AMBULANCE

Call a First-Aider by contacting an appointed person or reception: use internal telephone Ext. 200 or send a pupil or member of staff.

First- Aider decides if emergency services should be called. If so, call directly or instruct reception or Appointed Person.

Reception or Appointed Person should: -

- Ring for ambulance if First-Aider has not done so;
- Send message back to First-Aider that ambulance is on its way;
- Ensure a member of staff is at the entrance to direct to area of emergency
- Inform appropriate Senior Manager to arrange cover if necessary
- If a pupil requires hospital attention, parents should be contacted by the Appointed Person and asked to meet their child at the hospital. If the pupil needs to travel by ambulance, they should be accompanied, where possible, by a member of staff with pastoral responsibility.
- If the injury is not serious enough to require an ambulance, the pupil should be taken to hospital by a First-Aider and a member of staff with pastoral responsibility will wait at the hospital until the pupil's parents arrive. The First-Aider should return to school by taxi.
- Inform Headteacher

At all stages there must be no delay.

Information

The official list of First-Aiders, Suitable Persons and Appointed Persons is available at the following locations:

- Medical Room
- Staff room
- Reception
- Main office
- Science Department - Preparation Room
- Library Office
- P E Office
- DT Office
- Humanities Office
- Languages Office
- English Office
- Maths Office
- Art Office
- Site Managers Office
- Caretakers Store Room

First-aid boxes

First-aid boxes are to be found in strategic places around the School. This list can be found in the staff room, in reception and in the staff handbook as an appendix to this policy. The contents of each first-aid kit are listed in the box and reflect the perceived need. They are located in PE, Science, Geography, Technology and the medical room.

Back-up supplies of first-aid equipment are to be obtained from reception.

It is important to keep the first-aid boxes fully stocked. If an item is used it should be replaced immediately from the central store by the member of staff who has used that item. If any member of staff finds that supplies are running low, it is their responsibility to replace missing items. The boxes will also be regularly checked by an Appointed Person to ensure that they remain fully stocked.

Travelling first-aid kits

There are first-aid kits available in the school minibus or to take to outdoor activity/events. A list of contents is to be found with each kit. Any first-aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary.

Mobile kits are held in the reception and these should be checked as detailed above.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

Medical Forms, completed by parents, need to be kept with the first aid cupboard in the medical room.

First-Aid Room

The first-aid room is in the Student reception area.

An alternative medical room for serious injuries is in the maths area. Access to this first-aid room is available at all times when staff or pupils are on the premises. It has easy access to toilets and the entrance is wide enough for wheelchair and stretcher access.

When not in use the first-aid room should be locked. Access to the key is via reception – phone ext. 200

Completing Records - post injury

1. Students

After administering first-aid, the First-Aider or Suitable Person should ensure that the first-aid treatment log sheet is completed.

Major/Serious injury should be logged on the computerised logging system <https://surreycc-safety.net/scc>

2. Employees/Visitors

After administering first-aid, the First Aider or Suitable Person should ensure that the accident book is completed.

First-aid inspection

A review of staffing, procedures and first aid kits is undertaken at least once a year by the Headteacher.

THE ADMINISTRATION OF MEDICINES BY STAFF

1. The general principle at all times is NOT to dispense medication where at all possible.
2. However, pupils may need to bring medication into school and should do so with a prescribed drugs form (obtained from the school reception) signed by a parent/guardian with any details of dosage clearly stated. This should be left in Reception.
3. If they are going on a school trip for the day, the same procedure should be adopted, with the medication being given to the group leader. (A medical form should have been completed by the parent(s) before the school trip takes place and is to be kept with the first aid box)
4. Paracetamol can be dispensed by members of the school after a check on their medical status has been undertaken on the SIMS system and a log MUST be kept of tablets issued. ON NO OCCASION should a member of staff be giving out their own paracetamol/medication.
5. With regard to residential trips, the same general principles apply, i.e. if anyone is usually travel sick or is likely to suffer from migraine, then they should bring any medication with them and label it. If there is any doubt about the well-being of a pupil, then medical advice should be sought. It will then be the decision of the group leader as to whether he or she wishes to take charge of the administration of any prescribed medication or whether he/she defers that to another member of staff e.g. a first aider who is willing to take that responsibility. Likewise, that person may also wish to take the role of being in charge of the general first aid kit with medicines such as paracetamol for use where a pupil has a signed permission form.

It is best practice for only one person to be in charge of this and records should be kept.

6. Staff must make sure they are aware of any pupils in their teaching groups with anaphylaxis or diabetes. There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the school's insurance on employee liability.
7. Epi-pens - the following are recommendations:
 - the child should be carrying an epi-pen and should be able to self-administer. There should be written notes from parents as to guidelines;
 - other children in class/group should be made aware of the condition
 - staff should be trained in the administration of the emergency treatment by a

qualified doctor/nurse;

LOCATION OF FIRST-AID KITS

Reception
Internal Exclusion Room
Food Tech
DT
Science
Mini-bus

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

All employers have a duty to report to the relevant enforcing authority by the quickest practicable method

An **immediate** phone call should be made to Surrey County Council (Alan Cottle Tel: 0208 541 9622, mobile 0776 888 3686), if:

- any person dies as a result of an accident arising out of or in connection with work;
- any person at work suffers a 'major injury' (see below) as a result of an accident arising out of or in connection with work;

Followed by completion of the on-line reporting form <https://surreycc-safety.net/scc>.

In any event of any injury or dangerous occurrence complete the on-line reporting form within 24 hours, (<https://surreycc-safety.net/scc>). These include:

- any accident which prevents an employee from undertaking their normal work activities for more than three consecutive days;
- any person not at work e.g. a pupil or visitor, suffers an injury as a result of an accident arising out of or in connection with the physical condition of the premises or a curricular activity and that person is immediately taken to a hospital for treatment from the scene of the accident.