



Quarrydale Academy

First Aid Policy and Guidance

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1.0 Policy summary

- 1.1 This document has been produced in line with the DfEE good practice guide for schools and HSE guidance
- 1.2 The policy sets out the Academy's responsibility to ensure first aid provision for all its employees and to make proper provision for non-employees including pupils, parents, governors, clients, contractors and other visitors.
- 1.3 Although there is no statutory requirement for schools to provide First Aid arrangements for pupils or other visitors to the school, common law provides a duty of care. In the case of pupils the requirement to act 'in loco parentis', does extend to provide First Aid arrangements.



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- 1.4 This document is intended to provide guidance on good practice which should be adhered to when assessing first aid needs.
- 1.5 The amount and type of first aid provision will be determined by risk assessment. The Academy will include staff, pupils and visitors when carrying out risk assessments for first aid needs. The minimum first aid provision is:-
- A first aid box
 - An Appointed Person
 - Sufficient notices to tell employees and other individuals on site where they can access first aid
- 1.6 First aid provision will be available at all times while the Academy is open and off premises during school visits.
- 1.7 The governing body as the employer has responsibility for health and safety matters within the Academy, with managers and staff also having responsibilities. The governing body are required to develop policies to cover the Academy. This will be based on suitable and sufficient risk assessment/s carried out by a competent person. The governing body has general responsibility for all the school's policies.
- 1.8 The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher will also make sure that parents are aware of the Academy's health and safety policy, including arrangements for first aid.
- 1.9 Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Academy in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 1.10 The Academy will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders and ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.



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- 1.11 At least three members of staff are qualified with First Aid at Work and currently twenty-eight are qualified emergency aiders.
- 1.12 A log of training is kept up-to-date by the Academy
- 1.13 First aid information is readily available and all users of the Academy know how to call for help.
- 1.14 First aid kits for minor injuries are available for use throughout the Academy by trained staff and they are regularly maintained.
- 1.15 First aid 'accident book' is readily available to all injuries
- 1.16 Academy staff have regular training on the administering of epipen injections and use of inhalers/asthma training
- 1.17 If the Academy admits a pupil which required other forms of medical assistance, training will be sought in this area to support that pupil

2. General guidance

2.1 Definition of first aid

- 2.1.1 The treatment of injury or illness suffered at work - whether or not caused by the work being undertaken - in order to save life and prevent conditions worsening plus the calling of the Ambulance service when required. ***This definition does not include giving tablets or medicines.***

2.2 First Aid and Personnel

- 2.2.1 **Appointed Person** - the minimum requirement for a school at all times is a requirement to have an Appointed Person to look after the first aid equipment and to call an ambulance if necessary. An Appointed Person should not attempt to give first aid for which they are not trained, although Emergency First Aid courses are available. Appointed Persons are not necessary when there is an adequate number of First Aiders. When an Appointed Person administers any help they must make a



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note of the main details of the incident in the first aid record book. At Quarrydale Academy we have an adequate number of First Aiders and Emergency Aiders and therefore Appointed Persons are not required.

2.2.2 **Emergency Aider** – Quarrydale Academy has a number of emergency aiders who have limited first aid training. Emergency first aid at work (EFAW) training enables our emergency first-aiders to give emergency first aid to someone who is injured or becomes ill while at work. Recertification is required every three years. When an emergency First Aider administers help they must make a note of the main details of the incident in the first aid record book

2.2.2 **First Aider** – First aid at work training includes the EFAW syllabus and also equips our first-aiders to apply first aid to a range of specific injuries and illnesses. All persons appointed as First Aiders are first certificated as trained after attending an approved course. Recertification is required every three years. When a First Aider administers help they must make a note of the main details of the incident in the first aid record book.

2.2.3 The certified First Aiders and Emergency First Aiders within the Academy are listed in a separate document which is located in specified departments/areas around the Academy.

2.3 Risk assessment

2.3.1 The Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessments in order to identify and evaluate hazards, and devise and implement control measures. These will be carried out for school trips and other activities to assess the required first aider provision.

2.3.2 There are no specific rules on the exact numbers of First Aiders. The Academy has considered the likely risks to staff and pupils when drawing up policies and deciding on the number of First Aiders and Emergency First Aiders taking account of the size of the school, the number of individual sites and number of pupils and staff. The Academy will ensure that first aid provision will be readily available at all times.

Particular arrangements will be put in place when staff with first aid responsibilities are absent, especially in the case of long term.

2.3.3 The Academy will regularly review its first aid needs, particularly after changes, to ensure the provision continues to be adequate. This will be carried out by the Administration Manager in consultation with the Health and Safety Manager and the registered First Aiders.



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2.4 Location and Deployment

- 2.4.1 The location of First Aiders and Emergency First Aiders is listed in a separate document which is on noticeboards within departments around the Academy.
- 2.4.2 First aid is also available over break and lunch periods.

2.5 Off-Site Visits

- 2.5.1 The Academy policy for Off-Site Visits requires First Aid provision. At least one person, trained to an appropriate level based on risk assessment will accompany each visit. Where the visit takes place in remote areas, as is often the case for Outdoor Education activities, a higher standard of training may be required.

2.6 First Aid Boxes and Kits

- 2.6.1 The Academy has decided on both the number and location of First Aid equipment to enable them to be readily accessible to the Designated First Aider/s. The first aid equipment is portable and recognisable as marked with a white cross on a green background. They are located and listed within departments around the Academy.
- 2.6.2 There are sufficient numbers of First Aid boxes to cover all areas of the Academy, particularly hazardous areas such as Science, Technology, Art and PE departments.
- 2.6.3 The contents of First Aid boxes conform to Health and Safety Executive guidelines and they do not contain other items. They are checked and replenished on a regular basis by the First Aiders. Items of equipment are disposed of if they are out of date or if the sterile wrapping is no longer intact.
- 2.6.4 There is no mandatory list of items for a first-aid container. However, the Academy will follow HSE recommendation that there is:
- a leaflet giving general advice on first aid;
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - 2 sterile eye pads;
 - 2 large sterile individually wrapped unmedicated wound dressing - approximately 18cm x 18cm;



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- 4 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium sized – approximately 12cm x 12 cm individually wrapped sterile unmedicated wound dressings;
- one pair of disposable gloves.

2.6.5 Antiseptic substances (e.g. Savlon, Dettol or TCP) are not used; they are unnecessary for the treatment of wounds. However, soap, water and disposable drying materials (paper towels) are available as well as individually wrapped wipes.

2.6.6 The First Aiders are responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the Academy. Items should be discarded safely after the expiry date has passed.

2.7 Travelling First Aid Kits

2.7.1 Before undertaking any off site activities, the Academy will assess the level of first aid provision required.

2.7.2 The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling is:

- a leaflet giving general advice on first aid;
- 6 individually wrapped sterile adhesive dressings (assorted sizes);
- 1 large sterile individually wrapped unmedicated wound dressing - approximately 18cm x 18cm;
- 2 individually wrapped triangular bandages;
- 2 safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.



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- 2.7.3 Travelling kits used by outdoor leaders may contain additional items. It is particularly important they carry disposable gloves and wipes.
- 2.4.4 Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:
- ten antiseptic wipes, foil packaged;
 - one conforming disposable bandage (not less than 7.5 cms wide);
 - two triangular bandages;
 - one packet of 24 assorted adhesive dressings;
 - three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
 - two sterile eye pads, with attachments;
 - twelve assorted safety pins;
 - one pair of rustless blunt-ended scissors.



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2.8 Communication

- 2.8.1 All staff are made aware of the Academy's First Aid arrangements through the staff handbook and induction.
- 2.8.2 New members of staff and those working on a temporary basis are given details of the arrangements for First Aid at the earliest available opportunity during their induction. Strategically placed signs indicating First Aid facilities are erected at appropriate locations.

2.9 Personal Safety

- 2.9.1 All staff involved in the provision of First Aid must take their own safety into account, making safe the area for the sake of the injured and the person treating them must be a priority.
- 2.9.2 Protective gloves and aprons will be made readily available where there has been training in their correct use.
- 2.9.3 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

2.10 Transport of the Injured Person

- 2.10.1 Where it is necessary to go to hospital, persons with the following injuries/conditions must be transported by ambulance:
 - head, neck and spinal injuries
 - drowning incidents
 - suspected fractures
 - chest pain
 - severe bleeding
 - asthmatics who do not respond to treatment
 - epileptic seizures which are prolonged, or the person has not been known to suffer from this condition in the past
 - electric shock
 - severe burns and scalds
 - chest and abdominal injuries



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- 2.10.2 It may be more appropriate to transport pupils with other injuries in staff or school vehicles. This can only be decided at the time with due consideration of all factors, e.g.: type of injury, age of pupil etc. Where pupils are transported in this way the school must ensure that the vehicle/driver carries appropriate insurance i.e. that they have checked with their insurers that they are insured to transport pupils. The driver must ensure that the vehicle is roadworthy. It is also important to ensure that another adult as well as the driver accompanies the child on the journey. The pupil must sit in the back of the vehicle and wear the seat belts provided.
- 2.10.3 If the parent or guardian of a child cannot be contacted, a member of staff should accompany them into the hospital; waiting for a parent to arrive could delay treatment. The member of staff should stay with the pupil at all times.
- 2.10.4 In a remote off-site situation specialist evacuation arrangements may be necessary through the emergency services.

3. Legal Framework

- 3.1 The Health and Safety at Work Act 1974 imposes duties to safeguard the health and safety of employees and others who may be affected by work activities, including pupils.
- 3.2 This guidance summarises the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance which requires all employers including schools to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.
- 3.3 This guidance takes account of the DfEE publication – Guidance on first aid in schools, the Workplace Health, Safety and Welfare Regulations 1992 (1995) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 3.4 The regulations do not oblige employers to provide first aid for anyone other than their own staff, however the Academy recognises that it has health and safety responsibilities towards non-employees.

4. Reporting and Records

- 4.1 Readily accessible accident records will be kept by the Academy for a minimum of 3 years.
- 4.2 The Academy will keep a record of any first aid treatment given by first aiders and appointed persons. This



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will include:

- the date, time and place of 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 (for example 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.

4.3 The information in the record book may be used to/for:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- reference future first-aid needs assessments;
- insurance and investigative purposes.

4.4 In an emergency, the teacher in charge or the first aider will have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child, or telephoning the parents.

4.5 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

4.6 The Academy will keep a record of any reportable injury, disease or dangerous occurrence which will include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved and a brief description of the nature of the event or disease.



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4.7 The following accidents will be reported to HSE if they injure either the school's pupils, staff during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- serious accidents resulting in a pupil requiring hospitalisation:
- accidents which prevent the injured person from doing their normal work for more than seven days (including acts of physical violence).

4.8 For definitions of major injuries, dangerous occurrences, timelines and reportable diseases see HSE guidance on RIDDOR 1995

5.0 Administering medicines

5.1 Staff are only able to administer medicine which has been prescribed by a doctor (the medicine must have a pharmacy dispensing label attached). The medicine should be in date, labelled and in the original container as dispensed by a pharmacist.

5.2 Those pupils who have medical conditions such as allergies - photos of the child and details of their condition will be kept in Student Services for immediate information in the event of an emergency

5.3. Parents need to ensure that there is sufficient medication and that the medication is in date. The parent/carer must replace the supply of the medication at the request of the relevant Academy First Aider. Medication should be provided in the original container with the following, clearly shown on the label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates
- Dispensing chemist and date

5.4 Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

5.2 Parents must bring the medicine to the Office to complete a consent form for its administration. If a child is at



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Breakfast Club, the staff there will ask the parent to complete a consent form and then pass the medicine and form to the Office.

- 5.3 Under no circumstances are medicines to be brought into the Academy school by pupils -it must be signed in by a parent / carer.
- 5.4 If a pupil requires medicine such as Children's Nurofen or Calpol which has not been prescribed by a doctor, then the parent must make arrangements for an adult to call into the Academy to administer this at the required time.
- 5.5 Medicines requiring cold storage are to be placed in the tin labelled for this purpose in the students services fridge.
- 5.6 Other medicines are to be kept in Student Services and returned to the parent/class teacher at the end of the day.
- 5.7 If a pupil is given a higher dose than is authorised by the parent then the Academy will contact the parent and seek advice from NHS or the pupil's doctor. If the extra dosage causes the pupil's condition to deteriorate then an ambulance will be called.
- 5.8 When medicine has been administered, the member of staff giving the medicine will record the date and time on the consent form along with the dose administered.
- 5.9 For medicines that the pupil may need occasionally e.g. epipens, inhalers - If the administering of the medicine is not time critical e.g. paracetomal based medicines, then this will be stored in the student services along with dosage instructions from the parent/carers. Parents will be advised if their child has been given a dose at the Academy. If the administration of the medicine is time critical e.g. asthma inhaler or epipen, then this will be stored in a separate container, labelled with the pupil's name, in a safe place in the student services.
- 5.10 For non-prescribed medicines on trips it may be necessary for the Academy to administer an 'over the counter'



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medicine in the event of a pupil suffering from a minor ailment. In this instance the parental consent form will provide an "if needed" authority and a written record is kept with the visit documentation.

5.11 If a pupil refuses to take a medicine the parent will be informed the same day and the Academy will record the refusal. Staff are unable to force a pupil to take any medicine.

6.0 Procedure examples

6.1 Serious nature

- a. Once informed of an incident the a first aider will go to the casualty(ies) without delay and provide emergency care.
- b. Secondary aid will then be sought if necessary.
- c. If secondary aid is sought a parent/guardian (or other appropriate adult) will be informed immediately.
- d. If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- e. All appropriate precautions will be taken by staff when cleaning up after an incident involving blood or vomit - gloves will be worn, relevant action taken to remove spills and all affected materials placed in the specified receptacle.
- f. The first aider who handles an incident (together with witnesses) will record what happened in the 'accident book'
- g. Parents/carers to be telephoned
- h. An ambulance will be called in the event that we feel doubt about our ability to treat an injury.

2.2 Less serious nature

- a) For accidents of a less serious nature, the person dealing with the incident will administer first aid and record the accident in the accident book



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- b) When a head or general injury letter (giving details of what parents / carers should look out for at home) is issued to a pupil, the staff member should telephone the parent to advise them of the accident and that a letter is coming home with their child
- c) The need for a letter home will be determined at the time by the person dealing with the accident
- d) In the event of a pupil feeling unwell during a lesson, the child's class teacher decides on the appropriate action.

6.0 Prevention of incidents requiring first aid (allergies)

- 6.1 The Academy currently has pupils on roll who suffer severe allergic reactions to certain foods.
- 6.2 The Academy has therefore decided to prohibit the following food items from being brought into the Academy, whether as part of a lunchbox or as a snack.
 - Nuts
 - Any type of kiwi fruit
- 6.3 Regular reminders to parents regarding severe food allergies and key foods to avoid are put in the Academy newsletter.
- 6.4 The Academy will also ensure that staff do not use the items in any food technology or other type of lessons.
- 6.5 Parents whose children have any kind of food allergy are strongly encouraged to bring in safe alternatives for their child to enjoy.