

Kesgrave High School



First Aid Policy

This policy includes is reviewed **annually**.

Policy Approval

Where	Chair	When
Operations Committee	Eunice Brain	6 June 2022

Chair of Governors	Sue White
Headteacher	Julia Upton

Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	Cath Breckell	June 2021	30/6/21	
2	Cath Breckell	June 2022	6 July 2022	No changes

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Policy Statement

The Local Governing Body and the Headteacher Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, students and visitors within Kesgrave High School.

The Local Governing Body are committed to the HSE's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid in Kesgrave High School will be in accordance with the details included in this document.

1 First Aid Principles

Kesgrave High School's arrangements for carrying out the policy include nine key principles:

1. To place a duty on the Local Governing to approve, implement and review the policy.
2. To place individual duties on all employees.
3. To report, record and, where appropriate, investigate all accidents.
4. To record all occasions when first aid is administered to employees, pupils and visitors.
5. To provide equipment and materials to carry out first aid treatment.
6. To make arrangements to provide training to employees, maintain a record of that training and review annually.
7. To establish a procedure for managing accidents in Kesgrave High School which require first aid treatment, including reviewing previous accident information on an annual basis.
8. To provide information for employees on the arrangements for first aid.
9. To undertake a regular risk assessment of the first aid requirements of the Academy.

2 Arrangements for First Aid

2.1 Materials, equipment and facilities

Kesgrave High School will provide materials, equipment and facilities as set out in the National Guidance on First Aid. The location of department first aid boxes in Kesgrave High School is as detailed in Appendix 1.

The contents of the first aid boxes will be checked annually by the First Aid Officers (persons in charge of Academy First Aid). The First Aid Officers will be responsible for all record keeping on first aid.

The following items will be included within First Aid Kits and Travelling First Aid Kits as a minimum. Some departments will have additional items to reflect the likely specific first aid needs within the department (such as PE, Science and Technology)

- Guidance card/leaflet on first aid
- Air Flow
- Crepe Bandage Small and Large
- Non-adherent Dressing
- Plaster (Large for Knee/Elbow)
- Plasters – Assorted
- Rubber Gloves (Pair)
- Sanitary Pads
- Sterile Wipes
- Tampons
- Vomit Bag Kit

In compliance with The Education (The Academy Premises) Regulations 1996 the Local Governing Body will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:

- drinking water (if not available on mains tap) and disposable cups;
- sink with running hot and cold water;
- soap;
- a couch or bed (with waterproof cover), pillow and blankets;
- a chair;
- proper storage;
- a range of First Aid equipment (at least to the standard required in First Aid boxes)
- paper towels;
- smooth-topped working surfaces;
- suitable refuse container (foot operated) lined with appropriate disposable yellow
- Plastic bags, i.e. for clinical waste;
- an appropriate record-keeping facility, and
- a means of communication, e.g. telephone.

In addition to the items set out for the first aid boxes in the Academy the following items will be provided:

- a) Disposable drying materials.
- b) Plastic bowls one for cleaning wounds and one for cleaning vomit, excreta, etc.
- c) An effective cleaning solution used in accordance with instructions.
- d) Bags for double bagging.

Items in (c) and (d) above will be kept locked away from access by children.

2.2 Appointment of First Aiders

The appointment of the First Aider Officers and Appointed Persons within Kesgrave High School will comply with National Guidance on Assessment of First Aid needs. The appropriate, completed Risk Assessment will be undertaken on a regular basis to support this. The Headteacher will appoint the First Aider Officers and Appointed Persons.

The duties of the First Aid Officers are to:

- take charge when someone is injured or becomes ill;
- look after the first aid equipment e.g. restocking the first aid containers, and
- ensure that an ambulance or other professional medical help is summoned when appropriate.

The duties of the Appointed Persons are to:

- take charge when someone is injured or becomes ill (in the absence of the First Aid Officers);
- look after the first aid equipment within their area/department e.g. restocking the first aid containers, and
- ensure that an ambulance or other professional medical help is summoned when appropriate (in the absence of the First Aid Officers).

The Local Governing Body recognises the need to support any member of staff who is a First Aid Officer or Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Local Governing Body accepts their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Local Governing Body will undertake a risk assessment to determine, in addition to the Appointed Persons, how many emergency First Aid Officers are required to hold a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Local Governing Body acknowledges that unless first aid cover is part of a staff members contract of employment, those who agree to become Appointed Persons do so on a voluntary basis.

Where possible first aid training will be undertaken to meet the needs of students/employees with special health needs or disabilities (e.g. Epilepsy, Diabetes and EpiPen Training).

In determining who should be trained in first aid the Head teacher will consider each individual against the following criteria:

- 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, and
- must be able to leave normal duties to go immediately to an emergency.

2.3 Information on First Aid Arrangements

The Headteacher will inform all employees of the following:

- The arrangements for recording and reporting accidents;
- The arrangements for first aid;
- Those employees with qualifications in first aid, and
- The location of first aid boxes.

In addition, the Headteacher will ensure that signs are displayed throughout Kesgrave High School providing the following information:

- Names of employees with first aid qualifications, and
- Location(s) of first aid boxes.

All members of staff will be given a copy of the First Aid Policy or made aware of it.

2.4 First Aid Provision Away from School

Provision for first aid on visits and journeys will be determined by risk assessment in accordance with National Guidance on First Aid.

2.5 Review of the First Aid Policy

The Local Governing Body will review the First Aid Policy on a 3 year basis and make recommendations, where appropriate, for changes in the Policy.

3 Accident Reporting

This section of the policy will ensure compliance with the Kesgrave High School Health and Safety Policy. The Local Governing Body will implement the procedures in line with those of the HSE for reporting:

- a. All accidents to employees, and
- b. All incidents of violence and aggression.

The Local Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but not including non-working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and students an accident will only be reported under RIDDOR where:

- it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- it is an accident in the school which requires immediate emergency medical treatment at hospital.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Local Governing Body.

4 Student Accidents Involving Their Head

The Local Governing Body recognise that accidents involving a student's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. In all cases, parents/guardians will be notified by telephone followed up in writing.

5 Transport in the Event of an Accident

The First Aid Officers will determine what is a reasonable and sensible action to take in the circumstances of each case.

Where the injury is an emergency, an ambulance will be called following which the parent will be called. It is wise and sensible to discuss with the Emergency Services the destination hospital before phoning a parent as parents often are better placed to attend the receiving hospital. Due regard also has to be given to the estimated time of arrival of the ambulance.

Where hospital treatment is required but it is not an emergency, then the First Aid Officers will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted, then the First Aid Officer may decide to transport the pupil to hospital.

Where the First Aid Officers makes arrangements for transporting a child then the following points will be observed:

- i. no individual member of staff should be alone with a student in a vehicle;
- ii. the second member of staff will be present to provide supervision for the injured student; this second member of staff should, ideally, be a first aider, and
- iii. at least one member of staff should, ideally, be the same gender as the student.

The Trust insurance policy enables the First Aid Officer to transfer students to hospital in their own car.

5.1 Criteria for Calling an Emergency Ambulance

If in doubt an Ambulance should be called. The decision of the qualified first aid officer should override seniority in all cases.

An Emergency Ambulance should be called in cases of; difficulty in breathing, heart failure, severe bleeding, unconsciousness, serious burns, suspected fractures, shock or poisoning.

Due regard also has to be given to any mechanisms of injury. Injury is not always apparent when gaining signs and symptoms from a patient, but the history may reveal a mechanism that only later shows as a sign or symptom of trauma.

6 Communicable Diseases Procedure

Kesgrave High School will follow the procedure as laid down in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Appendix 1 – Location of First Aid Boxes

The location of First Aid Boxes as of June 2021 are:

- Medical Room (including Portable boxes)
- Art
- Communications
- Creative Media
- Learning Support
- Music and Drama
- PE
- PE/Dance
- Science (Downstairs)
- Science (Upstairs)
- Sixth Form
- Tech Food/Textiles
- Technology

Appendix 2 – First Aid Personnel

The names of employees with a qualification in First Aid or who have a First Aid responsibility as at May 2020 are:

First Aid at Work Trained

- Tracey Bishop - Medical Room
- Tracy Young – Reception
- Caroline Rayner – Cover Supervisor
- Kristina Hearnden – Cover Supervisor
- Faye Gibbs - Science

Appointed Persons

Admin Hub	Caroline Hunt Heather Owen	Technology	Denise Andrews Nick Day
Learning Support	Lana Banham Jen Evans Katrina Hooley	PE	All PE Staff Sam Fellman
Library	Emma Lucas	Humanities	Janet Alexander
Art	Jeremy Mullett	Science	Victoria House
Caretakers	Garin Creed Mark Lynch Steve Ransome		

Defibrillator Trained;

AED TRAINED VIA KHS

Medical	Tracey Bishop
Admin	Grant Bolton, Caroline Hunt & Jacki Williamson
PE	Tish Tiplady, Stuart Simmons & Scott Roberts
Learning Support	Rachel Dixey

AED TRAINED EXTERNALLY

Humanities	Geraldine McLaughlin
SMT	Cath Breckell
Music	Dan Dolman