

Author	Headteacher
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Person Responsible	Director of Education
Approval/review body	Executive
Frequency of Review	12 months - Policies will be reviewed more frequently if legal changes or good practice require

## Context

This policy is produced in accordance with the requirements of the Independent School Standards Regulations 2014 Part 3. In this context the policy must be considered alongside the arrangements in the school to promote pupil welfare and to ensure they are safeguarded at all times.

## Purpose

The first aid procedure at Isaac Newton School is in operation to ensure that every pupil, member of staff and visitor(s) will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of staff who have Emergency First Aid at Work qualifications and are not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

## Scope

- To provide effective, safe first aid cover for students, staff and visitors

## Principles

- To ensure that all staff and students are aware of the system in place
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents

## **NB**

*To avoid confusion the term **FIRST AIDER** refers to those members of the school community who are in possession of a valid Emergency First Aid at Work certificate or First Aid at Work certificate or an equivalent qualification.*

*Isaac Newton School - The first aid area is on the ground floor, where a pupil can rest away from other pupils before a decision is made in regards to their possible return to class or home. There is a sink, bed and a first aid kit.*

# First Aid Policy – 016

## Education Service Policy & Procedure



### Procedure

#### First aiders will:

- Ensure that their qualifications are always up to date. This will be checked and overseen by the Business Development Team who will liaise with staff and inform them of training and when the renewal of qualifications is due.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident, calling for help from other first aiders or emergency services.
- Help fellow first aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given on the **child's individual record of incident form and medication form**. This will be recorded on Engage. All head injuries must be reported with a head injury notification to carers/parents. In the case of an accident with a member of staff, the Engage form must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

# First Aid Policy – 016

## Education Service Policy & Procedure



### The headteacher will:

- Provide adequate first aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

HSE state that “The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is ‘adequate and appropriate’ will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first-aid box and if a first-aid room is required.

Employers should carry out an assessment of first aid needs to determine what to provide.

Although the regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools, the school is required to ensure children are suitably protected in terms of first aid under the regulations listed in the context section.

The HSE also strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them and this is therefore the policy of the school.

### Actions required include:

- Monitor and respond to all matters relating to the health and safety of all persons on school premises;
- Ensure all new staff are made aware of First Aid procedures in school;
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell;
- Ensure that in the event that an injury has caused a problem, the student must be referred to a first aider for examination;
- Upon admission of a new pupil provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness (all staff will know the medical requirements of young people admitted into Isaac Newton School before they arrive).

# First Aid Policy – 016

## Education Service Policy & Procedure



### Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- Be aware of specific medical details of individual students;
- Ensure that their students/trustees are aware of the procedures in operation;
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger;
- Send for help from the first aider as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- Reassure, but never treat a casualty unless they are in possession of a valid Emergency First Aid at Work Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed;
- Inform the headteacher/deputy headteacher of a student who has an injury and ensure all accidents/incidents/injuries are recorded on Engage.
- Send a student who feels generally 'unwell' to the headteacher/ deputy headteacher and not to a first aider, in the first instance, unless their deterioration seems uncharacteristic and is causing concern;
- Have regard to personal safety.

### Office Staff will:

- Call for a qualified first aider, unless they are qualified themselves, to treat any injured student;
- Support the first aiders in calling for an ambulance or contacting relatives in an emergency;
- Send students who simply do not feel well to the Deputy headteacher/deputy headteacher;
- DO NOT administer paracetamol, or other medication, unless written authorisation is in place and prior to administering contact has been made with parents/carers.

**THE EXECUTION OF THIS POLICY will be monitored by the Health and Safety Officer at Esland Isaac Newton school, with the support of the Health and Safety committee.**