**Silver Birch School**

**First Aid Policy**

**Issued:** 31/08/13

**Reviewed:** 19/08/19

**Next review date:** August 2020

# Introduction

This policy outlines the School’s responsibility to provide adequate and appropriate First Aid to students, staff, parents/carers and visitors and to have in place the procedures in place to meet that responsibility. The policy is reviewed annually.

# Aims

* To identify the First Aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003 /2006).
* To ensure that First Aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.

# Objectives

* To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School
* To provide relevant training and ensure monitoring of training needs
* To provide sufficient and appropriate resources and facilities
* To inform staff, students and parents/carers of the School’s First Aid arrangements
* To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

# Personnel

The Principal is responsible for the health and safety of employees and anyone else on the premises. This includes the teachers, non-teaching staff, students and visitors (including contractors).

He/she must ensure that an annual Health & Safety assessment is carried out by an appropriate person and additional risk assessments are carried out as needed e.g. for work to be done by contractors during school hours. The Principal should ensure that the appointments, training and resources for First Aid arrangements are appropriate and in place and that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

## The Principal

The P r i n c i p a l is responsible for putting policy into practice and for developing detailed procedures.

He/she should ensure that the policy and information on the School’s arrangements for First Aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the students.

## First Aiders

First Aiders, must have undertaken emergency first aid training First Aiders must have completed and keep updated a training course approved by the HSE.

He/she will:

* Take charge when someone is injured or becomes ill
* Look after the first aid equipment e.g. restocking the first aid boxes
* Ensure that an ambulance or other professional medical help is summoned when appropriate.
* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
* When necessary, ensure that an ambulance or other professional medical help is called.

In selecting First Aiders the Principal should consider the person’s:

* 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
* Normal duties. A First Aider must be able to leave to go immediately to an emergency

# Procedures

## Risk assessment

A Health & Safety review is required to be carried out at least annually, and when circumstances alter, by an appropriately qualified person. Recommendations on measures needed to prevent or control identified risks should forwarded to the Principal.

## Re-assessment of First Aid provision

As part of the Schools’ annual monitoring and evaluation cycle -

* the Principal reviews the Schools’ First Aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc
* the Principal monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
* The First Aiders check the contents of the first-aid boxes weekly.

## Providing information

The Principal will ensure that staff, parents/carers and students are informed about the

Schools’ first-aid arrangements

He/she will -

* explain school procedures in training for new staff as part of their induction programme
* maintain a first-aid file, notice board and related medical documentation for when needed
* review basic medical procedures & practices as needed in school
* alert staff during a specific outbreak of illness in school re management & procedures in place
* Give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.
* To provide regular information and updates for parents in regard to any outbreak of illness in school.

# Provision

**How many first-aid personnel are required?**

The Principal will consider the findings of the Heath & Safety review in deciding on the number of first-aid personnel required. The Schools is considered a low risk environment, but the Principal will consider the needs of specific times, places and activities in deciding on provision.

In particular should be considered -

* Off-site PE
* School trips
* Science lessons
* DT/Art
* Playground
* Adequate provision in case of absence, including trips
* Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on the school premises during school hours.

The minimum number of certified First Aiders for Silver Birch School is one per 15 students/staff.

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

# First-aid materials, equipment and facilities

The Principal must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended and mandatory contents.

* All first-aid containers must be marked with a white cross on a green background
* Each school bus must carry a first-aid container on school trips
* First aid containers must accompany PE teachers off-site
* First aid containers should be kept near to hand washing facilities

Spare stock should be kept in school.

First Aiders have the responsibility for checking and restocking the first-aid containers:

* in school
* on buses
* for off-site PE

# Accommodation

The Principal must provide a suitable space for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and a washbasin.

# Hygiene/Infection control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places.

# Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Principal must keep a record of any reportable injury, disease or dangerous occurrence. This must 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. This record can be combined with other accident records.

The following accidents must be reported to the HSE-

1. Involving employees or self-employed people working on the premises:
   * accidents resulting in death or major injury (including as a result of physical violence)
   * accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents.

1. Involving pupils and visitors:
   * Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to
   * any school activity, both on or off the premises
   * the way the school activity has been organised and managed
   * equipment, machinery or substances
   * the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The Principal is responsible for ensuring this happens.

The Principal must ensure completion and forwarding of a RIDDOR Form.

# Record keeping

Statutory accident records: The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (See DSS the Accident Book BI510)

School’s central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Heads must ensure that a record is kept of any first aid treatment given by First Aiders or appointed persons. This should include:

* the date, time and place of incident
* the name (and class) of the injured or ill person
* details of their injury/illness and what first aid was given
* what happened to the person immediately afterwards
* Name and signature of the First Aider or person dealing with the incident.

The Principal must have in place procedures for ensuring that parents are informed of significant incidents.

# Monitoring

Accident records can be used to help the School identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principal should establish a regular review and analysis of accident records.

**Silver Birch School**

RIDDOR INCIDENT REPORT FORM

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk/)  email: riddor@natbrit.com Telephone: 0845 300 9923

This form is to be completed by the member of staff who witnesses the incident and sent to the Director of Administration, within 3 working days, if there is an occurrence that is reportable under RIDDOR. [PLEASE COMPLETE IN FULL]

Please refer to the above website or contact the Director of Administration (the Administrator in D of A absence), for further information. To assist you, occurrences will include:-

* A serious /fatal incident at work/school.
* An accident at work/school where the person is taken to hospital from the scene of the accident.
* An accident at work/school, which results in the person being unable to carry out their normal job for more than three consecutive days.
* The person suffering from a specified disease associated with their current job. • A dangerous occurrence at work/school i.e. a building collapse, a scaffolding collapse.

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|  | Questions | Answers |
| Part A: Details of the person reporting the incident:- | | |
| 1 | What is your full name? |  |
| 2 | What is your job title? |  |
| 3 | What is your telephone number? |  |
| 4 | What is the name of your organisation? |  |
| 5 | What is the address of your organisation? |  |
| 6 | What type of work does your organisation do? |  |
| Part B: About the Incident:- | | |
| 1 | On what date did the incident happen? |  |
| 2 | At what time did the incident happen? |  |
| 3 | Did the incident happen at the above address? If, NO, where did the incident happen (full address details and postcode). |  |
| 4 | What is the name of the Local Authority? |  |
| 5 | In which department or where on the premises did the incident happen? |  |
| Part C: About the Injured Person:- | | |
| 1 | What is their full name? |  |
| 2 | What is their home address, including postcode? |  |

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| 3 | What is their home telephone number? |  |
| 4 | How old are they? |  |
| 5 | Are they male or female? |  |
| 6 | What is their job title?  i.e. teacher, pupil |  |
| 7 | Was the inured person:- • One of your employees?   * On a training scheme? * On work experience? * Employed by someone else? * Self-employed and at work? * A member of the public? * A pupil of the school? * Other (please give details)?   (Only one category to be used) |  |
| Part D: About the Injury:- | | |
| 1 | What was the injury? (fracture, laceration) |  |
| 2 | What part of the body was injured? |  |
| 3 | Was the injury :- • A fatality?   * A major injury? * An injury to an employee or self employed person, which prevented their doing their normal work for more than 3 days? * An injury to a member of the public/parent or a pupil of the school, which meant that they had to be taken from the scene to a hospital for treatment? • None of the above (please give details)?   (Only one category to be used) |  |
| 4 | Did the injured person:- • Become unconscious?   * Need resuscitation? * Remain in hospital for more than 24 hours?   None of the above? (Please give details) |  |
| 5 | What happened? Please provide a description of what happened. If it was a personal injury (self inflicted), give details of what the person was doing?      What treatment, if any, was administered?      What was the outcome? | |

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|  | Describe any action that has since been taken to prevent/minimise the risks of a similar incident occurring in the future? | |
| Part E: Reportable Diseases | | |
| 1. | Please complete this section detailing the reportable disease, if applicable? | |
| Part F: Dangerous Occurrence:- | | |
| 1 | Please complete this section detailing the dangerous occurrence, if applicable?      Examples of dangerous occurrences:   * Explosion or fire causing suspension of normal work for 24 hours. * Unintended collapse of any building or structure under construction, alteration or demolition. * Electrical short-circuit or overload causing fire or explosion. | |
| Signed: | | Date: |
| Please print name: | | |