

P29 SKAPE First Aid Policy

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that all staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

Roles and Responsibilities

Appointed person and first aiders

The Lead First Aider is responsible for management of the First Aid service to children, staff and visitors. The provisions appointed first aiders are Mrs Dale James (Pastoral Lead) and Mrs Kelly Watson (Centre Manager)

Responsibilities include:

- Acting as the main First Aid contact in the provision and taking charge when someone is injured or becomes ill
- Liaising with outside medical agencies where required

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- Dealing with all enquiries of a First Aid nature including the management of the First Aid equipment, wheelchairs used by children and ordering of necessary First Aid kits and replacement kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Complying with Health & Safety regulations in accordance with accidents, reporting procedures and management systems in the provision
- Being responsible for prescribed drugs from a Doctor for students and storage/security of the medicines in the drugs cabinet. To ensure that parental consent forms for the prescribed drugs are completed and filed accordingly
- Being trained for specific medical conditions when required (if a child with a specific medical need starts at the provision) on how to use and administer specialist equipment such as Epipens and any other relevant issues.
- Contacting the parents/carers of students to report incidents, sickness, accidents and emergencies.
- Assisting in the training of work placement trainees

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date and filing this in the designated area in the provision

The Centre Manager

The Centre Manager (Mrs Kelly Watson) is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present at the provision at all times

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- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary

Staff

Staff at the provision are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aider in the provision is
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the centre manager of any specific health conditions or first aid needs

First Aid Procedures In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if needed, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain with the injured party until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain at the provision, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible contact parents immediately

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- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. Any information regarding the incident should also be recorded on Learntrek as soon as possible.

Off-site procedures

When taking students off site, staff will ensure they always have the following:

- A charged mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking students off the provision premises. There will always be at least one first aider on trips and visits.

First Aid Equipment

A typical first aid kit in the provision will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored behind the front desk at reception

It is the responsibility of parents/carers to:

- Inform a member of staff at the provision of their child's medical needs

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- Provide any prescribed medication in a container clearly labelled with the child's name and dosage (non-prescribed medication will be administered according to the dosage instructions on the container for example Ibuprofen or Paracetamol, in line with the age guidance)
- Collect and dispose of any medicines held at the provision at the end of each term / at the end of the condition if it is not an ongoing health condition. Medication not collected will be disposed of in the appropriate manner.
- Ensure that medicines have not passed the expiry date.

Parents must complete the medicine consent form before staff can administer medicine to a child.

Storage

All medicine will be kept in a dedicated cabinet or fridge and will be locked where necessary.

Records

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the medication file. The sheets will record the following:

- Name of student
- Date and time of administration
- Who supervised the administration
- Dosage given
- Name of medication

Record-Keeping and Reporting First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form provided by the first aider.
- A copy of the accident report form will also be added to the student's record by the first aider.
- All accidents must be reported to Mrs Dale James, the provisions Health and Safety lead.
- Records held in the first aid and accident book will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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Reporting to the HSE

The relevant nominated member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are: Fractures, other than to fingers, thumbs and toes
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near miss events relevant to this provision include, but are not limited to:

The collapse or failure of load-bearing parts of lifts and lifting equipment

The accidental release of a biological agent likely to cause severe human illness

The accidental release or escape of any substance that may cause a serious injury or damage to health

An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>



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