First Aid policy

Overley Hall School

Approved by:	Support & Scrutiny Board, Proprietor
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Aims

This statutory policy's aim is to provide information and guidance to staff, parents and learners of Overley Hall School (OHS). The Policy incorporates the Schools' vision and core values and is designed to:

- ensure the health and safety of all staff, pupils and visitors
- give guidance to save lives and prevent minor injuries becoming major ones
- ensure there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- ensure that the minimum requirements (and above) for the provision of first aid personnel, equipment and facilities are provided at OHS.
- appropriate risk assessments are drawn up to detail any additional provision required.
- ensure that staff are aware of their responsibilities with regards to health & safety and the importance of the provision of timely first aid
- provide a framework for responding to a first aid incident and recording and reporting the outcomes
- ensure that the Support & Scrutiny Board are aware of their responsibilities with regards to health and safety

Legislation

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting 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 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
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement

Definitions.

- *First Aider/ First Aid Officer* are interchangeable job titles. Throughout this policy First Aider or First Aid Officers refer to a person who has been trained to delivery First Aid and has successfully completed, and has a valid certificate for the 3 day 'First Aid at Work' training.

- *Emergency First Aider* refers to a person who has attended, successfully completed and has a valid certificate for 'Emergency First Aid' training.

- *Employer* means a manager who serves as part of the senior management team.

First Aid means the following:

- Treatment for the purpose of preserving life an minimizing the consequences of injury and illness until help from a medical practitioner or nurse arrives
- Treatment of minor injuries which would not otherwise receive treatment or which do not need treatment by a medical practitioner or nurse.
- Preserve life
- Limit the effects of a condition
- Promote recovery

N.B. treatment of minor illnesses by using tablets or medications falls outside the definition of First Aid.

Role & responsibilities (appointed first aiders/ appointed persons).

Proprietor

The Proprietor has ultimate responsibility for health and safety matters in school, but delegates' responsibility for the strategic management of such matters to the Head teacher (Bev Doran), members of staff and the Support and Scrutiny Board.

The Proprietor will:

- ensure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- Ensure that the statutory requirements for First Aiders are met along with ensuring that there will be adequate if staff are on sick leave/ off site.
- Provide appropriate training to staff so that correct procedures are followed.
- Be satisfied that training given to staff has given them sufficient understanding, confidence and expertise.

Head Teacher

The Head Teacher is responsible for:

- Ensuring that the appropriate number of appointed persons and/ or trained first aid personnel are present in school and on school trips at all times.
- Ensuring that the First Aid Policy is put into practice and that staff are aware of these policies and procedures.
- Ensuring detailed procedures are developed.
- Informing parents that there are Health and Safety and First Aid Policies and that they include arrangements for first aid.
- Ensuring that all employees are aware of the procedures to be followed in event of illness or injury at work.
- Ensuring that all school staff are trained to a minimum standard of 'First Aid Appointed' and that training is attended every 3 years.

- Ensuring that training is appropriate to the age of the learners at Overley Hall School.
- Ensuring that training is recorded using the training matrix database
- Ensuring that records are kept up to date in the monitoring of First Aid Kits, disposal of contaminated buckets (details should be inside the First Aid Kit)
- Ensuring staff are aware of their duties to follow the guidelines given at the first aid course and not exceed them.
- Ensure that an adequate number of staff from each department are trained to a higher level (and this is kept up to date) which includes; First Aid at Work, Outdoor First Aid or Forest School First Aid and that these people are known to all staff.
- Ensuring that a number of First Aid Officers are present in School at any given time and as a minimum there will be one qualified First Aid Officer on every site occupied by the school.
- Ensuring appropriate risk assessments are completed and appropriate measures are put into place
- Ensure that suitable employees are selected for First Aid at Work &/or Outdoor First Aid – they should be physically and educationally suited and willing to undergo training and act as a qualified First Aider
- Ensure a contingency plan is in place for when First Aid Officer(s) are absent or accompanying a trip.
- Maintain first aid equipment and facilities appropriate to the degree of risk and ensure First Aiders are appointed and First Aid Officers have access to First Aid Kits.
- Ensuring that all staff are informed of which of their colleagues are qualified First Aid Officers by publishing lists in each area and it being discussed at induction.
- Ensure that staff are aware that they should seek assistance form a First Aid Officer if they feel the injury may be serious to warrant further medical assistance. Ensure staff are aware that they need to report any accidents or other medical emergency to First Aid officers promptly.
- Monitor accidents and other emergencies and ensure that records are kept for a minimum of 3 years.

- Ensure staff are aware of any particular hazards around aspects of the curriculum that they support/ supervise.
- Ensure that all staff are made aware of medical conditions such as epilepsy, asthma or severe allergies and have been advised of the need for prompt action if symptoms are displayed by staff or learners.
- Ensure that any First Aid training is provided by registered providers and that the training is carried out to Health & Safety Executive (HSE) requirements.
- Allocating sufficient finance to enable the policy to be implemented.
- Report specific incidents to the HSE.
- Ensure that first aid personnel have been appointed to assist in dealing with accidents, emergencies that may occur at school
- Ensuring that the names and location of each First Aider is displayed in appropriate locations.
- Ensuring that adequate space is available for catering to the medical needs of pupils

Appointed person, First Aiders - Teachers and other school staff

All staff complete a one-day face to face First aid course and then a yearly update on the training hub. In addition to this we have 6 staff (Mandy Peever, Elaine Phillips, Adrian Trainer, Christine Haystead, Pam Clarke) who have attended a 3-day First aid at Work course (which is refreshed every 3 years).

First Aiders should

- Take charge when someone is injured or becomes injured.
- Ensure there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Support residential learner's back to Wellingtonia or ask Day student's parents/carers to collate them so they can recover if necessary
- Receive adequate and appropriate training to be First Aiders/ appointed persons

- Be high enough in number to ensure coverage for OHS when people are off sick/ off site or on incentive days.
- Give immediate help to causalities with common injuries or illnesses and those arising from specific hazards at school.
- Administer First Aid up to but not exceeding the level of their training.
- Keep a record of the minor injuries (kept in First Aid Kit) of all injuries seen and treatments given by the First Aid Officer or trained staff.
- Record an accident report on Behaviour Watch the same school day, or as soon as is reasonably possible, following a first aid incident
- Maintain an inventory of equipment and stocks used.
- Report immediately to the Head of School all incidents where a student, member of staff or other person has had to attend hospital.
- Ensure that all spillages of body fluids are cleaned up promptly
- Ensure that appropriate documentation is completed and that all reportable incidents are reported to the Head of School as soon as possible after the immediate effects.
- Ensure that immunisations/ injections are up to date (Tetanus and Hepatitis B)
- Report any illnesses or injuries which would preclude their ability to administer First Aid, to Senior Management to enable alternative cover to be provided.

Emergency First Aider(s) are responsible for:

- Acquainting themselves with the first aid requirements in School
- Consultation with the Head of School in relation to first aid at school
- Assisting in the provision of a service for the treatment of injuries or illness but not above their level of training.
- Liaising with first aiders and referral of causalities to medical aid as required.
- Our school First Aiders are listed in Appendix 1. Their names are also displayed prominently around school.

Employees should:

- Acquaint themselves with the first aid arrangements/procedures in the school.
- Consult with the Head teacher in relation to first aid at the school.

- Ensure that they have read and signed to say that they have read the First Aid Policy.
- Follow actions contained within the First Aid Policy
- Use the First Aid signs within school to identify the location of the nearest First Aider to their location.
- Complete accident reports for all accidents/ incidents they attend where a first aided is not called
- Complete mandatory training and any other training that is requested.
- When on School trips/ outings to ensure that they have a First Aider with them/ ask who the First Aider is.
- Inform the head teacher or their manager of any specific health conditions or first aid needs

Support and Scrutiny Board

The Support and Scrutiny Board will ensure that the policy is reviewed annually, updated as required and reflects current practice.

First aid procedures

In-school 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 called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene 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 pupil is too unwell to remain in school, if a day student parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents. Residential students will be supported back to Wellingtonia

- If emergency services are called, the class teacher/ tutor will contact parents immediately
- The 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

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details

Risk assessments will be completed by the teacher/ tutor of the class prior to any educational visit that necessitates taking pupils off school premises.
There will always be at least 1 current paediatric first aider (PFA) on school trips and visits.

Numbers and Locations of First aid containers

First Aid kits are readily available in these locations:

Staff room
Life Skills
On each school minibus
Independent Living Suite
Kitchen in the Coach House

Contents of First Aid Kits

The First Aid Kit containers will be:

- Made of impervious material and dustproof

- Capable of being sealed and fitted with a carrying handle
- Never locked
- Clearly marked “First Aid” with a white cross on a green background
- Contain a list of contents, emergency telephone numbers and the extension of the nearest first aid personnel.
- Kept clean

The contents of kits will vary according to the number of employees served by each kit and the nature of the work in the area. First Aid kits will be stocked in accordance with the requirements of the British Standard (BS:8599) as detailed below;

BSI CONTENTS	FIRST AID KIT SIZES			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn Relief Dressing 10cm x 10cm	1	2	2	1
Washproof Assorted Plasters	40	60	100	10
Eye Pad Dressing with Bandage Sterile	2	3	4	1
Foil Blanket Adult Size	1	2	3	1
Large HSE Dressing 18cm x 18cm Sterile Unboxed	1	2	2	1
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	4	6	8	1
Nitrile Gloves Pair	6	9	12	1
Mouth to mouth Resuscitation Device with Valve	1	1	2	1
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4	-
First Aid Guidance Leaflet	1	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2	1
Microporous Tape 2.5cm x 5m	1	1	1	1
Cleansing Wipes	20	30	40	4
Safety Pins Assorted	6	12	24	2
Single Use Triangular Bandage 90cm x 127cm	2	3	4	1
Universal Shears Small 6"	1	1	1	1
Eye Wash 250ml	-	-	-	1

First Aid Facilities

The environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

Spills of blood/body fluids (through splash/touch)

Hazards

- Main risk following hand to mouth/nose/ eye contact.
- Are a source of infectious micro-organisms (bacteria, viruses and fungi)
- Risk of infection of skin is broken (cuts/scratches)

- Cleaning products may contain hazardous substances (biocides, surfactants).
- Health effects from cleaning products – irritation, dermatitis, breathing problems.

Control equipment.

- PPE (gloves/aprons)
- Staff training
- Dedicated cleaning equipment
- Chlorine-releasing disinfectant is suitable
- Closable containers and bags labelled ‘Clinical waste’
- Buckets with disinfectant

Control procedures

- Good ventilation
- Scrape up residues and place in closable container for safe disposal
- Bag up contaminated material that needs laundry/disposal (e.g. bedding/ clothing)
- Wash surfaces cleaning with detergent before disinfecting
- Heavily fouled soft furnishings may need bagging for disposal as clinical waste

Decontamination

- Assume everything that might be contacted by body fluids is contaminated.
- Clean and disinfect the area after the task
- Use ‘buddy’ system to decontaminate PPE and work clothing – minimize spread of contamination.
- Change out of work area before leaving the area.
- Use bags labelled ‘Clinical Waste - Biohazard’ for all contaminated PPE.
- Disinfect or sterilize reusable work equipment
- If soiled, bag up work clothes and launder in a separate load.

Personal decontamination and skin care

- Wash before eating or drinking, and after touching any surface or object that maybe contaminated.
- Provide warm water, mild skin cleansers, nailbrushes and soft paper, fabric towels or hot air for drying. Avoid abrasive cleansers
- Provide pre-work skin creams, which will make it easier to wash dirt from the skin, and after-work creams to replace skin oils.

Arrangements for off-site activities/trips

All staff have had first aid training and so are responsible for administering First Aid when off site. All the School minibuses are equipped with first aid boxes and staff take a small First Aid kit and any PRN medications with them when away from the minibus/ school.

A specific risk assessment is put into place for school sports day. Our Forest instructors have First Aid in the Environment and offer additional support.

Out of School hours arrangements e.g. parents evenings

Parent's evenings are typically in the coach house and all staff are qualified to administer first aid. First aid equipment and a phone is available in the kitchen area.

Training

All school staff are able to undertake first aid training if they would like to.

First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The course should be approved by the Health and Safety Executive (HSE). The training should be within normal working hours (if possible) and must be supported by the Bursar who will allocate the cost to the relevant cost centre. Training must be provided by an OFQUAL approved trainer. The school will keep a

register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their certificate expires. If a certificate has expired the member of staff will undertake the full first aid course to be reinstated as a first aider.

First aid at work

This principle First Aid course covers a wide range of situations from high to low risk. On successfully undertaking training and passing a written and practical assessment, the person will be issues a First Aid at Work Certificate valid for three years. This certificate can be renewed during the valid time of the certificate. This course takes place over three days/ 18 hours of tuition.

First Aid Refresher

This training refreshes the qualification First Aid at Work certificate providing they pass their written exam and practical assessment. Those who wish to renew their certificate MUST do so before the three year expiry date. This course take place over 2 days (12 hours of tuition).

Emergency First Aid

Emergency first aid can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid following an incident. The certificate is valid for 3 years. This course takes place over one day (6 hours of tuition).

This training has been specifically tailored to Overley Hall School and include resuscitation techniques.

Other training

Those who work predominately in Forest School will be required to pass the two-day Forest School First Aid qualification.

6. Record-keeping and reporting

First aid and accident recording on Behaviour Watch

- An accident report (on Behaviour Watch) will be completed by the first aider 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.
- A copy of the accident report form will also be added to the pupil's educational record
- Accident reports will be retained by the school 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.
- Records held in the first aid and accident book will be retained by the school 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

Reporting to the HSE

The first aider 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).

The head teacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes

- Amputations
- 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the head teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

Monitoring

This policy will be reviewed annually or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes we will revise our arrangements accordingly.

The application of this policy will be overseen by the Dee Marshall (assistant head) and a report sent to the Support and Scrutiny Board.

Data Protection Statement

All first aid records will be treated as confidential and managed in accordance with the UK GDPR and Data Protection Act 2018. Information will only be collected, stored and shared where necessary and access will be restricted to authorised staff. Records will be stored securely and retained in line with the school's retention schedule. Any sharing of information will be on a need-to-know basis, including for safeguarding, medical or legal purposes.

Links with other policies.

Health & Safety Policy
Child Protection & Safeguarding

Appendix 1 – First Aiders

Shelly Ambrose
Pam Clarke
Christine Haystead
Mandy Peever
Adrian Trainer
Elaine Phillips (Outdoor forest first aid trained)
Dee Marshall
Molly Lloyd

Karen Jones

Beth Rodgers