



## **EDUCATION MY LIFE MATTERS**

### **First Aid Policy**

<b>Approved by:</b> Independent Executive Board	<b>Date:</b> April 2024
<b>Next review due by:</b> April 2025	

## **Aims**

The aim of our first aid policy are to:

- Ensure the health and safety of all staff, learners and visitors
- Ensure staff and governors 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 the 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
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **Roles and Responsibilities:**

**The school's primary first aiders are responsible for:**

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) 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 learners home to recover, where necessary
- Completing an accident report on the Accident Register on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

EMLM's first aiders are listed in **appendix 1**. Their names will also be displayed prominently around the school.

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**The Independent Executive Board:**

The Board Members have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School and/or Leadership and staff members at school.

**The Head of School is responsible for the implementation of this policy, including:**

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

**EMLM staff are responsible for:**

- Ensuring they follow first aid procedures
- Ensuring they know the first aiders in school
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Head of School or their manager of any specific health conditions or first aid

**First Aid Procedures:**

EMLM 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 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 learner is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of the Leadership Team will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The report will include as much detail as possible, such as weather conditions, surface condition, witnesses (statements to be collected) etc.

### **Off-site procedures:**

First Aid kits will be taken on all off-site activities, along with individual learner's medication such as inhalers, epi-pens etc. Staff who are first aid trained will accompany all off-site visits. When taking pupils off the school premises, staff will ensure they always have the following:

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

Risk assessments will be completed by the Head of School in liaison with the lead adult responsible for the visit, prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

### **First aid equipment (Appendix 2: Assessment of First Aid Needs Checklist)**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 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 in:

- The medical room

First aid supplies are checked half termly and overseen by the Head of School.

### **Asthma Pumps/Epi-pens**

EMLM will purchase asthma pumps/epi-pens to use in an emergency where parental consent has been given. At EMLM, school equipment would be administered where the child's own resources were unavailable. Learners who require asthma pumps and Epi-pens are required to have two working pumps or Epi-pens in school in their classroom (**Appendix 3 -Individual, Health Care Plan**) If these should fail, the school equipment will be utilised, having secured parental agreement previously on initial notification of the Learner's need for critical medication (**Appendix 4**).

**Any such events will be recorded in the Asthma Pump/EpiPen folder located in the medical Room.**

### **Mental Health:**

EMLM has a trained Mental Health First Aider. This training is cascaded to all staff, so they are aware of their own self-care as well as spotting signs and indicators of learners who may be experiencing poor mental health to ensure early intervention and/or referrals are made in a timely manner.

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## **Record-keeping and reporting**

### First aid and accident record book

- An accident will be recorded by the first aider on the same day or as soon as possible after an incident resulting in an injury on the Accident Register
- Details when reporting an accident will include the date, time of accident/incident, learner's name, a brief summary of the accident and action taken
- Records held in the Accident Register 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 through OneSource**

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment should be reported through the OneSource online accident reporting system. OneSource will report any accidents that are RIDDOR reportable to the HSE. HSE guidance on reporting incidents in schools can be found in the HSE information sheet at <https://www.hse.gov.uk/pubns/edis1.pdf>

### **Reportable injuries, diseases or dangerous occurrences include:**

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

### **Physical Assault/Injury:**

Staff should complete an accident form if they or a learner have been physically assaulted or injured by another learner. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

### **Near Miss Events**

Near-miss events that do not result in an injury, but could have done should be recorded via the OneSource accident reporting system. 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

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- 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

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

### **Notifying parents/carers**

The Head of School will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Training**

The Head of School will ensure that the school has adequate first aid trained staff based on the needs of the school following risk assessment.

- The school will keep a register of all trained first aiders, what training they have received and expiry date, this is recorded on the training log -filed in First Aid file and stored
- Staff will renew their first aid training when it is no longer valid

### **Contractors working on site:**

All contractors working on site, whether cleaning staff or tradesmen, must be made aware of the first aid procedures on site including who they should notify if there is an accident.

### **Monitoring arrangements :**

This policy will be reviewed by the Leadership team every three years or following a change in legislation/school procedure. At every review, the policy will be approved by the Local Governing Board Committee

Links with other policies

### **This first aid policy is linked to the**

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

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**Appendix 1: First Aiders at EMLM**

<b>Full Name</b>	<b>Training</b>	<b>Location</b>	<b>Date</b>
<b>Winsome Fletcher</b>			
<b>Jacqui Fullerton</b>			
<b>Valerie Nembhard</b>			
<b>Victor Smith</b>			

## Appendix 2: First Aid Needs Checklist

Issues to consider	Impact on First Aid provision	Notes
<b>Hazards:</b> The findings of the risk assessment(s) should be taken into account, along with parts of the workplace that may have different work activities or hazards and may require different levels of first aid provision.		
Are the hazards low level, such as those found in offices?	The minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements;</li> <li>• A suitable first aid box</li> </ul>	
Are there higher-level hazards such as dangerous machinery, hazardous substances, or work involving confined spaces?	Consider: <ul style="list-style-type: none"> <li>• Providing first-aiders;</li> <li>• Additional training for first-aiders to deal with injuries resulting from special hazards;</li> <li>• Additional first aid equipment;</li> <li>• Precise siting of first aid boxes;</li> <li>• Providing a first aid room;</li> <li>• Informing the emergency services</li> </ul>	
Does the level of risk vary in different parts of the establishment/building/site?	Consider the provision of each building or site. Where several levels of risks exist, base the provision on the highest level of risk.	
<b>Employees:</b>		
How many people are working on site, or in the establishment/building?	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements;</li> <li>• A suitably stocked first aid box;</li> <li>• A first aid room.</li> </ul>	
Are there any inexperienced staff, or trainees on site?	Consider: <ul style="list-style-type: none"> <li>• Additional training for first-aiders;</li> </ul>	
Are there any staff with disabilities, or particular health problems?	<ul style="list-style-type: none"> <li>• Additional first aid equipment;</li> <li>• Local siting of first aid equipment.</li> </ul> The first aid provision should cover any work experience trainees	
<b>Accident and ill health record:</b>		
What is the record of previous accidents or incidents of ill health? What injuries and	Ensure the first aid provision will cater for the type of injuries and illnesses that might occur.	

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illnesses have occurred and where did they happen?	Monitor accidents and ill health and review the first aid provision as appropriate.		
<b>Working Arrangements</b>			
Do staff work out of normal office hours or work shifts?	Ensure there is adequate first aid provision at all times people are at work.		
Do staff travel to other sites, work remotely or work alone?	Consider: <ul style="list-style-type: none"> <li>• The outcomes of the lone working risk assessment;</li> <li>• Issuing personal first aid kits;</li> <li>• Issuing personal communicators or mobile phone</li> </ul>		
Does the work involve travel to other sites or locations with members of the public (clients, service users or pupils)?	Consider: <ul style="list-style-type: none"> <li>• Ensuring the group is accompanied by a first aider;</li> <li>• Taking a first aid kit on the trip;</li> <li>• The medical needs of the clients, services users or pupils, particularly if they have a medical care plan.</li> </ul>		
Is there sufficient first aid provision to cover absences of first-aiders, or appointed persons?	Consider: <ul style="list-style-type: none"> <li>• What first aid provision would be required to cover for annual leave or other planned absences;</li> <li>• What would be required to cover for unplanned and exceptional absences?</li> </ul>		
<b>Overall Risk Rating based on information in table above (circle as appropriate):</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Number of persons on site:</b>			
<b>Name of person responsible for maintaining first aid boxes and kits:</b>			
<b>Name of person responsible for organising refresher training:</b>			

<b>Signed:</b>	<b>Date:</b>	<b>Review date:</b>
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**Appendix 3: Individual, Healthcare Plan**

Name of school:

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no.


**G.P.**

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

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**Appendix 4: Consent From -use of emergency Ventolin Inhaler**



**Education My Life Matters 'Success for everyone'**

**Consent Form**

**USE OF EMERGENCY VENTOLIN INHALER**

**Learner showing symptoms of asthma/having an asthma attack**

- 1. I can confirm that my child has been diagnosed with asthma**
- 2. My child has a working in-date inhaler, clearly labelled with their name, which they bring into EMLM**
- 3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I consent for my child to receive salbutamol from an emergency inhaler held by EMLM for such emergencies**

Signed: ..... Date: .....

Name in full: (print) .....

Child's full name: .....

Year group: .....

Family/Carer address: .....

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Telephone: .....

Email address: .....

