



# First Aid Policy

2022/2023

Date of Approval:	November 2022
Approved by:	Local Academy Board
Date of next Review:	September 2024

## Contents

1. Introduction.....	3
2. Scope .....	3
3. First Aid provision .....	3
4. Responsibilities.....	3
5. Travelling first aid containers .....	6
6. Minibus first aid container .....	6
7. Accidents.....	6
8. Academy First aiders .....	7

## 1. Introduction

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. Although the Regulations do not require employers to provide first aid for anyone else, the HSE strongly encourages employers to consider non-employees when carrying out their first aid needs assessment and to make adequate provisions for them.

This policy conforms to the DfE guidance on First Aid in Schools.

## 2. Scope

The Academy will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing, so far as reasonably practicable, a safe and healthy workplace and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.

The Academy also recognises that its responsibility for the safety and welfare of all the pupils at the academy is paramount. First Aid matters/issues where necessary will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed, and all staff/new pupils will be informed about First Aid arrangements during induction.

## 3. First Aid provision

- Suitable stocked and labelled first aid kits are situated around the school which are easily accessed by qualified first aiders.
- Wyvern Academy will have at least 3 colleagues who undergo First Aid at Work training, to provide additional cover and at least 8 Emergency first aiders in areas of high risk.
- Wyvern Academy will display information for employees, pupils, parents/carers on first aid arrangements around the school.
- Wyvern Academy will periodically review risk assessments.
- First aid provision is always available while people are on academy premises, and during off-site visits where a risk assessment has indicated that may be necessary (e.g., sports activities).
- The minibus has a stocked first aid box and a portable box is available for outside visits.

## 4. Responsibilities

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises.

The Academy is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA) and under the regulations for the registration of independent schools for having a health and safety policy. This does include arrangements for first aid, based on a risk assessment of the academy, and covers:

- Number of first aiders/appointed persons
- Numbers and locations of first aid containers
- Arrangements for off-site activities e.g., trips, work experience

This does not conflict with the responsibility of the employers to undertake a risk assessment to identify significant risk and necessary control measures when pupils below the minimum school leaving age are on or off-site.

- Out of school hours arrangements e.g., letters, parents' evenings.

Wyvern Academy will provide qualified First Aiders who have received training approved by the British Red Cross and updated every 3 years. One First Aider will be onsite whenever the school is open (including parents' evenings and other out of hour's events) and one will normally accompany off site visits where first aid is not likely to be sourced at destination.

Wyvern Academy will complete an individual health care plan for pupils with specific medical needs. Anaphylaxis, diabetes, epilepsy etc. and ensure that explicit permission is given for the administration of any medications (see Administration of Medication Policy) Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/ appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

Duties of a first aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, these would constitute:
  - Significant cuts
  - Grazes (only where the wound is 'open' or bleeding has occurred)
  - Scalds
  - Burns
  - Septic flesh wounds
  - Head injury
  - Broken limbs
  - Sprain
  - Asthma attack
  - Breathing problems
  - Chest pains

Common issues such as feeling sick, headaches or generally feeling unwell do not constitute as first aid and the advice on sending the child home should be sought from their Head of Year.

- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome on the appropriate Monday.com form.
- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment e.g., regular inspections and restocking. Administration Manager will be responsible for ensuring all boxes are stocked and maintained.

### **1. Procedure in case of accident, injury, defects or hazards:**

In case of an accident at the Academy, the following procedures should be followed:

- The injured party should be seen by a qualified first aider.
- If the injuries cannot be treated at the school, an ambulance must be called.
- All injuries are to be recorded in the academy's first aid book by a qualified first aider and subsequently logged on to appropriate Monday.com.
- If the accident is a result of an incident on site, all information must be gathered including witness statements. This is to be logged on Monday.com.

### **2. Hygiene/infection control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves, hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or used equipment in the appropriate waste bin. All bodily fluids on the floor will be cleaned up using an absorbent powder, then swept up with a designated dustpan and brush and placed in a secured plastic bag and disposed of in the outside bin. Bodily fluid spillages on hard surfaces will be cleaned up with paper towels and disposed of in a sealed plastic bag in the outside bin, the area is then to be cleaned with sanitiser.

All staff are responsible for any defects in the equipment or damage to their classrooms and should report these issues on the Estates tracker.

### **3. Special arrangements**

In some cases, children with medical needs may be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Headteacher is responsible for making sure that all relevant staff are aware

and if necessary are trained to provide any additional support these children may require.

#### **4. Emergency situations**

All first aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions. The most common are asthma, diabetes, epilepsy, and severe allergic reaction.

- Asthma – children with asthma need to have access to their reliever inhalers when required. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools.
- Epilepsy – concerns about safety should be discussed with the child and parents as part of the health care plan.
- Diabetes – children with diabetes should be able to manage their own medication. This should be discussed with the child and parent as part of their healthcare plan.
- Anaphylaxis – this is to be discussed as part of the child's healthcare plan between the parent and the child. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with the child's name and updated medicines. If the academy has to administer the injection, the emergency services must always be called.

#### **5. Child protection**

If any concerns are raised that have safeguarding implications (e.g., unexplained marks or scars), during first aid treatment, the first aider must inform the designated Child Protection Officer who will then take the appropriate actions.

#### **6. Physical contact with pupils**

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children.

Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who are designated school first aiders and remunerated as first aiders for the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded on Monday.com
- All parents will be informed if their child has received any treatment at the academy

#### **7. First aid materials, equipment, and facilities**

First aid equipment must be clearly labelled, easily accessible and up to date. Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

#### **8. Contents of the first aid container**

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, the academy should have at least one fully stocked first aid container for each site, additional containers may be needed for large or split-levels sites, distant sports fields or playground, and any other high-risk areas and any offsite activities. All first aid containers should be marked with a white cross on a green background.

There is no mandatory list of items to be included in a first aid container. The Academy's first aid needs assessment will help determine what should be provided. The HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins

- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

This is only a guide as each first aid kit will be based on the first aid needs assessment. Careful consideration should be given to the siting of the containers and, where possible, they should be kept near to hand washing facilities.

The Administration Manager is responsible for examining the contents of first aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

## 5. Travelling first aid containers

Before undertaking any offsite activities or educational visits, the responsible person must assess what levels of first aid provision is needed and identify any additional items that may be necessary for specialised activities. A portable first aid container must be readily available for use, maintained and in good condition. The HSE recommends that the minimum travelling first aid kit should contain:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

## 6. Minibus first aid container

The road vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. The following items must be kept in the first aid box:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rust-less blunt ended scissors

Administration Manager is responsible for maintaining, inspecting, and replenishing the minibus first aid container.

## 7. Accidents

All accidents are to be recorded on the appropriate to Monday.com for traceability and record keeping. If further investigation is required, this will be monitored and updated accordingly. Photographs and any additional evidence that is necessary can be uploaded whilst completing the form.

Any serious incidents (that involve hospitalisation from the scene, off work for 7 days or death) will need to be reported to the HSE via the RIDDOR reporting form. Please refer to the RIDDOR reporting guidance document for further information.

Link for Accident reporting: <https://forms.monday.com/forms/307d6b62b0fe14fff5535477c9c77a99?r=use1>

Link for Near Miss reporting: <https://forms.monday.com/forms/f02be79acc5a005f2ee19e7bf1e48fb4?r=use1>

## 8. Academy First aiders

- Pauline Atkinson
- Vicky Conden
- Mike Hillary
- Kelly King
- Lauren Mitchell
- Gemma Mudd
- Kerry Power
- James Wilkinson

### Person(s) appointed to administer medication

- Katie Ferguson
- Chelsy Hayes
- Jane Millward
- James Wilkinson