

THE DRIVE PREP SCHOOL FIRST AID POLICY

FIRST AIDERS

LEADS: D.Worthington

Staff

First Aid Refresher courses-Educare/TES

School's responsibilities, paying due regard to:

Reporting of injuries, diseases and dangerous occurrences regulations 1995
Management of Health and Safety at Work Regulations 1992/1999 (Amended 2003 and 2006).
Health and Safety (First Aid) Regulations 1981

The provision of first aid at The Drive Prep School is delegated to the Head teacher who decides on;

- The number of First Aiders and the level of training they should receive.
- The number of staff (and pupils) present at any one time;
- The distribution of staff;
- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems;
- The size and location of the school premises to which members of staff have access in the course of their employment;
- Arrangements for off-site activities;
- Arrangements for out of school hour activities such as parent evenings;
- Parts of the school premises with different levels of risks;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards and
- Accident statistics. These indicate the most common types of injuries, times and locations.

The Head teacher should be informed about any incident if it is at all serious or particularly sensitive. For example, when a pupil has had to go to hospital after an accident or if one pupil has caused deliberate injury to another or where negligence might be suggested.

The Head teacher will inform parents when any pupil requires hospital treatment. If, as the result of an accident, an employee is taken to hospital, is unable to work or subsequently becomes absent from work, the Proprietor should be notified immediately. The Secretary must report all serious accidents to the HSE as required by RIDDOR.

The Head teacher is responsible for putting the policy into practice and for developing detailed procedures.

The Head teacher should ensure that the policy for first aid is available to all staff and parents. The Head teacher and SENDco will prepare an Individual Health Care Plan to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

The Head teacher and Proprietor will identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amended 2003 and 2006).

The Head teacher and Proprietor will ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981

The Head teacher and Proprietor will also:

- Provide sufficient and appropriate resources and facilities.
- Keep staff informed of the School's First Aid arrangements.
- Keep accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Give clear structures and guidelines to all staff regarding first aid and medicines.
- Ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- Ensure the safe use, administration and storage of medicines in school and on educational visits.
- Undertake a risk assessment of the first aid requirements of the school.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed.
- Ensure single-use disposable gloves are worn when treatment involves blood or other body fluids. Cleaning up body fluids

Good practice for clearing up body fluids – vomit, faeces, blood etc.

Body fluids safety poster can be found in the sink area of the sick/sensory room.

Hazards

Body fluids are a source of infectious microorganisms (bacteria, viruses and fungi).

The main risk is infection following hand to mouth/nose/eye contact.

There is also a risk of infection via broken skin (cuts or scratches).

Cleaning products may contain hazardous substances such as biocides and surfactants.

Health effects from cleaning products include irritation, dermatitis and

breathing problems.

Storage

Store cleaning products and materials in a designated area.

Equipment and procedures

Provide closable containers and bags, labelled 'Clinical waste'.

Provide buckets with disinfectant and long-handled brushes for personal decontamination at the exit point.

Control procedures

Ensure a good standard of general ventilation.

Scrape up residues into the closable container, for safe disposal.

Bag up contaminated material that needs laundry or disposal, eg bedding, clothing.

Wash surfaces clean with detergent before disinfecting.

Heavily fouled soft furnishings may need bagging for disposal as clinical waste.

First aid

Provide sterile wipes and clean water to cleanse wounds.

Keep a supply of sterile adhesive waterproof dressings nearby.

Provide waterproof, abrasion-resistant gloves, eg nitrile.

Ensure that all cuts and abrasions are covered with a waterproof dressing before offering first aid.

Cleaning and housekeeping

Decontamination

Assume that everything that might be contacted by body fluids is contaminated.

Clean and disinfect the area after the task.

Disinfect or sterilise reusable work equipment.

Ensure that waste from the cleaning of body fluids is disposed of safely according to local rules and regulations.

Personal decontamination and skin care

Wash before eating or drinking, and after touching any surface or object that might be contaminated.

Provide warm water, mild skin cleansers, nail brushes, and soft paper, fabric towels or hot air for drying. Avoid abrasive cleansers.

Caution: 'Barrier creams' or 'liquid gloves' do not provide a full barrier.

Health surveillance

Keep good records of gastric upsets – monitor that personal hygiene is adequate.

Training and supervision

Any medical supervision will be carried out by a trained first aider.

Provide supervision – ensure that safe work procedures are followed.

In an emergency, the office holds contact details of pupils, parents and guardians and details of employees and their next of kin.

Medications.

- All prescribed medicines that are due to be administered are kept in the school Office locked away.
- It is the responsibility of the child to come to the school office for the medicine to be given, however any medication requirements and times, will be logged in the office by the Head teacher and/or Secretary.
- Records are kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school. Any that are brought onto school premises will be confiscated and handed in immediately to the office.

All staff must know:

- How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
- The name of and how to contact the Appointed Person responsible in the School the casualty is in.
The name of and how to contact the First Aider (first aid trained person) responsible in the School.

Our basic First aid boxes contents (Kitchen, staff room and Sick room);

General first aid guidance leaflet

- 20 individually wrapped sterile adhesive dressings/plasters (assorted size)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx 12x12cm) individually wrapped sterile non-medicated wound dressings and 2 large ones (18x18cm)
- 1 pair of disposable gloves

Staff room First aid box contains extras;

- Scissors
- Tweezers
- Steri strips

P.E First aid carry bag contains extras;

- Instant cold packs
- Foil blanket

Appointed Persons are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned if appropriate;
- Looking after and restocking the first aid box and any other first aid equipment in their area of responsibility.

The Appointed Person in the school is also a First Aider and knows:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded, bleeding or burnt.

First Aiders are responsible for.

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School;
- Where necessary, ensuring that an ambulance or other professional medical help is called ie: GP or pharmacist.

First Aiders have completed a training course. Refresher training is required every three years and may be a suitable e-training course.

Paying due regard to Health and Safety (First Aid) Regulations 1981 which gives guidance on the minimum legal requirement for Appointed Persons and First Aiders; the recruitment, selection and training of First Aiders; the responsibility and accountability of First Aiders; the need for a first aid room and the contents of first aid boxes.

Reporting accidents and record keeping.

All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the Appointed Person, First Aider and/or witness should do it on their behalf. Complete an accident report form in the accident book in the office.

Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident with symptoms/injury.

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

Identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

First Aid off Site.

If any First Aid treatment is given, the teacher will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at

all times throughout the visit.

- All adults present on the visit should be made aware of the arrangements for First Aid. A First Aid trained member of staff would always accompany swimming, school trips, sport activities, evening events and lunch and break times.

Asthma

Asthma treatments are taken on Educational Visits, trips and 'off site' sporting activities.

A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, and will be administered by the First Aider at the necessary time and recorded.

Epipens.

A list of any anaphylaxis sufferers would be displayed in the School office.

- Epipens, for anaphylaxis sufferers, are kept out of reach in the office.
- Epipens can only be administered by members of staff who have received epipen training.
- **Epipens** and the appropriate trained member of staff would be taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

RIDDOR

For non-employees and pupils an **accident** will only be reported under RIDDOR:

If it is an accident in school which requires treatment at hospital for a period of two days or more.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

All accidents to employees:

The school has a statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- All incidents of violence and aggression.

Cases of self-harm are not reportable as there is no accident causing the injury.

[website www.riddor.gov.uk](http://www.riddor.gov.uk)

Basic first aid.

Knowing what to do in an emergency is vitally important.

If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- Keep calm.
- If people are seriously injured or display signs of ill health, ie: chest pain, difficulty breathing, severe stomach cramps and or severe headache call 999 immediately; contact the Appointed Person and First Aider.
- Make sure you and the injured/ill person are not in danger.
- Assess the injured/ill person carefully and act on your findings. Call parents.
- Keep an eye on the injured/ill person's condition until the emergency services arrive.
- Unconsciousness Bleeding. If the person is unconscious with no obvious sign of life, call 999 and ask for an ambulance. If you or any bystander has the necessary skills, give them mouth-to-mouth resuscitation while you wait for the emergency services. Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing and raise it above the level of the heart. Lay the person down, reassure them, keep them warm and loosen tight clothing.
- Burns, Broken bones. For all burns, cool with water for at least 10 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance. Try to avoid as much movement as possible.

First Aid Stations:

Staff room

Kitchen

Sick room

P.E First Aid Sport bag - Staff room

Main Office Epipen/inhalers

First Aiders:

Jared Evans, also responsible for P.E First Aid Sport bag

Sue Parkinson, who is also the Appointed person

Deb Worthington -PA

Angela Mehr -Supervisor and TA.

Specific training:

Diabetes, Hyperinsulinism - Jared Evans

Reviewed last: September 2024

Next Review: September 2025