

## DOVE HOUSE SCHOOL ACADEMY TRUST

### First Aid Policy

<b>Policy Title</b>		First Aid Policy	
<b>Author / Reviewer</b>		Governance Lead / Welfare Officer/H&S Officer/Headteacher	
<b>Trustee Committee</b>		Board of Trustees	
<b>Signed by Lisa Goodall (Chair)</b>			
<b>Reviewed</b>	Nov 2020	<b>Approved</b>	Dec 2020
		<b>Next Review</b>	Dec 2021

#### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and trustees 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.

#### 2. Legislation and Guidance

This policy is based on current statutory legislation and guidance from the Department for Education.

#### 3. First Aid Requirements

Our First Aid requirements are determined by the completion of a First Aid Needs assessment which will be reviewed annually. Dove House School Academy Trust will:

- Ensure that there is a sufficient number of trained first aid staff to comply with the First Aid Needs assessment.
- Ensure that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs assessment.
- Ensure that the provisions are clear and shared with all who may require them

## 4. Roles and Responsibilities

### 4.1 Appointed person(s) and first aiders

#### Appointed person(s)

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary due to the nature or level of risk, the minimum legal requirement is to appoint a person (the Appointed person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

**At Dove House School there are no appointed persons, because of the higher numbers of appropriately trained staff on site.**

#### First Aiders

First aiders will be trained 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 pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

A list of first aiders is kept and maintained by the Health & Safety Co-ordinator. The list of first aiders will be displayed prominently around the school.

### 4.2 The Board of Trustees

The Board of Trustees is accountable for health and safety matters in the school, but delegate operational matters and day-to-day tasks to the Headteacher and staff members.

### 4.3 The Headteacher

The Headteacher is designated as the **Responsible Manager** and 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

### 4.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Completing accident reports for all incidents they attend where a first aider is not called
- Informing the Headteacher or the Health & Safety Co-ordinator of any specific health conditions or first aid needs

## **5. First aid procedures**

### **5.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will summon a first aider.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- Where not precluded (e.g., medically or by previous non-consent), the first aider will provide pain relief if appropriate. They will establish that a previous dose has not been given within the preceding four hours by contacting a parent or carer and reviewing the school's administration of medicines record.
- The first aider will remain with the pupil until they are transferred into the care of others (ambulance, parents or carers or another first aider)
- If the first aider judges that a pupil is too unwell to remain in school, parents or carers will be contacted and asked to collect their pupil. Upon their arrival, the first aider will ensure all relevant information is passed on and will recommend next steps to the parents or carers
- If the emergency services are called, the school will contact parents or carers 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 first aider will notify the Responsible Manager immediately after any significant injury incident in order that they can ensure the matter is addressed correctly

**The first aider will call an ambulance in the following circumstances:**

- In the event of a serious injury
- In the event of a period of unconsciousness.
- Whenever there is a fracture or where this is suspected.
- Where there is any doubt as to the severity of the injuries

### **5.2 Minor injuries, bumps or grazes**

- Minor incidents requiring first aid treatment including plasters or cleanse wipes will be recorded in the Medical Reporting Folder, located in the medical cupboard. A sticker will be added to the school communication book to alert parents of the treatment the student has received, including the time of the incident.
- Extensive accident forms will only be completed where considerable first aid has been administered.

### **5.3 Bumps to the Head**

- All bumps to the head and the treatment given will be recorded in the Medical reporting Folder, this will be highlighted to indicate a head injury

- Any pupil that has received a bump to the head will be issued with a "pink slip" to notify everyone what has happened and when. On the reverse of the note are signs and symptoms to be aware of and this slip will be sent home to parents in the pupil's school diary.
- Should our medical team become concerned about the child after the injury, parents will be contacted via telephone and further medical advice sought.

#### **5.4 Off-site procedures**

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

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

Risk assessments will be completed by the trip leader 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.

#### **6. First aid provision**

Our First Aid Needs assessment identifies the number of first aid kits required.

- First aid kits are distributed across the school and Post 16 site.
- The school mini- bus vehicles each have a travel first aid kit.
- Travel first aid kits are available in medical rucksack for off-site visits.

Our First Aid Needs assessment shows the location of all first aid kits. It is the responsibility of the Welfare Officer to check the contents of all first aid kits every 3 months and record the findings on the First Aid Kit checklist. Completed checklists are stored in the medical room.

The Administration Offices are designated as the medical room for treatment, sickness and administration of first aid and is suitably equipped for this purpose.

#### **7. Record-keeping and reporting**

##### **7.1 First aid and accident record book**

- An accident form will be completed by the first aider or 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 completing the form.
- The completed accident form will be given to the Health & Safety Co-ordinator who will ensure that it is comprehensively completed and signed.
- A copy of the accident report form will also be added to the pupil's educational record by the Health and Safety Co-ordinator
- 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.

## **7.2 Reporting to the HSE**

The Health and Safety Co-ordinator 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 Health and Safety Co-ordinator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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)

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

## **7.3 Notifying parents or carers**

The school will inform parents or carers 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.

In emergencies, our procedure for notifying parents or carers will be to use all telephone numbers available to contact them by voice or text and leave a message should they not be contactable.

In the event that parents or carers cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents or carers as far as possible every hour. In the interim, we will ensure that the qualified first aider remains with the student until the parents or carers can be contacted and arrive.

In the event that the pupil requires hospital treatment and the parents or carers cannot be contacted prior to attendance, the first aider or another member of staff will accompany the pupil to hospital and remain with them until the parents or carers can be contacted and arrive at the hospital.

In the event that a pupil attends the medical room for a very minor injury then a note will be placed into the pupil's diary to the parent.

## **8. Training**

The school will ensure that the number of trained first aid staff complies at least with the First Aid Needs assessment.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The Health & Safety Co-ordinator will monitor the number of staff trained as first aiders in the school to ensure there is adequate cover and will co-ordinate the first aid training.

## **9. Monitoring Arrangements**

This policy will be monitored by the Headteacher (as the Responsible Manager).

## **10. Policy Review**

This policy will be reviewed annually by the Headteacher (as the Responsible Manager) and approved by the Board of Trustees