



Calday Grange Grammar School

Title of Policy:	FIRST AID POLICY	
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Summary	Calday Grange Grammar School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility	
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1. AUTHORITY AND CIRCULATION

This policy has been authorised by the Governors of Calday Grange Grammar School. It is available to parents and students and to all members of Staff.

The arrangements within this policy (for example the number of First Aiders, Appointed Persons and First Aid boxes and contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School with regard to all staff, students and visitors.

This policy applies to:

- The whole School inclusive of activities outside of the normal School hours.
- All staff (teaching and support), the proprietor and volunteers working in the School.

This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

2. AIMS

To ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid.

To ensure that the First Aid arrangements are based on suitable and sufficient risk assessments and are in line with the Health and Safety at Work Regulations.

To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury while people are on the School premises and also off the premises whilst on School trips or visits.

3. OBJECTIVES

To appoint the appropriate number of suitably trained people to meet the needs of the School.

To provide relevant training, to maintain a record of that training and ensure monitoring of training needs is reviewed annually.

To provide sufficient and appropriate resources and facilities.

To provide awareness of health and safety issues within the School, and on School trips, to prevent where possible potential dangers or accidents.

To inform staff and parents of the School's First Aid arrangements.

To report, record and where appropriate investigate all accidents and serious illnesses.

To keep accident records and to report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

4. DEFINITIONS

First Aid - Means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.

First Aider - A member of staff who has completed a First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

First Aid Guidance - Is the First Aid at Work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, 2nd edition, 2009).

Staff - Any person employed by the School, volunteers at the School and self employed people working on the premises.

5. RESPONSIBILITIES

The Governing Body - As the employer, the Governing Body has overall responsibility for ensuring that the School has adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Headteacher - The Headteacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the School's health and safety policy, including arrangements for First Aid.

First Aider - A First Aider must complete an appropriate training course. At School, the main duties of a First Aider are:-

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- When necessary, ensures that an ambulance or other professional medical help is called
- Decides when students are too unwell to stay at School, contacts parents to collect their child and, when required, informs them of the accident and the hospital to which their child is being taken
- Keeps a legible written record of attendances, with dates, times and treatment given.

See Appendix 1 for a list of current First Aid trained staff.

Appointed Person Appointed persons are not first aiders and should not give first aid treatment for which they haven't been trained. An appointed person's duties are to:

- look after the first aid equipment and ensure that first aid kits are always fully stocked
- take charge when someone is injured or becomes ill
- ensure that an ambulance or other professional medical help is summoned when appropriate.

All Staff - All Staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students, staff and visitors on site.

Anyone on School Premises - Anyone on the School premises is expected to take reasonable care for their own and others' safety.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

6. FIRST AID FACILITIES

6.1. First Aid Containers

The assessment of the School's First Aid needs will determine the number of fully stocked first-aid containers required for the School site. This includes additional first-aid containers needed for each building, School site, sports fields, playgrounds, any other high risk areas and any offsite activities.

The siting of first-aid boxes is given careful consideration. If possible, first-aid containers are kept near to hand washing facilities. See Appendix 2 for the location of First Aid containers
All first-aid containers are marked with a white cross on a green background.

Signs are displayed indicating where First Aid kits can be found.

We adhere to the HSE recommendations for the contents of a standard first-aid container, where there is no special risk identified. This is listed in Appendix 2.

6.2. First Aid Accommodation

We provide a First Aid Bay which is suitable and sufficient according to the assessment of First Aid needs identified. The area contains a washbasin and is near to a WC.

This area is used for First Aid whenever possible, however, first-aid facilities may need to be made available quickly.

6.3. First Aid Stock Control

Staff in the Administration Office are responsible for ensuring First Aid stock levels are adequate, that out of date stock is discarded and for ordering stock when necessary.

The contents of all First Aid boxes are checked during the summer term.

If stock from a First Aid Container is used and needs replenishing it should be taken to the Administration Office for re-stocking.

7. FIRST AID PROCEDURES

7.1. Accident or Injury

If an accident or injury occurs, then the member of staff in charge should take immediate steps to safeguard those affected. They should assess the situation and decide on the next course of action, which may involve:-

- calling immediately for an ambulance
- calling for assistance from a First Aider
- calling for assistance from another member of staff
- directing the injured person to a First Aider in the First Aid Bay
- administering simple First Aid , e.g. small wound dressings using stock from a First Aid container near to their location.

Students who have been injured and who are in obvious pain or distress should never be directed to make their own way to the First Aid Bay and should be accompanied by an adult at all times.

Detailed procedures are given in Appendix 3.

7.2. If a student is unwell

If a student is unwell they should consult the member of staff in charge who will assess the situation and decide on the next course of action.

Detailed procedures are given in Appendix 4.

7.3. Ambulances

Staff should always call an ambulance in the following circumstances:

- In the event of a serious injury or illness
- In the event of any significant head injury

- In the event of a serious complication of a managed condition, e.g. severe allergic reaction (anaphylaxis), diabetes, asthma.
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

If an ambulance is called then the member of staff should make arrangements for the ambulance to have access to the accident site.

Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

7.3. First Aid Off Site

PE Department - When students travel off site for PE, they will be accompanied by a member of staff and will take a First Aid box. Any incident of First Aid treatment must be recorded on the student's Medical Event record (on SIMS) as soon as possible on return to School.

School Activities and Residential Trips - The medical needs of students must form part of the planning process for all activities away from the School. It is important to identify the medication details, emergency action and the adult taking responsibility. If parental consent requires the trip organiser to take a student's medicines etc. from the First Aid Bay the medicine(s) should be given to the trip organiser in a clear plastic bag, with the student's name and consent form. This must be recorded. The trip organiser must arrange for medicines to be returned to the First Aid Bay immediately upon the student's return to School after the trip.

7.4 In the Event of Contact with Blood or other Bodily Fluids

If spillage of blood or other bodily fluids occurs, arrangements must be made for the proper containment, clear up and cleansing of the spillage site.

The First Aider should take the following precautions to avoid risk of infection:-

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:-

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the Headteacher and take medical advice if appropriate.

8. STUDENTS WITH MEDICAL CONDITIONS

Parents of students, who have or develop, complex health needs or medical conditions such as asthma, epilepsy, diabetes and severe allergies, should inform the School. Parents must notify the School of any changes to a student's health.

The School will maintain a record of students' medical conditions and requirements on the individual student's record in SIMS.

This information will be provided to teachers and other members of staff as required.

9. REPORTING AND RECORDING

It is the responsibility of the Headteacher to ensure all injuries, accidents and illnesses, however minor, are recorded.

The First Aider should complete a record of First Aid provision, as set out in below, directly into the student's record on SIMS.

All injuries, accidents and illnesses, however minor, must be reported to the Headteacher and he is responsible for ensuring that the accident report forms and books are filled in correctly and that parents are kept informed, as necessary

9.1. The student's record on SIMS

All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the student's record on SIMS. Careful recording of the following -

- The date, time and place of the event or illness
- Details of those involved
- A brief description of the nature of the event or illness
- Treatment given
- What happened to the injured or ill person immediately afterwards

Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

9.2. Accident Report Form

The person in charge at the time will fill in an accident report form (see Appendix 5) for every serious or significant accident that occurs on or off the School site if in connection with the School (see 9.4). This will be kept and investigated if required by the Health and Safety Officer.

Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

9.3. Reporting to Parents

In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headteacher if necessary.

The School will also discuss with parents the procedure for dealing with students who are ill or infectious.

9.4. Reporting to HSE

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done online):-

Accidents Involving Staff

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- Cases of work related diseases that a doctor notifies the School of (for example: Certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving students or visitors

- Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with any School activity (on or off the premises)
- The way a School activity has been organised or managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

10. MONITORING

The Headteacher and the Health and Safety Officer will organise a regular review of the Student Database in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

In addition, the Headteacher and Health and Safety Officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

APPENDIX 1

Current First Aid trained staff

The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) 3 days LIST

Elaine Adams
Tracy Atherton
Joan Cooper
Lesley O'Donnell
Anne Parsons

The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in Emergency First Aid at Work (EFAW) 1 day

Rachel Bailey
Vicki Bathgate
Michelle Birch
Dan Breeze
Jon Burke
Natalie Button
Marie Cavanagh
Michael Johnson
Peter Morris
Jackie Moulard
Mike Peddie
Christine Weston

All members of the Senior Leadership Team are deemed to be Appointed Persons and should be summoned when a serious incident occurs.

Members of the School's Administration Office team who are not qualified First Aiders will assist the First Aiders and Appointed Persons where appropriate.

APPENDIX 2

Location and contents of First Aid containers

Art Room A1	E Block
Biology Prep Room	English Staff Room
Bus - BJ55 HCV (Cargo Bus)	First Aid Bay
Bus - School Minibus	Hawkins - Languages Office
Business Centre Office	Geography Staff Room
Caretaker 1	Glasspool Fields - Garage
Caretaker 2	Glasspool Fields - Pavilion
CCF Office	Grounds Hut
CCF Boat Shed	Gymnasium
Chemistry Prep Room	Kitchen
Hockey - Chris Todd's Car	MultiGym
Cookery Suite	PE Away Bag 1
D&T - D14	PE Away Bag 2
D&T - D24	Physics Prep Room
D&T - D34	Sports Pavilion

FIRST AID CONTAINER CONTENTS

First Aid Boxes are re-stocked each Summer Term, if this box needs re-stocking before then, please contact a member of the Administration Office team

REQUIRED ITEM	NO	OPTIONAL ITEMS	NO
A leaflet giving general advice on First Aid	1	Alcohol-free wipes	
Individually wrapped sterile adhesive dressings (assorted sizes)	20	Pair blunt ended scissors	
Sterile eye pads	2	Sick bags	
Individually wrapped triangular bandages (preferably sterile)	4	Tape	
Safety pins	6	Vent Aid	
Medium sized (approx 12cm x 12cm) individually wrapped sterile un-medicated wound dressings	6	Melolin (Sterile)	
Large (approx 18cm x 18cm) sterile individually wrapped un-medicated wound dressings	2	Yellow Waste Bags	
Disposable gloves (Pair)	1	Assorted Bandages	

PLEASE BE AWARE THERE ARE STUDENTS WHO MAY BE ALLERGIC TO PLASTERS

APPENDIX 3

First Aid Procedure in case of Accident or Injury

Assess the situation

Make the area safe

Give emergency first aid, for which they have been trained and are competent.

- Minor grazes and cuts are cleaned with water and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy).
- Bumps to the head should be assessed. Where there is a major bump to the head a parent is contacted. In either case, a Head Injury Form is completed detailing the incident; this is sent to the parent via the student and a copy is placed in the student's file.
- Where a suspected broken bone or dislocation has occurred the Health Centre is contacted and a school nurse attends the student(s) at the Preparatory school. Parents are then contacted. In extreme cases it may be necessary to call for the assistance of ambulance

Get help

- Summon an ambulance. This should be arranged by the Appointed Person or member of the Administration Team.

This person will also:-

1. Ensure that a nominated person is asked to guide the emergency services to the nearest convenient point for access to the incident site
2. Arrange for a parent to be contacted
3. Arrange for the student to be accompanied to hospital by a member of staff
4. Arrange for the Emergency Medical Sheet to be printed
5. Arrange for the student to be accompanied in the ambulance or followed to hospital.

Record

- In SIMS on the student's record, details of the date, time, injury, treatment and signature of the attending member of staff are recorded for ALL incidents
- In Lesson Monitor the register is adjusted accordingly if the student is sent home or to hospital.
- A Head Injury form is completed in the case of all head injuries.
- An Accident Form (see Appendix 5) is completed in all incidents of notifiable accidents to the enforcing authorities.

Inform

- The Health and Safety manager may need to be informed
- The Head of Year may need to be informed

APPENDIX 4

Procedure if a student is unwell

Where a child presents themselves as unwell an initial assessment of their condition is made and they may then be monitored in First Aid for a period of time.

If deemed necessary a parent is contacted to collect the student and take them home

Where a student is physically sick, a parent is contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 24 hours.

Headaches may be treated by the administering of Paracetamol medicine (only if a parent has signed an agreement to this on the Student Information Form they complete when student starts at the school). This is recorded on SIMS.

If an ambulance is required this should be arranged by the Appointed Person or member of the Administration Team.

This person will also:-

1. Ensure that a nominated person is asked to guide the emergency services to the nearest convenient point for access to the incident site
2. Arrange for a parent to be contacted
3. Arrange for the student to be accompanied to hospital by a member of staff
4. Arrange for the Emergency Medical Sheet to be printed
5. Arrange for the student to be accompanied in the ambulance or followed to hospital.

Record

- In SIMS on the student's record, details of the date, time, injury, treatment and signature of the attending member of staff are recorded for ALL incidents
- In Lesson Monitor the register is adjusted accordingly if the student is sent home or to hospital.
- An Accident Form (see Appendix 5) is completed in all incidents of notifiable accidents to the enforcing authorities.

Inform

- The Health and Safety manager may need to be informed
- The Head of Year may need to be informed

APPENDIX 5

Accident Report Form



**Calday Grange Grammar School
ACCIDENT WITH INJURY REPORT**

ON COMPLETION, THIS FORM SHOULD BE PASSED TO THE HEALTH & SAFETY MANAGER

DETAILS OF INJURED PERSON	
Name	
Home address	Post Code:
Home telephone	
Gender	Male / Female <i>(please delete as appropriate)</i>
Date of Birth	
Age	
Status	Student / Employee / Member of Public / Contractor / Other
WHEN AND WHERE THE ACCIDENT HAPPENED	
Date of the accident	
Time of the accident	
Where did the accident happen	
ABOUT THE ACCIDENT	
How did the accident happen? Give the cause if you can. Give details of any injuries.	
TREATMENT	
Did the injured person receive First Aid treatment at Calday?	YES / NO <i>(if YES give details including materials used)</i>
Was the injured person taken to hospital? <i>(This may need following up.)</i>	YES / NO <i>(if YES give details, including which hospital, how long detained etc...)</i>
PERSON FILLING IN THIS FORM	
Signature	Date
PERSON WHO HAS HAD THE ACCIDENT	
Signature	Date
Reporting of Injuries and Dangerous Occurrence 1996 - Complete this box if the accident is reportable under Riddor	
How reported	Date reported
Health & Safety Manager Signature	Date
HEADTEACHER	
Signature	Date