

First Aid Policy

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First Aid Policy

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1. Policy Statement

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the City of London Corporation to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

In order to ensure adequate first aid provision it is the policy of City of London Freeman’s School that:

- There are sufficient numbers of trained personnel together with appropriate equipment available to ensure that someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied
- A qualified first aider is always available during normal school hours
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits

2. Definitions in The Health and Safety (First Aid) Regulations 1981

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“First Aid” is defined as;

- “in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequence of injury or illness until such help is obtained” and,
- The “treatment of minor injuries which would otherwise receive no treatment or which do not require treatment by a medical practitioner or nurse”.

3. Responsibilities

3.1 The Health and Safety Committee of City of London Freeman’s School, on behalf of the City of London Corporation, is responsible for ensuring:

- Adequate First Aid provision, including appropriate equipment and facilities
- Sufficient numbers of “suitable persons” are available at all times. This may be a first aider or an appointed person depending on circumstance and risk.
- The provision of first aid services during school hours
- Appropriate first aid cover is available for out-of-hours and off-site activities
- Annual review of First Aid provision

3.2 The Assistant Bursar (HR) and Deputy Head, on behalf of the Health and Safety Committee, are responsible for:

- Arranging attendance on external first aid training courses
- Maintaining a record of all first aid training undertaken by school staff
- Maintaining a current list of first aiders for distribution throughout the school

3.3 The School Nursing Team, on behalf of the Health & Safety Committee, is responsible for:

- Risk assessing the First Aid needs throughout the school, identifying and advising on appropriate levels of First Aid provision
- Arranging supplementary in-house training in-between official, external first aid re-qualifying courses
- Providing training for staff involved with pupils with special health needs. For example, training in the use of epipens and anaphylaxis
- Reporting to the Health and Safety Committee on first aid issues
- Providing first aid cover at the school during normal school hours
- Organising provision and replenishment of first aid equipment
- Maintaining accurate records of first aid treatments given in the School Medical Centre

3.4 Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given
- Wearing green First Aider lanyards

3.5 The Assistant Bursar (HR) is responsible for:

- Ensuring appropriate first aid cover is available at all out-of-hours sports activities (Appropriately trained first aid personnel must be present for all home rugby matches at the school)
- Liaison with Heads of Departments for PE/Games to determine First Aid arrangements for matches

3.6 Heads of Departments for PE/Games are responsible for:

- Liaison with the Assistant Bursar to determine First Aid arrangements for matches
- Ensuring First Aid kits & emergency medication are taken to all practice sessions and matches

3.7 Heads of department are responsible for replenishment of first aid supplies in their area of work. This duty may be delegated but must be to a named individual. At the start of each term the medical centre should be e-mailed with any supplies that need replenishing.

It is the duty of all staff to act in the capacity of a responsible adult in the event of an emergency and to summon help as needed.

4. First Aid Risks

The School Nursing Team, on behalf of the Health & Safety Committee will carry out continuous assessment of first aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special health needs
- Hours of work
- Out-of-hours and off-site activities

4.1 The first aid risk assessment identifies:

- How many first aiders are needed during the school day
- Out-of-hours and off-site arrangements
- Arrangements to cover absence of first aiders
- High-risk areas needing a qualified first aider within the department
- First aid equipment needed
- Location of first aid equipment
- Necessary first aid notices and signs
- Good practice in record keeping

During the school day there are approximately 1000 people on site. At the time of this report, this includes:

909 pupils, including 55 boarders and,
176 staff
0-20 visitors, including deliveries

The level of first aid provision is based on perceived risk and schools are considered to be in the low risk category.

4.2 Layout and location of buildings and grounds

The school has extensive grounds and some scattered buildings. Accidents can happen anywhere at any time and therefore all staff need to be aware of how and where to obtain help in a first aid emergency situation.

Additional reviews of First Aid provision will be carried out by the Health and Safety Committee following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.

4.2.1 Specific hazards

Injuries and accidents are most likely to occur during games / PE lessons and matches, during science, technology and art lessons, at break-times (especially on the outdoor play equipment at the Junior School) and in the kitchens and maintenance departments.

Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Rugby matches carry a particularly high risk of serious injury, especially at senior level and therefore, appropriately trained first aid personnel must be present at all senior rugby matches played at home. It is the responsibility of the member of staff in charge of the match to check the presence of specialist first aid cover before the match commences.

4.2.2 Special health needs

There are a number of pupils who have specific health needs. The School Nursing Team will give advice and information to staff as appropriate on a need to know basis.

Parental consent to the sharing of health information in school is obtained when the child joins the school.

4.2.3 Out-of-hours and off-site activities

Many school activities take place outside of normal school hours and/or off-site and First aid provision must be available for these times.

An appointed person must be on every trip.

5. Provision of first aid personnel and equipment

The School has a well-equipped Medical Centre staffed by a team of three Registered Nurses. The Medical Centre is open during term time, Monday to Friday throughout the school day currently from, 8.30am – 5.30pm.

The School Nursing Team has a mobile phone to enable contact at any time during the above hours.

In the unlikely event, that the school nursing staff are off-site staff will be informed of the procedure to be followed in their absence. In this instance, a notice will be displayed on the door of the Medical Centre giving details of how and where to obtain first aid assistance.

The school additionally has 5 First Aid at Work (FAW Level 3) trained staff and 45 Appointed Persons (Emergency First Aid at Work, EFAW, Level 2)

The school has 5 Automated External Defibrillators (AEDs) onsite.

5.1 First Aid Kits

First aid kits are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of first aid kits may vary depending on the particular needs in each location. For example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing facilities.

5.1.1 Each PE department is allocated a number of sports first aid kits that will be taken to all games lessons, practices and matches. Head of PE is responsible for replenishment of first aid supplies in their area of work. This duty may be delegated but must be to a named individual. At the start of each term the medical centre should be e-mailed with any supplies that need replenishing.

5.1.2 A first aid kit must be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Medical Centre.

5.1.3 All minibuses must carry a first aid kit.

5.2 Medicines

The treatment of minor illness by medicines and tablets falls outside of the definition of first aid in The Health and Safety (First Aid) Regulations 1981 and The City of London will not permit the presence of any such medications in designated first aid kits.

The only exception to having medication present in designated first aid kits is when emergency medication is required for self administration. In this instance, the Medical Centre will have sanctioned their presence.

Medication for residential trips will be provided by the medical centre separately.

6. Information

It is essential that there is accurate, accessible information regarding how to obtain emergency first aid assistance.

6.1 All new staff and students will be provided with information about how to obtain first aid assistance. This will include:

- Location of Medical Centre
- How to contact School Nursing Team in an emergency
- How to contact a qualified first aider and appointed person in an emergency
- Names, locations and contact details of qualified first aiders and appointed persons (see 6.1 and 6.2 for definitions)
- Location of first aid kits
- How to call an ambulance

6.2 First aid notices

First aid notices are displayed throughout the school in communal and high risk areas for example, science, technology and games departments.

Notices are easily recognisable through the use of the standard first aid symbol (white cross on green background) and will include information on:

- Names and locations of qualified first aiders
- Location of first aid boxes
- Emergency telephone numbers within the school
- Arrangements for obtaining emergency aid outside normal hours, e.g. how to call an ambulance

Rooms where first aid kits are located will be clearly marked with a sign.

It is the responsibility of the Medical Centre in collaboration with the secretariat team to maintain accurate information on these signs.

7. Training

7.1 A qualified first aider is someone who holds a valid certificate of competence in First Aid at Work or Emergency First Aid at Work. The certificate is issued by an organisation approved by the Health and Safety Executive.

7.2 An appointed person is someone who has attended a minimum of 6 hours emergency aid training who will take charge of a situation if a serious injury or major illness occurs in the absence of a first aider. An appointed person is competent to give

emergency aid until further help arrives and is also responsible for first aid equipment in the absence of a first aider.

- 7.3 Supplementary first aid training will be provided by the Medical Centre during the period between official courses. This will refresh and maintain first aider's competence and confidence in managing first aid situations.
- 7.4 Additional training may be provided by the Medical Centre for staff involved with pupils with special health needs. For example, training in the use of epipens and anaphylaxis.
- 7.5 Pupils should be encouraged to learn first aid skills through schemes such as the Duke of Edinburgh Award and the St John Ambulance Young Lifesaver Award.

8. Emergency Procedures

- 8.1 In the first instance, utilise the nearest first aider for immediate care and contact the Medical Centre for continuing care. There are telephones in buildings on our campus so that help can be summoned quickly.
- 8.2 If School Nursing staff are unavailable, contact the nearest qualified first aider or appointed person.
- 8.3 Whenever possible someone should remain with the casualty until help arrives
- 8.4 Should an ambulance be required the Gatehouse, ext 114 needs to be informed. They in turn, will inform the appropriate personnel.
- 8.5 The following procedures pertain specifically to the Boarding House:
 - i) Boarding staff can summon extra help out of hours by 'phoning the Gatehouse, which is manned 24 hours a day. In addition, the Headmaster and 4 Graduate Assistants live within 50 metres of the School site.
 - ii) If an emergency happens when the Medical Centre is shut, Ashlea Medical Practice (with whom all boarders are registered) offers an out-of-hours service that can be used.
 - iii) If a pupil is taken ill in the night or outside Medical Centre hours and needs to go to hospital, there is always a spare member of staff on duty who is qualified and in a fit state to drive the School Car to hospital.

9. Reporting and Record keeping

A written record must be made of any first aid treatment given using the FirstAid email found in the global directory on Outlook. This is sent to the Medical Centre. This must include the following details:

- Date, time and place of incident
- Name of casualty

- Factual details of the injury / illness
- Treatment and / or advice given
- Destination of the casualty after treatment for example, sent home, back to class, taken to hospital, etc.
- Name and signature of person dealing with the incident

Depending on the nature and severity of injury/illness further written records may be required

Accident Report forms for pupils will be issued as necessary; they are obtainable from the medical Centre, the Sports Department and the Deputy head's Secretary.

Accident Report forms for staff are available in the Staff Guidance 2012-13 in the Forms section (form F5)

Completed Accident Report Forms should be forwarded to the Deputy Head for circulation as soon as possible after the incident.

10 Policy Review

First aid arrangements within the school are continually monitored by the Medical Centre and are formally reviewed annually by the Health and Safety Committee to ensure provision is adequate and effective.

Any concerns regarding first aid provision should be reported immediately to the Bursar who is the Chairman of the Health and Safety Committee.