

Castle Manor Academy

FIRSTAID PROCEDURES



Date Approved	December 2021
Signed	 (Chair of Local Governing Body)
Name	Justine Dawkins
Minuted	December 2021
Date of Next Review	December 2022

Aims

The aims of our first aid procedures are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to First Aid
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Ensure adherence to the Trust Health and Safety policy

Legislation and Guidance

This procedure is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

Appointed Responsible person(s)

The school's appointed responsible person is Rebecca Byrne.

The alternate responsible people are Lisa Freds and Janette Miller.

The Estates manager is Ashley Newman.

First aiders

NAME	TYPE OF QUALIFICATION	EXPIRES
Lisa Freds	3-day First Aid At Work	07/2024
Janette Carter-Miller	3-day First Aid At Work	07/2024
Jackie Taylor	1-day First Aid At Work	01/2022

Carrie Spurling	1-day First Aid At Work	01/2022
Becky Baldwin	1-day First Aid At Work	01/2022
Rob Dovaston	1-day First Aid At Work	01/2022
Kirk Bonas	1-day First Aid At Work	01/2022
Mark Smitheram	1-day First Aid At Work	01/2022
Ben Matthews	1-day First Aid At Work	10/2022
Jay Teare	1-day First Aid At Work	10/2022
Vanessa Whitcombe	1-day First Aid At Work	10/2022
Joe Mason	1-day First Aid At Work	10/2022
Travis Holder	1-day First Aid At Work	10/2022
Georgina Hubbard	1-day First Aid At Work	02/2024
Niamh Harris	1-day First Aid At Work	02/2024
Katherine Moralee	1-day First Aid At Work	02/2024
Rebecca Byrne	1-day First Aid At Work	04/2024
Karen Dobell	2-hour Online Trained	05/2022
Pauline Cleary	2-hour Online Trained	05/2022
Gill Mitchell	2-hour Online Trained	05/2022
Sonia Parker	2-hour Online Trained	05/2022
Vicky Horne	2-hour Online Trained	05/2022
Ann Grimstone	2-hour Online Trained	05/2022
Louise Cassels	2-hour Online Trained	05/2022
Karl Player	2-hour Online Trained	05/2022
Ashley Newman	2-hour Online Trained	05/2022
Karen Rudd	2-hour Online Trained	10/2022
Becky Sharrod	2-hour Online Trained	11/2022
Debs Brown	2-hour Online Trained	11/2022
Mandy Haynes	2-hour Online Trained	11/2022

First aiders are responsible for:

- Taking charge when someone is injured or becomes ill

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits after use and/or prior to expiry date
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents where the person requiring first aid is unable to attend the medical room.
- Responding to radio calls for first aid support in the medical room.
- Assessing the situation where there is an injured or ill person and providing 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 (see the template in appendix 2)
- Keeping their contact details up to date
- Rebecca Byrne is responsible for checking both defibrillators in the staff room and medical room on a monthly basis. Check includes full test and replacement of supplies such as pads and batteries

Our school's first aiders list is displayed in the office and staff room. Their names are also displayed prominently around the school in all staff workrooms and other locations where the first aid boxes are kept.

Governors responsibility

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher who delegates this responsibility to the Premises Manager and the responsible person(s)

The Premises Manager

The Premises Manager, working with the responsible person(s), are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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, staff and visitors
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

In-school procedures in the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider by calling a first aider on the radio channel 3, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved.
- If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as practically possible. Suggested edit (RBY): If emergency services are called, the parents or emergency contacts will be informed as soon as practically possible.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedure

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
- Any specific medication required for the group off site
- Parents' contact details

Risk assessments will be completed by the relevant individual 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.

First Aid Equipment:

A typical first aid kit in our school will include the following:

- A list of contents
- Regular and large bandages
- Eye pads
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Single use ice packs
- Gauze pads
- Wound dressings
- Aluminium blanket
- Sterile eye wash
- Steristrips
- Plastic face shield

No medication is kept in first aid kits.

Medication

All medication is kept at the medical room and monitored by Rebecca Byrne. A log of all the medication is kept in the cabinet in the medical room.

First aid kits are stored in:

- Medical Room
- R&R
- The Arch
- Catering Department
- PE Department
- Design Department (Stored in S3)

First Aid Responder bags :

- Lisa Freds (stored in medical room)
- Janette Carter-Miller (stored in Science block)
- Rebecca Byrne (stored in B12)

Lisa Freds, Janette Carter-Miller and Rebecca Byrne are responsible for restocking their own responder bags.

When supplies are used from first aid kit, the first aider is responsible for restocking the first aid kit.

First aid kits are to be checked monthly in each department.

Record-Keeping and Reporting

First aid and accident record book

- All First Aid logs and incidents are to be recorded on CPOMS
- An incident report will be completed by the first aider/relevant 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 reporting an accident, including all of the information included in the incident report provided by the first aider.
- A copy of the incident report will also be added to CPOMS.
- A copy of the Incident report must be given to the Headteacher to sign then given to the Premises Manger to send across to the Trust.
- 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.

Reporting to the HSE

The relevant school nominated member of staff 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 relevant school nominated member of staff 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. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

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

Notifying parents/carers

The First Aider will inform parents 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.

Reporting to Ofsted and child protection agencies

The relevant school nominated member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The relevant school nominated member of staff will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

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.

Monitoring Arrangements

This policy will be reviewed by the leadership team every year. At every review, the policy will be approved by the Resource committee.

This first aid policy is linked to the

- Trust Health and safety policy