Saint John’s College

First Aid Policy and Procedures
General Information

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. Staff should send for help as a priority and remember First Aid is designed to preserve life. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Teachers and other staff agree to become first-aiders on a voluntary basis. The role can be stressful and Saint John's College recognises the right of volunteers to withdraw. When selecting first-aiders, the head teacher needs to consider the individual's: reliability and communication skills, aptitude and ability to absorb new knowledge and learn new skills, ability to cope with stressful and physically demanding emergency procedures, and the individual's normal duties. A first aider must be easily contactable and able to leave, to go immediately to an emergency.

Legal Requirements

The school insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of First Aiders are met, that appropriate training is provided and that correct procedures are followed. The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do. The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (online http://www.hse.gov.uk/riddor/when-do-i-report.htm, by telephone 0845300 9923). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508. For definitions of major injuries,
dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A).

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises and similarly accidents involving pupils (who are considered members of the public):

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

**Reportable major injuries** are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Sporting injuries are reportable only if they were due to defective equipment or failings in the organisation and management of an event.

If a pupil is taken to hospital as a precaution but the examination shows no listed injury, it does not need to be reported.
The role of the Appointed Person

An appointed person is someone who:
takes charge when someone is injured or becomes ill;
looks after the first-aid equipment eg restocking the first-aid container;
ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not always first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, covering:
what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required; and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. It need not be used solely for medical purposes. The current medical assembly point for minor injuries is the main foyer, Mrs Hart’s office (first floor) or Mr Johnson’s office (ground floor) is used when privacy is required. A medical room is planned for the new extension.
The Appointed person is Mrs Gillian Firth.

The Role of the First Aider

First aiders must complete a training course approved by the Health and Safety Executive. Updates are required every three years.

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, ensure that an ambulance or other professional medical help is called.

First Aiders are not there to give routine medical advice or treat accidents that have occurred at home. Parents are respectfully requested to take their child to a general practitioner or nurse led minor injuries unit.

Special training is required for the resuscitation of paediatrics. Members of the Infant department attended a day course in 2010.

A full accident form must be completed for any serious injuries.
**The role of teachers and other staff**

Form teachers are responsible for restocking their first aid kit and handing it in for checking. Science department and mini-bus first aid kits are restocked by Mr Prendergast.

Trip leaders must complete a risk assessment form prior to any visit and ensure that the first aid kit is appropriate to the activity. Parents and guardians are asked to complete a medical form. Trip leaders are to appoint a first aider or a designated person to carry a first aid kit and stay with a casualty. The designated person should carry the pupils’ medical forms with contact details. The trip leader should be able to give directions to the ambulance service: it may be useful to have the postcode and Ordnance Survey reference.

Most teachers should be able to deal with minor cuts and grazes using anti-septic wipes and a dressing. If a casualty has difficulty breathing, or is bleeding significantly, or is unable to move a limb or appears drowsy always send for a First Aider. If you are worried get help.

If a casualty is unresponsive dial 999 immediately, if s/he is not breathing raise chin and check airway is clear, if no pulse start chest compressions.

Ambulances should be called for from the main landline. Office staff must be informed so that gates can be unlocked and lift access gained. The ambulance can be directed to park in the school playground or at the front of the main building. The head teacher is routinely informed when an ambulance has been called or if a pupil suffers a broken limb (even if this is purely accidental) or an overnight stay in hospital or surgery is required.

Minor injuries (small cuts, grazed knees) should be logged. Always record the name of the pupil, the injury, cause and location, date and your name. When a minor bump to the head occurs a note should be written in the pupil’s diary in case the pupil becomes unwell that evening or the parents may be telephoned directly.

The Office staff have pupil contact details and may ring parents if you are concerned about any injury, remember it can be upsetting to collect to a child with a bruise or a bandage. Always speak calmly and reassuringly to parents.

Report any injuries that are a result of bad behaviour to the relevant form teacher or year head for investigation.
If you suspect self harming or non accidental injury, **do not** confront the pupil, immediately seek advice from the Child Protection Officer, Mrs Linda Brown and/or Mrs Gill Firth.

All staff have a duty to prevent accidents, if you see a potential hazard take action if safe to do so, and inform Mr Johnson or Mr Moody. The Health and Safety team are required to monitor the type and seriousness of accidents to inform provision and to reduce accidents whenever possible.

**Medication**

Pupils should always carry (blue) asthma pumps and epi-pens in their bags, so they are ready to use. Prior to any trips try to check that the medication is in date and that you know where to find it.

Consideration has been given to the facts that some pupils do not live locally and that many parents work in essential services. When possible, we will therefore supervise pupils who need to take antibiotics or similar medication prescribed by a doctor, provided the dosage and name of the pupil are clearly stated. Medicine which is found by staff to be out of date will not be administered. A record will be kept in the medicine book and a note written, ideally in the pupil’s diary, giving the time the medicine was taken. Homeopathic remedies will not be administered.

We have young children on the site who may mistake tablets for sweets. We also do not wish to encourage pupils to give their friends tablets. For these reasons pupils in R8 and above may request a single paracetamol tablet or liquid Calpol dose to relieve pain due to headaches, periods, common colds. This is recorded in the medication book and a note is given to the pupil, preferably in their diary. The appointed First Aider may refuse to give medication if s/he perceives this not to be the best course of action.

Pupils are in the nursery to R7 classes may be given Calpol or similar solution usually with written or verbal parental consent. If a child in the Foundation phase has a high temperature this can lead to a convulsion so always seek advice from a First Aider. Any medication will be record in the relevant book.

**Specific hazards**

Most of the school is designated a low risk area, in line with offices. However, certain activities in science and DT are of a more moderate risk (chemical burns or inhalation, cuts from saws, using a laser or glue gun). Pupils should be given a safety briefing and asked to wear protective clothing or equipment to prevent accidents. Science and DT classrooms should have eyewash available next to the first aid kit.
As part of their planning, teachers of science should note any specific hazards and what to do in relation to any chemical spills. First Aiders will require advice.
Your Class First Aid kit should contain:

an information leaflet,

a pair of disposable gloves (you don’t want germs),

individually wrapped anti-septic wipes,

individually wrapped sterile adhesive dressings (plasters can be used, check that the pupil isn’t allergic and they will hold dressings in place),

a triangular bandage (can be used for head wounds),

a support bandage for sprains,

and a cool pack to reduce swelling.

There are also more extensive first aid kits on the wall in all the laboratories and 3.5, the filing cabinet in 3.4 (look for the white cross on a green background), the art room.
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<tr>
<th>Name</th>
<th>Qualification</th>
<th>Provider</th>
<th>Date for renewal</th>
<th>Previous training or experience</th>
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<tbody>
<tr>
<td>Jane Walton, Linda Brodie, Alison Banks, plus six others</td>
<td>1 day paediatric first aid course 12/9/2010</td>
<td>SERCO fire and safety training centre in school</td>
<td>12/9/13</td>
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<tr>
<td>Gill Firth</td>
<td>First Aid at Work 3 day course 30/11/2009</td>
<td>SERCO fire and safety training centre Cardiff Airport</td>
<td>Dec 2012</td>
<td>Full First Aid Courses with British Red Cross and Saint John's Ambulance. Appointed Person 5 day course. One year nursing 1983 at LGI on surgical, medical and paediatric wards.</td>
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<td>Owen Rutley</td>
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<td>Emma Jones</td>
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