

QUALITY MANAGEMENT SYSTEM			
Policy/Procedure:	HGS C03	Page:	1 of 4
Last Update:	September 2023	Next Update Due:	September 2024

Policies will be reviewed annually or when there are changes to practices and legislation

Policy/Procedure Name:	First Aid Policy
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1. Related legislation

The Health & Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Health and Safety (First-aid) Regulations 1981

Children Act 1989

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Keeping Children Safe in Education 2024

2. First Aid Risk Assessment

A first aid risk assessment is carried out for educational areas of High Grange.

Things considered include:

- workplace hazards and risk;
- the size of the area/department/classroom;
- the accident history;
- needs of travelling and lone workers;
- nature and distribution of the workforce;
- others on site including pupils and visitors;

- annual leave and other absences of first aiders and emergency first aiders.

It is important that adequate cover is available at all times when people are at work.

3. First Aiders

Where the first aid assessment identifies a need for people to be available for rendering first aid, the Principal will ensure that they are available in sufficient numbers and at appropriate locations. There are no rules on exact numbers of first aiders.

Examples are:- a small area with low health and safety risks may not need a three-day trained first aider but may need an emergency trained first aider who is designated to take appropriate immediate action.

Where an area carries out activities that are high risk to health and safety and the workforce is spread across a number of work areas, at least 1 first aider might be needed in each work area.

Trained first aid staff do not necessarily need to be working in the immediate area, it may be sufficient for them to be from another area or in a nearby building.

Designated first aid personnel are those members of staff who have undergone a recognised training course.

There are two difference recognised qualification, details are outlined in the table below:

First-Aider at Work (FAAW)	Emergency First Aider at Work (EFAW)
3-day initial training	1-day initial training
2-day refresher after 3 years	1-day retraining after 3 years
Certificated course	Certificated course

High Grange school have their accredited First Aid courses delivered by the Rushcliffe Care Training Centre (RTraining). HGS school nurse has now been trained and can deliver courses to HGS staff.

4. First Aid Administrator

Even in areas with low health and safety risks, there is always a possibility of accident or sudden illness. It is therefore important that someone is available to take immediate action, such as calling an ambulance and to ensure that the first aid equipment is kept up to date. Departments must, in the absence of first aiders, be made aware of their responsibility for this purpose. It is High Grange School policy to train as many staff persons in emergency first aid as possible to ensure there is always sufficient numbers of first aiders staff on duty at any one time.

Emergency first aid training is included on staff training plans.

- A FAAW or EFAW will deal with any accidents initially.

- All head injuries will be reported immediately to a FAAW qualified first aider, or the school Nurse. If there are serious concerns a Paramedic will be summoned immediately.
- The FAAW, EFAW or School Nurse will assess any accident to which they are summoned and will decide if the injured party requires further medical treatment at the local walk in centre, if an emergency paramedic is needed or if the casualty can be safely transported to the Accident and Emergency Department at the Royal Hospital Derby. **If in doubt a 999** call is always made.
- Any injury to a pupil/young person or staff member when they are off site will be assessed initially by the group leader who will decide to call 999, visit A & E or whether the individual is fit enough to be returned to High Grange. If in doubt, always call 999.

5. First Aid Reporting

Staff are responsible for ensuring an **accident report** is completed for **all accidents** including those on or off site, whilst on High Grange transport or out in the community.

6. RIDDOR Reporting

Accidents are reported to HSE by the High Grange Safety Officer according to the Incident reporting regulations for Schools (accidents, diseases and dangerous occurrences information provided by the HSE).

7. Analysis of Accidents

Details of all accidents are entered onto an Excel workbook to allow an analysis to take place and identify any trends.

This analysis allows us to identify where accidents are happening, the type of accidents, whether they are occurring at certain times, to specific individuals or within the same areas. This will allow measures to be put in place to help reduce the number of accidents.

8. First Aid Notices

Names of both FAAW and EFAW trained first aiders are sited throughout High Grange along with the location of First Aid Kits.

9. First Aid Materials

The High Grange Nurse, or a delegated individual, is responsible for purchasing first aid stocks, checking each first aid kit according to the contents list, and re-stocking and recording the details. This check should be carried out monthly and certainly no less than half termly.

Notices are displayed throughout High Grange on the location of First Aid kits.

10. Spillages of Blood, Urine or other Bodily Fluids

Staff will deal with any bodily fluid spillage, using a spillage kit before disposing of soiled items using the appropriate bin system.

11. Remote or lone workers

The Principal is responsible for meeting the first aid needs of their employees working away from the buildings or main site. First aid kits are available in each of the school cars.

12. Off Site Visits

A risk assessment is completed for all off-site visits. It is a requirement of the Trip Leader and Head of Department to ensure that a risk assessment is carried out and to ensure that a safe system is in place before each off-site visit. First aid kits are available in each school car. In addition, there are emergency grab packs available to Teachers and TA's for educational trips out.

At least one FAAW or EFAW is in attendance during trips out. Staff are responsible for ensuring pupils/young people take along with them any prescribed medication that may be needed during the off-site visit including asthma inhalers, anti-histamines etc.

If an accident occurs whilst travelling, or when out in the community, it must be reported on an accident report form.

13. Summary of Responsibilities

Departments must:

- Ensure an accident report is completed for all accidents on and off site including those affecting pupils, young people, staff, visitors and contractors.
- **Carry out a risk assessment of first aid needs.**
http://www.firstonscene.co.uk/first_aid_needs_assessment
- Ensure the Department has adequate first-aid materials.
- Ensure the Department has an adequate number of first aiders.
- Update risk assessment (recommended annually or when circumstances change).
- Ensure a list of first aiders is provided in prominent locations and updated as required.
- Advise the School Safety Officer of all accidents likely to necessitate a report to the Health and Safety Executive.