



# First Aid Policy

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## Key document details

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## 1 Statement of Intent

Harris Federation is committed to providing emergency first aid provision in order to deal with accident and incidents which may affect employees, students and visitors.

The Federation believes that ensuring the health and welfare of staff, students and visitors is essential to the success of its Academies and Free Schools:

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring the needs of the individuals are considered
- Providing specialist training for staff.
- Ensuring students and parents are confident in the schools' ability to provide effective support to their child.
- Ensuring procedures for providing first aid are in place and reviewed at least annually.

We will:

- Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy.
- Ensure that every Academy and Free School is appropriately insured and that staff are aware that they are insured to provide first aid and other medical support to students.

## 2 Arrangements for Implementation of Policy

### 2.1 The Principal

The Principal of each Academy/Free School must nominate a person to take the lead role in ensuring there is sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors.

### 2.2 Health and Safety Lead

The Academies Health and Safety Lead is responsible for ensuring the First Aid Lead is able to meet all their responsibilities by monitoring the first aid provision within the school, including training, accident and incident monitoring and for ensuring accident reporting procedures are written and disseminated to all staff.

### 2.3 First Aid Lead

The school appointed First Aid Lead is responsible for:

- a) Organising suitable and sufficient training to enable staff to administer first aid as required.
- b) Maintaining the list of qualified first aiders
- c) keeping records of qualifications held and expiry dates

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- d) ensuring that lists of first aiders are kept up to date and displayed
  - e) keeping a record of all treatment provided to students
  - f) keeping the Academy/Free School accident record
  - g) ensuring that the Academy has adequate first aid boxes
  - h) ensuring that first aid boxes are kept fully stocked

Lists of first aiders and their contact details must be kept and displayed in the Academy/ School office, staff room, by the receptionist and in any common areas.

## 2.4 The First Aid Team

Each academy and free school must appoint, and where necessary provide training for, sufficient qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible.

# 3 First Aid Equipment

## 3.1 First Aid Boxes

Each Academy and Free School must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation. Academies/Free Schools should consider providing additional first aid boxes where the site is spread out.

## 3.2 Automatic External Defibrillators (AEDs)

AED's must be available in Academies as part of the first aid equipment.

Schools should ensure that the local ambulance service is informed of the make, model and location of the AED in order to assist 999 operators and ambulance crews.

AED should be located strategically to ensure that they can be accessed quickly in an emergency. Schools with only one defibrillator should site their device no more than two minutes brisk walk from the location where they are most likely needed.

# 4 First Aid Training

The first aid lead is responsible for arranging all first aid training.

All first aiders should hold a valid certificate issued by the training organisation. Training is valid for 3 years, but where possible refresher training should be completed on an annual basis. Individuals with expired certificates will be required to complete the training again in full.

All first aid certificates should be held by the school health and safety Lead, with copies also retained on personnel files.

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## 5 AED Training

AED's are considered work equipment and are therefore covered by the Provision of Work Equipment Regulations 1998 (PUWER), which places duties on employers with respect to training and provision of information and instruction. Therefore, it is recommended that staff are provided with the necessary training and instruction to effectively use defibrillators.

Schools must circulate the manufacturer's instructions to all staff and provide a short general awareness briefing session. London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link:

[http://www.londonambulance.nhs.uk/calling\\_999/emergency\\_heart\\_care/cardiac\\_arrest/how\\_to\\_use\\_a\\_defibrillator.aspx](http://www.londonambulance.nhs.uk/calling_999/emergency_heart_care/cardiac_arrest/how_to_use_a_defibrillator.aspx)

## 6 Administration of First Aid in the Academy

In the case of a student accident or medical emergency, or a student with a medical condition<sup>®</sup> requires assistance the following procedures must be followed in all academies:

- If the student can walk, the staff member on duty must take him/her to a designated first aid post or medical room and call for a first aider
- If the student is unable to walk the member of staff on duty must call for a first aider to attend the student's location
- The first aider will assess the situation and administer any first aid required
- The first aider must record the incident and any treatment administered on a Harris Federation accident form
- If the student has had a bump on the head, they must be given a "bump on the head" note to take home or their parents/carers should be notified by telephone. In all cases, records of 'bumps to the head' should be recorded on Bromcom
- If medication is administered in an emergency this must be recorded and the student's parents/carers notified
- If the student requires hospital treatment the incident must be reported to the Academy Student Services or Student Welfare Officer. The academy Health and Safety Lead should also be notified
- The Academy nominated Health & Safety Lead must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements. All RIDDOR reports must be forwarded to the Federation Health and Safety Manager.
- If the first aider has been called because the student has been injured in an accident, full details must be reported to the Academy nominated Health & Safety Lead immediately so the area can be cordoned off and any presenting hazards dealt with.
- Full details of the accident and the situation surrounding the accident should be recorded on the accident form.

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The First Aid Lead is responsible for ensuring that all First Aiders are aware of these procedures and for checking they are complied with.

Please refer to the Medical Needs and Medicines Policy for guidance on supporting students with medical needs.

## 7 Hospital Treatment

If a student has an accident or becomes ill and requires immediate hospital treatment, the Academy is responsible for either:

- calling an ambulance in order for the student to receive treatment; or
- taking the student to an Accident and Emergency Department

in either event the student's parents/carers should be contacted immediately.

When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required.

Where it is decided that a student should be taken to an Accident and Emergency Department a First Aider must either accompany them or remain with them until the parent/carer arrives.

Where a student has to be taken to hospital by a member of staff they should be taken in a taxi, not in staffs' personal vehicles.

## 8 Administration of First Aid on Educational Visits

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with a pre-existing medical condition, or where there may be a need for emergency medication to be administered, a first aider should be in attendance. First aiders must also be in attendance on residential study trips, overseas trips and trips where large numbers are travelling.

'Emergency First Aid' e.g. a 6-hour non-assessed course, is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Travel first aid kits should be carried by the first aiders as well as spare medication along with details of students with medical needs.

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## 8.1 Residential Visits

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

Wherever the first aid was required the Group Leader must record details of the incident and ensure that the Academy accident record is updated on return. If the student has suffered a bump on the head a bump on the head note must be given to the student to take to their parents/carers on return.

## 8.2 Day Visits

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The Group Leader must record details of the incident and ensure that the Academy Accident record is updated on return to the Academy. If the student has suffered a bump on the head a bump on the head note must be given to the student to take to their parents/carers on return.

This Policy applies to all off-site visits and must be read in conjunction with the Educational Visits Policy.

# 9 Hygiene Control

All staff should take precautions to avoid infection and must always follow basic hygiene principles.

Staff must have access to single use disposable gloves and hand washing facilities. Further guidance on hygiene control can be found on the Federation Control of Infections Policy.

# 10 Academy Insurance Arrangements

All Academies are covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

# 11 Reporting Accidents and Record-Keeping

Schools are required to keep records of all first aid treatment given. All accidents should be recorded using the Harris Federation Accident Form (see appendix 3) and should be numbered. Where it is deemed appropriate/necessary, Academies should complete an Accident Investigation Form to

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establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.

Accidents and incident data should be routinely monitored by the Health and Safety Lead for patterns and trends and to identify any problem areas. All such data should be shared with the Academy Senior Leadership Team.

## 12 Retention of Accidents Records

Accident records should be retained for the following periods:

- Adults – date of the incident + 6 years
- Children – DOB of the child +25 years.





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## Appendix 1 – Useful contacts

### **DFE: Automated External Defibrillators (AEDs)**

A guide for schools, April 2016

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

### **Health and Safety Executive (HSE)**

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

## Appendix 2 – Forms

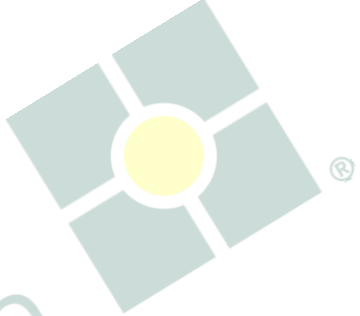
Form 1	Staff Training Record
Form 2	First aid and equipment in the Academy
Form 3	Accident Form

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## Form 1 Staff Training Record

Name	Job Title	Training	Date Undertaken	Date Refresher Required
Frances O'Donnell	PA to Principal	Providing Safe Healthcare to Pupils with Medical Needs	26/04/17	N/A
Kiylee White	Admissions and Welfare Officer	Providing Safe Healthcare to Pupils with Medical Needs	26/04/17	N/A

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## FORM 2 First Aiders and equipment in the Academy

### Health and Safety Lead

- Alistair Grant (Vice Principal)

### First Aid Lead

- Frances O'Donnell (PA to Principal)

### First Aiders

Name	First Aid Qualifications	Date of course	Expiry date
Tom Collins	Level 2 Award in Emergency First Aid at Work	Jan 2016	January 2019
Jonathan Towell	Level 2 Award in Emergency First Aid at Work	Jan 2016	January 2019
Frances O'Donnell	Level 3 Award in First Aid at Work Level 2 Award in CPR and AED	Sept 2016	September 2019
Ella Taylor	Level 3 Award in First Aid at Work Level 2 Award in CPR and AED	Sept 2016	September 2019

### First Aid Boxes

The first aid posts are located in:

- Medical Room

The first aid boxes are located:

- Reception (Ground Floor)
- Medical Room incl. Travel First Aid Kit (Ground Floor)
- Science Staff Room (Second Floor)
- Science Prep Room (Third Floor)
- Head of House Office (Sixth Floor)
- Canteen Kitchen (Seventh Floor)

### AED's

The Automatic external defibrillator is kept:

- Medical Room (Ground Floor)

The staff trained in the use of the defibrillator are:

- Frances O'Donnell
- Ella Taylor
- Ali Sayid Cabdulqadir - plus First Aid Basics training (expiry 05/18)
- Charlotte Fox - plus First Aid Basics training (expiry 05/18)
- Alistair Grant - plus First Aid Basics training (expiry 05/18)
- Gabriel Ivan - plus First Aid Basics training (expiry 05/18)
- Renna Karia - plus First Aid Basics training (expiry 05/18)

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- **Severine Pydiah** - plus First Aid Basics training (expiry 05/18)
  - **Claire Scott** - plus First Aid Basics training (expiry 05/18)
  - **Fiona Templeton** - plus First Aid Basics training (expiry 05/18)



## FORM 3: Harris Federation - Accident Form

Harris Academy (Insert Academy Name)		Accident Form No: _____	
<b>Details of injured party</b>			
Full Name:		D.O.B:	
Class Group:		Occupation: (if not student)	

<b>About the accident</b>			
Location of accident:			
Description of accident and cause:			
Description of injury:			
Date of accident:		Time of accident:	

<b>Details of treatment given</b>			
Was treatment given? (please circle):		YES	NO
First aid administered by: (full name)			
If yes, provide details of first aid/care given:			
Parent/carer contacted		Advised to go to hospital	
Unable to contact parent/carer		Well enough to stay in school following first aid	
Collected from school		Ambulance called	
Care / Support given		Other (if other please give details in care given)	
Monitored by first aider (duration)			

<b>Follow up</b>			
Is this accident reportable under RIDDOR? <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a>		YES	NO
Report Number:			
Reasons for reporting:			
Completed by, Name:		Date:	
Further investigation required? Complete accident/incident investigation form.			