



## The Lioncare School – First Aid Policy 2017-18

Policy Type and Title	Related Documents	Related Legislation/guidance	Author	Consultation	Curriculum Links	Date Created	Date for review
Health & Safety: First Aid Policy	Health and safety Policy Building Risk Assessment (2017) Fire Safety and Evacuation Policy (2017) Lone Working Policy (2017) Manual Handling Risk Assessment (2017) Physical Contact and Safe Touch Policy (2017) Use of restrictive Physical Intervention Policy (2017) Handling Medication in School Policy (2017) Online Safety Policy (2017) Safeguarding and Child Protection Policy (2017) Risk Assessment Policy (2017) Behaviour and Anti-Bullying Policy (2017) Records and Retention Policy (2017) The Lioncare School Prospectus (2017)	The Education (Independent School Standards) (England) Regulations 2010 [Part 3. 12]  DfEE Guidance On First Aid For Schools 2000 <i>as amended February 2014</i>  <a href="http://www.hse.gov.uk/riddor/reportable-incidents.htm">http://www.hse.gov.uk/riddor/reportable-incidents.htm</a>	Sara Fletcher: Head Teacher  Gaynor May: Senior School Administrator	Executive Director Service Manager Celeste Balmer	All Areas	January 2015 Reviewed August 2016 August 2017	August 2018

### Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

It is for schools and Local Education Authorities (LEAs) to develop their own policies and procedures, based on an assessment of local need.

## **Policy Statement**

The Lioncare School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at The Lioncare School is held by the Head Teacher. Delegated responsibility is given to the School Administrator who is the Appointed Person in regards to this policy.

All first aid provision is arranged and managed with due regard to Guidance on First Aid for Schools and the Safeguarding Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises and activities. This assessment will be ongoing and dynamic.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring potential needs for First Aid are in place for offsite trips and activities.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **First Aid Training**

The Head Teacher will ensure that appropriate numbers of trained and qualified people are available to meet the needs of the group in and out of school Qualified First Aid Staff

At The Lioncare School, all staff receive training in First Aid as part of their initial basic training. Training is provided by The British Red Cross, or a similarly recognised provider.

They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Yellow clinical waste bags are provided for this purpose.

There may also be other duties and responsibilities which are identified and delegated to the School Administrator as Appointed Person (eg. first aid kit inspections).

## Appointed Persons

At The Lioncare School the School Administrator is the Appointed Person to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

### **First Aid Provision**

Our First Aid Needs Assessment has identified the following requirements for first aid equipment

- There need to be three areas where equipment is located
- These will be situated in the medical room, the main office and the utility room.
- 1 travel first aid kits in the school mini bus
- This travel first aid kit is located in the school mini bus at all times
- 2 travel first aid kit located in the activities trolley to be taken to all offsite activities

It is the responsibility of the Appointed Person to check the contents of all first aid kits every half term and record findings and address any requirements.

The medical area is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Medical bench, pillow, blanket, running water, first aid kits. (there is a telephone located in the adjoining staff room)

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the First Aider or Appointed Person (whichever arrives first) is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a child has a severe allergic reaction requiring the administration of an epipen

When there is the possibility of a fracture or where this is suspected a judgement call should be made, dependent on the severity of the incident, the distress level of the child and the availability of the parent to come to school quickly

In the event of an accident involving a child, where appropriate, it is our policy to always notify carers / parents / those with parental responsibility of their child's accident immediately if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). The placing local authority will be notified as soon as possible in the event of hospitalisation as they will usually need to give permission for treatment

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

When the person receiving first aid is a young person the form will be sent as a notification.

If it is an adult the form will be stored at the Lioncare School and reviewed by a member of the school management team. If it is felt appropriate to do so the administration team at Lioncare House will be consulted regarding the potential need to report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) duties. <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

The following accidents will 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:

- 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).

HSE will be notified regarding employees when:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents will be notified to HSE without delay (e.g. by telephone) and followed up in writing within ten days on Form 2508. <https://www.hse.gov.uk/forms/incident/>

We will decide whether an accident "arises out of or in connection with work" following HSE view's:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises