

First Aid Policy

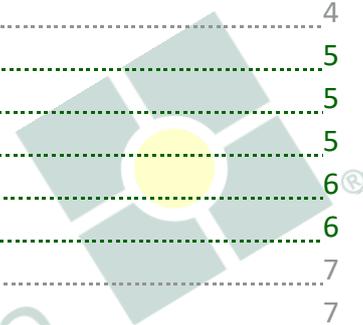
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CONTENTS

1	Statement of Intent.....	3
2	Arrangements for Implementation of Policy.....	3
2.1	The Principal.....	3
2.2	Health and Safety Lead.....	3
2.3	First Aid Lead.....	3
2.4	The First Aid Team.....	4
3	First Aid Equipment.....	4
3.1	First Aid Boxes.....	4
3.2	Automatic External Defibrillators (AEDs).....	4
4	First Aid Training.....	5
5	AED Training.....	5
6	Administration of First Aid in the Academy.....	5
7	Hospital Treatment.....	6 [®]
8	Administration of First Aid on Educational Visits.....	6
8.1	Residential Visits.....	7
8.2	Day Visits.....	7
9	Hygiene Control.....	7
10	Academy Insurance Arrangements.....	7
11	Reporting Accidents and Record-Keeping.....	7
12	Retention of Accidents Records.....	8
	Appendix 1 – Useful contacts.....	9

Harris Federation



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.

We are committed to:

- Providing adequate first aid provision 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 is appropriately insured and 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 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 Health and Safety lead is responsible for preparing accident reporting procedures and sharing these with all staff. Accident reporting procedures should be held in all department folders and form part of the academy new staff induction.

The Academy 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. Where an online medical tracking systems is used, it is the responsibility of the Health and Safety lead - in conjunction with the First Aid Lead, to ensure that all staff are fully aware how to use the system when reporting accidents and when recording any first aid administered.

2.3 First Aid Lead

The academy appointed First Aid Lead is responsible for:

- a) Organising suitable and sufficient training to enable staff to administer first aid as required
- b) Ensuring all staff training of online medical tracking system
- c) Maintaining the list of qualified first aiders

- d) keeping records of qualifications held and expiry dates
- e) ensuring that lists of first aiders are kept up to date and displayed
- f) keeping a record of all treatment provided to students
- g) keeping the academy accident record
- h) ensuring that the Academy has adequate first aid boxes
- i) ensuring that first aid boxes are kept fully stocked and are regularly replenished as required

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

2.4 The First Aid Team

Each academy must appoint 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 must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation. Academies should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sports fixtures. First aid kits should also be carried on academy minibuses.

3.2 Automatic External Defibrillators (AEDs)

AEDs are now considered part of the academy's first aid kit and should be easily accessible and available in the 'ready' position at all times.

Academies must register their AED with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found by following this link: <https://www.londonambulance.nhs.uk/calling-999/emergency-heart-care/cardiac-arrest/shockingly-easy-campaign/>

AEDs should be strategically located to ensure 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.

Regular recorded checks should be carried out to ensure the defibrillator is working properly, to include:

- Battery Checks
- Expiry dates on adult and junior electrode pads
- Expiry dates on emergency supplies stored with the defibrillator.

4 First Aid Training

The first aid lead is responsible for arranging all first aid training. To ensure organisations identify and select competent first aid trainers the Health and Safety Executive have produced a Guidance document which can be found by following this link <http://www.hse.gov.uk/pubns/geis3.pdf>

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.

5 AED Training

Due to AEDs being incredibly simple and easy to use, training is not required. It is recommended however, that schools circulate the manufacturer's instructions of their AED to all staff and provide a short general awareness briefing session. The London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link and is an easy way to train staff.

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 requiring 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 students location
- The first aider will assess the situation and administer first aid as required
- The first aider must record the incident and any treatment administered on a Harris Federation accident form, if using the Federation paper based system or online using Medical Tracker.
- If the student has had a bump on the head parents must be notified either by phone, letter or online via Medical Tracker (where used). In all cases, a record must be kept of when and how parents were notified.
- If the student requires hospital treatment the incident must be reported to the Academy Student Services or Student Welfare Officer or online via Medical Tracker (where used). 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 Federation accident form or on Medical Tracker (where used).
- Where appropriate an accident investigation should be conducted by the Academy Health and Safety lead.

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 ; or
- taking the student to an Accident and Emergency Department. In either event the student's parents/carers should be contacted immediately.

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.

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 and remain with them until the parent/carer or a responsible adult arrives.

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 pre-existing medical conditions, 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.

An Emergency First Aid qualification 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 or a students' medical condition warrants a higher qualified first aider.

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

8.1 Residential Visits

If first aid is required at the residential centre/accommodation the resident first aider (where present) 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 Academy first aider accompanying the trip.

Wherever first aid was required the Group Leader must record details of the incident and ensure that the Academy accident record is updated either on line via Medical Tracker immediately, or 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 or parents notified electronically via Medical Tracker.

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 either on line via Medical Tracker immediately, or 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 or parents notified electronically via Medical Tracker.

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 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 (Form 4) or on line if using Medical Tracker Where it is deemed appropriate/necessary, Academies should complete an Accident Investigation Form to 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.



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

