

Elmfield Rudolf Steiner School

First Aid Policy

Issued by	School Lead
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Policy Statement

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

Responsibilities in Brief

The Council of Trustees are responsible for the health and safety of employees and of all those on the school premises. The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The school should, as a minimum, ensure the following provision exists for First Aid:

- A suitably stocked first-aid container
- An appointed person/s to take charge of first-aid arrangements
- Information for employees on First Aid

The School Lead is responsible for putting this policy into practice and for developing detailed procedures. The School Lead should regularly review the school's first-aid needs (at least annually), and particularly after any significant changes or incidents. Accident reports and consultation with staff should inform the monitoring and review process. The School Lead must ensure that first aid notices are suitably displayed in staff/common rooms providing information on: location of equipment; facilities; personnel; monitoring and reviewing procedures.

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, staff and visitors at the school in the same way that parents might be expected to act towards their children.

First Aiders

The School Lead in conjunction with the School Leadership Team will ensure that there is at least one qualified First Aider on-site and available when children are present. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and they are required to update their training every three years. The main duties of First Aiders 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

Appointed Person

The Appointed Person/s will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when
- appropriate

The following person/s are responsible for providing first aid:

Name	Qualification	Expires	Location
Alex Murrell	Schools first aid	12/09/2023	Classroom based
Alison Bingham	Schools First Aid	01/09/2023	Reception
Alison Pickering	Schools First Aid	04/09/2020	Cleaning Team - after school hours
Amy Malkin	Paediatric First Aid – 12 Hours	22/10/2021	Teaching Kitchen
Anne Barker	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Beth Nabbs	Emergency First Aid at Work + specific schools first aid	02/09/2022	Early Years Department
Caroline Price	Paediatric First Aid – 12 Hours	22/10/2021	Music Room/classroom
Cerrian Carrier	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Chinda Bevan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Claire Twist	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Gavin Ferris	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Harriet Quinn	Schools First Aid	04/09/2020	Gym
Jackie Irving	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Jan Bradley	Paediatric First Aid – 12 Hours	07/04/2022	Early Years Department

Jean Buckle	Schools First Aid	04/09/2020	Early Years Department
Kate Penny	Paediatric First Aid – 12 Hours	31/05/2022	Learning Support Room/Classroom
Lorraine Bresnahan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Rebecca Jenkins Handy	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Sarah Loughlin	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Steve Hall	Paediatric First Aid – 12 Hours	22/10/2021	Estates Department
Sue Dutton	Emergency First Aid at Work	02/09/2022	Art Room/Classroom
Tal Bright	First Aid at Work	10/09/2022	Estates Department

Records and Investigation

All critical incidents (such as self-harm, emotional episodes) must be recorded by the relevant member of staff using MyConcern which will be sent the School Lead and DSL.

All accidents, injuries, diseases or dangerous occurrence must be recorded by the relevant member of staff on the Accident Report Form, held in the General Office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Each accident report form must go the Health and Safety Coordinator, who will then investigate the matter further. Accidents, along with an overall trend summary are reported to the Health and Safety Committee who are responsible for ensuring remedial action are taken when necessary.

First aiders must record all first-aid incidents.

First Aid Provision

There must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to pupils, employees and non-employees if they become injured or ill.

The actual level of first aid provision will be decided based on an assessment of need. Where the activity involves particular risks, for example using hazardous substances or with dangerous tools or machinery, first aid needs will be greater, and Elmfield School may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

It is important to ensure that first aid provision is adequate and appropriate during all working

hours, so planned annual leave, maternity leave of first aiders must be covered. Elmfield School should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

A First Aider is someone who has undergone an approved training course in First Aid and who holds a current First Aid Certificate.

Their role involves:

- Undertaking first aid treatment in accordance with their training
- Summoning an ambulance or other external medical service
- Liaising with Reception to ensure first aid kits are fully stocked and refilled after use
- Keeping suitable records of all treatment administered

First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is easily accessible and available in all places identified by the assessment.

Each identified area within the school should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

The contents of the first aid containers must be regularly inspected by the office staff and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 1 for further guidance on the content of first aid boxes.

First Aid Arrangements at Elmfield School

The Business Manager is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. These include ensuring that:

- There are sufficient numbers of first aid trained personnel to meet the need identified in the

- assessment throughout the times that the premises are in use.
- There is adequate provision of first aid equipment which is stored in suitable containers.
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. Adequate access to a telephone to call emergency services when required.
- Elmfield School will inform employees of the local first aid arrangements at induction and whenever changes are made.
- Staff are made aware of the location of first aid equipment/facilities and personnel.
- A suitable first aid room is available when the need is identified.
- When having dealt with a first aid incident contact should be made with that person's primary contact (pupil or staff member).
- First Aiders should not give out medication.
- All first aid administered must be recorded in the Record of First Aid Treatment on the accident form. Elmfield School are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.
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Assessment of First Aid Requirements

A first aid assessment must be completed each academic year to take into account the changing pupil and staff cohort.

The Bursar will monitor the adequacy of first aid provision and revise as necessary.

The Bursar reviews the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.

First Aid incidents are to be reported to the Health & Safety Committee at each meeting and issues addressed where necessary.

Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Liability

The school's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the school and its insurers will support the actions of its employees in the event of a

legal case relating to first aid treatment.

Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), firstaid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Appendix 1

Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

First Aid Box

- Leaflet or card giving general guidance on first aid at work.
- Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Sterile eye pads.
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins
- Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.

- Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- Individually wrapped moist cleaning wipes
- Disposable gloves (non-latex powder free)

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in one use, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

Summoning assistance and communications with parents

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Many accidents sustained by pupils/students are minor and include bruises, scratches, sprains and bumps. When considering how to communicate accident/injury information to parents ensure that adequate notification is made by telephone or letter as appropriate

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Parents should always be notified by telephone or in writing. If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their GP.

Reporting to Health & Safety Executive

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report below to the HSE. More detail can be found on (<http://www.hse.gov.uk/riddor/index.htm>).

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when the accident is work-related and it results in an injury of a type which is reportable. The Health and Safety Coordinator is responsible for reporting these incidents.

Death – relevant to staff, pupils, contractors, volunteers and visitors

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Accidents – relevant to staff and any pupil on an organised activity (not including playtime)

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are listed below and are reportable:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent