



# Ousedale School

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## First Aid Policy

Reviewed and approved by Finance and Premises Committee	12/05/2021
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## **1.0 Introduction**

- 1.1 First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

Saving life by prompt and initial action;  
Preventing the injury or condition from deteriorating;  
Helping recovery through reassurance and protection from further danger.

The school is required to provide adequate and suitable first aid equipment and facilities for employees under the Health and Safety (First-Aid) Regulations 1981. An assessment must be made of the first aid needs that are appropriate, taking into account factors such as the size and location of the workplace, and hazardous work activities undertaken. Employers must provide a suitable number of First Aiders and/or appointed persons. First Aiders must hold a certificate from an HSE-approved organisation.

First aid equipment should include a suitably stocked first aid box or boxes and possibly portable first aid kits for travelling employees. Analgesics, e.g. paracetamol, should not be included in first aid boxes.

Employees must be informed of the first aid arrangements in the workplace. This information can be found in the Staff Handbook.

## **2.0 Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcome.

## **3.0 Legislation**

- 3.1 The Health and Safety at Work etc. Act 1974 (HSAWA), requires the School to have a health and safety policy. The policy should include arrangements for first aid, based on a risk assessment of the school, and should cover:
- Numbers of First Aiders/appointed persons
  - Numbers and locations of first-aid containers
  - Arrangements for off-site activities
  - Out of hours arrangements e.g. security
- 3.2 The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do. Under these Regulations the employer must provide adequate and appropriate equipment, facilities and qualified first aid personnel. Where first aid is provided the school should ensure that:
- Provision for employees does not fall below the required standard

- Provision for others complies with other relevant legislation and guidance

- 3.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.
- 3.4 The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- 3.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- 3.6 Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.

#### **4.0 Responsibilities**

- 4.1 The member of staff with overall responsibility for day to day first aid provision is a member of the senior leadership team. The day to day responsibility for checking the contents and restocking of first aid boxes is delegated to the Health Coordinator.
- 4.2 The Health Coordinator (and Assistant Health Coordinator at the Newport Pagnell Campus) is in school every day and is based in the medical room. All records regarding a student's visit to the medical room are recorded on sims.
- 4.3 Incident report forms are kept in the following places:
  - Office of the senior member of staff responsible for first aid provision
  - Health Coordinator's medical room.
- 4.4 Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- 4.5 Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the Health Coordinators Medical Room.
- 4.6 It is emphasised that the Health Coordinators and qualified First Aiders are not trained doctors or nurses.
- 4.7 School staff are responsible for ensuring they follow first aid procedures, ensuring they know who the first aiders in school are and informing the Headteacher or their manager of any specific health conditions or first aid needs.
- 4.8 The senior member of staff responsible for first aid will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The senior leader for first aid will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

#### **5.0 Designated first aiders**

- 5.1 A designated first aider is a member of staff who has completed a first aid training course with

a school selected first aid training provider. First aiders give immediate help to casualties with common illnesses or those arising from specific hazards at school and ensure an ambulance is called if necessary. However, the Health Coordinator should always be called first to attend an incident. Designated first aiders hold an appropriate first aid qualification and appointed persons are listed in the staff handbook.

5.2 The school provides adequate and appropriate equipment, facilities and qualified first-aid personnel. The Regulations do not oblige us to provide first aid for anyone other than our own staff, but we do have health and safety responsibilities towards non-employees.

5.3 In line with the Health and Safety Commission (HSC) guidance the suggested numbers of first-aid personnel for more than 100 employees in a “lower risk” category is one additional first aider for every 100 employed. The school therefore provides at least three first aiders.

5.4 All Health Coordinators and first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

## **6.0 First Aid Boxes, Equipment and First Aid Facilities**

6.1 We have two sizes of first aid boxes; British Standard BS8599 compliant medium size (located in designated areas in the school) and British Standard BS8599 compliant (travel size for trips, mobile use). First aid boxes are kept in the following rooms at the Newport campus:

- Reception, Staff workroom, Staffroom, PE offices, Health Coordinator’s office, Art department, Reprographics, Music/Drama, Upper school canteen, Lower school canteen, 6<sup>th</sup> form centre reception and library, Food technology rooms, All Design Technology classrooms, Science prep rooms, S21/S22, Maths office, English office, Eco centre, Site office, Groundsman shed, Science office, Conference room Kitchen, Mini buses.

First aid boxes are kept in the following rooms at the Olney campus:

- All Design Technology classrooms, Health Coordinator’s office, Site office, Maintenance room, PE office, Music office, Art, Humanities office, Canteen, Learning Support, MFL Office, Maths Office, Science Prep room, Mini bus.

6.2 All first aid boxes are checked by the Health Coordinator. The Health Coordinator will ensure adequate stocks of replacement articles are maintained.

## **7.0 Automated External Defibrillator (AED)**

7.1 The AED machines are kept in reception at the Olney campus and in reception at the Newport campus and shall be maintained on the premises of Ousedale School.

7.2 The AED machines shall be used preferably by trained individuals and for emergency situations where it is deemed appropriate. If a trained individual is unavailable the defibrillator can be operated by any member of staff.

7.3 The following checks will be carried out by the Health Coordinator:

- Check the green ready light, if not blinking refer to manual
- Replace any used, damaged or expired supplies and accessories
- Check the outside of the defibrillator. If any cracks or other signs of damage are visible, the manufacturers should be contacted for technical support

## **8.0 First Aid at School Events**

- 8.1 The event organiser must, in consultation with the Health Coordinator or, if necessary, the senior member of staff responsible for first aid decide if the activities or destination or the specific health problems of one or more of the students calls for one of the staff present to be a qualified first aider.

## **9.0 First Aid on School Trips**

- 9.1 The trip leader, in consultation with the Health Coordinator or, if necessary, the senior member of staff responsible for first aid will decide if the activities or destination, or the specific health problems of one or more of the students, calls for one of the staff present to be a qualified first aider.
- 9.2 The trip leader or accompanying staff will have delegated authority to take medical advice on behalf of a student who is ill on a school trip.
- 9.3 Travel first aid bags are available for use on trips. Trip leaders are expected to take the first aid bag when they collect the trips pack and to make the decision about how many first aid bags are required for the trip. If the party is to divide into groups at any time, a first aid bag should be available for each.
- 9.4 If anything is used from the first aid bag the Health Coordinator must be notified to ensure the used items are replaced as soon as possible.
- 9.5 Drugs and medicines must not be administered unless prescribed by a doctor and supported by written parental consent. Administration of this medication should be logged on sims.
- 9.6 Any non-prescribed items to be taken, or if necessary administered (travel sickness tablets, sunburn lotion, etc), should be supported by written parental permission and completion of Record of Drugs/Medicines Administered Form (Appendix A). Any Paracetamol to be taken, or if necessary administered, must be supported by written parental permission and a record kept.
- 9.7 A Global Health Card ( ) (GHC) must be presented to the trip leader prior to the departure date for trips to EEA states. The trip leader must retain these cards for the duration of the trip and return the GHC cards to parents / guardians when the trip is completed. The GHC card entitlement is for state provided medical treatment only. Trip Leaders must ensure that appropriate medical insurance is in place for trips to EEA states and non EEA countries.
- 9.8 Copies of the parental consent forms must be taken on the trip in order to refer to any medical information given.
- 9.9 If a student has a potentially serious medical condition such as epilepsy or a heart defect, the leader and group leaders should be aware of the nearest hospital with accident and emergency facilities, and the emergency number of the student's doctor.

## **10.0 Travel/PE Fixture first aid boxes/bags**

- 10.1 A member of staff will check the contents of the travel boxes/bags after every use. However, any use of first aid materials and deficiencies should be reported to the Health Coordinator who will arrange for their replacement.

## **11.0 Guidance for Staff in the Event of a Situation Requiring First Aid**

- 11.1 Whilst the school has a number of staff that hold the “first aid at work” qualification, every member of staff is expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of others in the school and to do what they can in a first aid situation. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The first member of staff on the scene of an incident requiring first aid, must first assess whether the situation is a cause of continuing danger for any person in the vicinity (e.g. if an electric current is present or falling masonry). If this is the case action must be taken to ensure the safety of everyone in the area.
- 11.2 An initial assessment of the situation should include the nature and severity of any injuries. This may be minor and able to be dealt with within the school or may require professional attention. However staff must err on the side of caution. They should always call for the Health Coordinator and if they are not available to call for an ambulance. If in doubt staff should not seek to move an injured person and keep them calm.
- 11.3 If it is a 999 situation the Health Coordinator should be contacted straight away, if unable to contact the Health Coordinator reception will contact them via their mobile (NP only), to request first aid assistance and for an ambulance to be called. Someone should be sent to the office whilst the first aider remains with the injured person. A member of the site team will go outside to meet the ambulance and direct it to the scene. However, a member of staff may also use their own judgement and call an ambulance.
- 11.4 In the event of a serious incident the school office will alert key staff to attend the scene. The Health Coordinator or reception will contact the parents/ next of kin.
- 11.5 If the injury is minor staff will help the casualty to the medical room. If this is not appropriate the Health Coordinator will be called for further help.
- 11.6 The Health Coordinator must be informed of all first aid incidents.

## **12.0 Accidents/Injury to Students or Staff**

- 12.1 For general day-to-day injuries, the Health Coordinator will keep a record of treatments and medicines administered to students. This is a record which holds details of the name of the injured person, the treatment given and who administered the treatment.
- 12.2 All injuries/accidents e.g. an accident resulting in personal injury; potentially dangerous incidents not resulting in personal injury (near miss, dangerous occurrence or property damage only); any incident involving actual or threatened violence or verbal abuse, then the Health Coordinator must report this immediately to the senior member of staff responsible for first aid who will complete an incident report form (Appendix B). A copy of the completed form will be kept by the senior member of staff responsible for first aid. First aid records will be kept for three years from the date on which the injury or illness was reported.

## **13.0 Students who are unwell**

- 13.1 As a general rule the school will try not to send students home unless it is absolutely necessary. Students who are unwell or have COVID symptoms are sent to the Health Coordinator or to reception if the health coordinator is not available. If it is obvious that they are ill, parents/carers

will be telephoned by the Health Coordinator or reception and asked to collect their child as soon as possible.



**APPENDIX B  
INCIDENT REPORT FORM**

Milton Keynes Council – Incident Report Form IR / 03

**PART A – DETAILS OF THE INJURED PERSON**

1. Full Name (and age, if under 18 years)  2. Status (employee, visitor, pupil, trainee, etc)

3. FOR EMPLOYEES:

a): Employee job title and contact telephone number  b): Employing Directorate and Department / Section

4. FOR NON-EMPLOYEES: Please give a contact address and telephone number:

**PART B – DETAILS OF THE INCIDENT**

1. Type of incident (accident, aggression, violence, near-miss)

2. Time and Date of the Incident

3. Where did the incident occur? Please state the premises, where on the premises, or details of outside location

4. Names and Addresses of any witnesses

5. Describe what happened, giving as much detail as possible. Use a separate piece of paper if necessary.

6. Full details of injuries and treatment – what first aid was given and was the person taken to hospital? Please include details of any counselling given to an employee.

Name of person reporting the incident: ..... Signature..... Date: .....

**PART C – REPORT OF THE RESPONSIBLE MANAGER**

1. If the incident was the result of a work activity, has a risk assessment been carried out? **YES / NO / NA** 0049
2. Did the incident result in an employee being absent from work? **YES / NO**
3. Was the incident serious (death, major injury or a person taken to hospital for treatment)? **YES / NO.**
4. What action has been taken to avoid a repetition of the incident and minimise the risks to persons? Please give details below:

(If insufficient space, please continue on a separate page and attach)

NAME AND SIGNATURE OF RESPONSIBLE MANAGER: ..... DATE: .....