

Contents:

Statement of intent

1. Legal framework
2. Risk assessment
3. Facilities
4. Fixed and portable first-aid containers
5. Selection of first-aiders
6. Training
7. Roles and responsibilities
8. Reporting accidents and record keeping
9. Circulation

Appendices

- A) First-aid box supply checklist
- B) Small first-aid box supply checklist
- C) Travel first-aid box supply checklist

Statement of Intent

Alpha Learning acknowledges and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the provision.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

The appointed person, responsible for first-aid, is: Danielle Chell

Where the appointed person is unavailable, the following person(s) will deputise in his/her stead:
Lindon Newbon and Nadine Wedgwood

1. Legal framework

1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:

- Health and Safety at Work Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.
- The Education (School Premises) Regulations 1999.
- Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.

1.2. This Policy will also have regard to the following statutory and non-statutory guidance:

- First Aid for Schools (August, 2000).
- Advice on Standards for School Premises (May, 2013).
- Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

2. Risk assessment

2.2. Danielle Chell will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the School.

2.3. Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

3. Facilities

3.2. First-aid will be administered in a room that meets the requirements of the DfE guidance. Specifically, to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean and tidy at all times.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising of the names, locations and telephone numbers of first-aiders.
- Have a sink with hot and cold water, if possible.
- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

3.3. The medical room is on the ground floor of the school adjacent to the disabled toilet, although there is no sink in the room it is considered sufficient that there is a private facility adjacent.

4. Fixed and portable first-aid containers

4.2. First-aid containers are identified by a white cross on a green background.

4.3. The School has 2 first-aid boxes on the Hobson Street premises, which can be found in the reception and in the main gym area. These boxes contains a sufficient number of suitable provisions to enable the administration of first-aid. *(First aid box is kept in reception for swift access and is adjacent to the medical room as the medical room is kept locked unless in use, medical room also has a stocked cupboard of spare/replacement first aid items)*

4.4. The School has travelling first-aid containers for use during school trips and off-site visits, which are stored in the cars and 1 in reception ready for when somebody needs it.

4.5. No medicinal substances or materials are permitted within a first-aid container.

4.6. Blunt-ended stainless steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.

4.7. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

Fixed

4.8. Fixed first aid-containers will contain, at a minimum:

- A leaflet giving general advice on first-aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.
- Blunt ended scissors

Portable first aid containers will contain the same items as the main fixed containers.

4.9. First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

5. Selection of first-aiders

5.2. When selecting first-aiders, the Head of centre should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first-aiders must be able to leave immediately in an emergency.

5.3. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

6. Training

6.1. Danielle Chell is responsible for organising first-aid training.

6.2. New staff members are offered first-aid training as part of their induction training where applicable.

- 6.3. The School keeps a record of who is trained in first-aid and the date that their certificates expire.
- 6.4. First-aiders will be re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire.
- 6.5. All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

7. Roles and responsibilities

7.1. The main duties of the appointed person are to:

- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
- Record all First Aid incidents in the accident book (kept in Reception)
- Bear in mind that they are not first-aiders. They should not give first-aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first-aid/refresher training, including:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First-aid for the unconscious casualty.
 - First-aid for the wounded or bleeding.
- Liaise with the Business Manager Danielle Chell, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
- Remain on-site throughout the school day.

7.3. The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the School.
- Ensure that an ambulance or other professional medical help is called, where appropriate.

8. Reporting incidents and record keeping

Reporting

8.1. The Health and Safety Manager Danielle Chell will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

Record keeping

8.2. The Health and Safety Manager Danielle Chell will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

8.3. Reportable injuries include:

- 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 cover more than 10 percent of the body or cause 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, or requires resuscitation or admittance to hospital for more than 24 hours.

It should be considered whether injury to students is reportable, see HSE guidelines titled Incident reporting in schools (accidents, diseases and dangerous occurrences) The latest edition can be found on the HSE website.

8.4. Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g. from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.

8.6. Dangerous occurrences include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

8.7. Injuries to pupils and visitors who are involved in an accident at the provision, or an activity organised by the School are only reportable if the accident results in:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

8.8. Records will also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.

8.9. The School does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.

8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:

- The date, time and place of the incident.
- The name (and class) of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

8.11. Records will be maintained for no less than three years after the incident.

8.12. The accident reporting book is kept on the first floor

9. Circulation

9.1. Danielle Chell will inform all staff on induction and annual reviews, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the School's first-aid needs.

9.2. Copies of this policy will be made available the policy file and published on the School's website.

First Aid Weekly Check

Date.....

What is needed	Qty	Box 1 Reception	Box 2 Gym	Qty travel box	Box 1 Car	Box 2 Travel Spare	
Leaflet on giving general advice on first aid	1						
Content List	1			1			
Medium sterile dressing	2			1			
Large Sterile Dressing	2						
Triangular bandage	2			1			
Eye pad Sterile dressing	2						
Plasters	40			10			
Alcohol-free moister cleaning wipes	20			10			
Adhesive tape role	1						
Nitrile disposable gloves (pair)	6			2			
Sterile finger dressing	2						
Resuscitation face shield	1			1			
Foil blanket	1			1			
Burn Dressing	1			2			
Clothing cutters	1			1			
Adherent dressing				1			
Medium Trauma Dressing				1			
Eye wash	2			1			

Name:.....

Role:.....

Items Required

.....

Sign:

Small First aid box Content list:

Guidance leaflet	1
Content list	1
Medium sterile dressing	2
Large Sterile Dressing	2
Triangular bandage	2
Eye pad Sterile dressing	2
Plasters	40
Alcohol-free moisture cleaning wipes	20
Adhesive tape roll	1
Nitrile disposable gloves (pair)	6
Sterile finger dressing	2
Resuscitation face shield	1
Foil blanket	1
Burn Dressing	1
Clothing cutters	1
Eye wash	2

Travel box content list

Content List	1
Medium sterile dressing	1
Triangular bandage	1
Plasters	10
Alcohol-free moister cleaning wipes	10
Nitrile disposable gloves (pair)	2
Resuscitation face shield	1
Foil blanket	1
Burn Dressing	2
Clothing cutters	1
Adherent dressing	1
Medium Trauma Dressing	1
Eye wash	1