

# First Aid Policy

March 2020

To be reviewed March 2022

## **1. Introduction**

Cleeve Meadow 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 students and others who may be affected by our activities. The Health and Safety (First Aid) Regulations 1981 apply and we will ensure that there are adequate and appropriate first-aid equipment, facilities and people for those in the school including staff, students and visitors (including contractors). Cleeve Meadow School will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, commonly known as RIDDOR.

Responsibility for Health and Safety is delegated to the Executive Head Teacher who has then appointed the Business Manager as the First Aid co-ordinator within the school

This policy should be read in conjunction with the Health and Safety Policy, Supporting Pupils at School with Medical Needs Policy and the Student Participation in Trips Policy and documentation.

## **2. Aims & Objectives**

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. This 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 aid staff on duty and available for the numbers and risks both on the premises and whilst students are attending educational visits in accordance with the First Aid Needs Assessment.
- 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.

## **3. First Aid Training**

A First Aid Needs Assessment will be kept up to date to allow for changes in the school and will determine the level of first aiders needed. The majority of the school is low risk, classroom and office based with a few higher risk areas in technology, science, art, PE and during breaks on the playground and field. Based on the numbers of staff/students/visitors, age of students, the layout of the school and the level of supervision at break times, the assessment is that 1 first aider per 100 people would be appropriate during the course of the school day. The school aims to ensure that they have two trained first aiders on site until 2021 and this will then move up to 3.

For after school (evening) events, use of the school during holiday periods and school trips risk assessments are required to look specifically at the type of usage, the numbers of people involved and any other elements which might affect the first aid need. As a minimum a competent person must be available at all times to take control should an accident occur.

The school currently has a number of trained first aiders who are trained to the required level . A number of staff have also received training in the use of an automated external defibrillator (AED), including cardiopulmonary resuscitation (CPR). A current list of trained staff is held by the School Office.

In the event of an accident, first aid should (where possible) only be administered by a trained first aider. However, where necessary all staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students at the school in the same way that parents might be expected to act towards their children. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The main duties of a first aider 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.
- Ensuring that the appropriate accident forms are completed and filed
- Keep up to date with best practice

#### **4. First Aid Facilities and Equipment**

- i. *Medical room* - Positioned adjacent to the main office in Cleeve Park School the medical room is available and equipped with

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- Bed
- Chairs
- Running water/ sink
- Disabled access toilet en-suite to the medical room
- Wheelchair

- ii. *First Aid kits* are located as follows on site at Cleeve Park School-

Main office – this is the main store for first aid supplies to replenish other kits

Technology - A5, A6, Machine room, C4, C5, C6, C10

Art - E6, E3 (Sept 15)

Science - B1 prep, prep1, prep3

PE office

Learning support department

Main Hall

Canteen kitchen

Site Office

At Cleeve Meadow School in the intervention room

There are first aid kits in each of the school minibuses

3 travel first aid kits are available from the main office for school trips.

All members of staff are supplied with a pair of protective latex free gloves to protect them in case of dealing with bodily fluids.

All first aiders and AED trained staff are provided with an emergency disposable CPR face shield.

When supplies from a first aid kit have been used this should be reported to the school office so that they can be replaced. First Aid kits will be checked on a monthly basis and a record of checks will be kept on file.

## 5. Emergency Situations

**In the event of an emergency staff with the casualty should call 999 immediately.**

The main office should then be contacted on 100, 101, 102, 105 or 218. The main office will then get an appropriate first aider to attend ASAP. Where appropriate a first aid kit and the AED will be provided.

The office team will also ensure staff are at the front of the school to meet the ambulance on arrival and to guide them to the most appropriate entrance.

The office team will then contact the parents/carers or designated emergency contacts to inform them of the accident/illness to request that they come to the school. Depending on the timescales involved the first aider may accompany the casualty to hospital, to meet the parents /carers at the hospital.

The nearest hospitals with Accident and Emergency (A&E) or Urgent Care Centres (UCC) are:

**Queen Mary's Hospital (UCC)**

Frognal Avenue

Sidcup

Kent DA14 6LT

Tel: 020 8302 2678

**Queen Elizabeth Hospital (A&E)**

Stadium Road

Woolwich

London SE18 4QH

Tel: 020 8836 4550

**Princess Royal University Hospital (A&E)**

Farnborough Common

Orpington

Kent BR6 8ND

Tel: 01689 863000

When calling for an ambulance stay calm and speak clearly – Provide the school address

Cleeve Meadow School

Bexley Lane

Sidcup

Kent DA14 4JN

0208 269 6523

Give details of -

- Number and age of casualties
- Name of casualty and what is wrong with them, particularly their level of consciousness
- What happened
- Exact location in the school
- Your name

Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

## **6. Illness during lesson**

Please see the 'Supporting students with medical needs policy'

If a student feels unwell due to a minor ailment, the member of staff should make an assessment and where possible encourage the student to continue with the lesson. If the student is unable to continue a note should be written in his/her contact book and they should be sent to the school office where a first aider will assess them. A second student should escort them to the office to ensure they arrive safely and then return to lesson.

In the event of a student being taken ill in the classroom and it is either inappropriate, or they are unable to go to the office, such as in the case of hypoglycaemic episodes for diabetics or an asthma attack, the school office should be called so that a first aider can be sent to the classroom.

Any students that leave your classroom must have a note in their contact book signed by the teacher giving authorisation to be out of class. All staff should be familiar with the Medical Alert Handbook which is held on the W drive.

Those students with toileting issues will have a Medical Pass and are allowed to leave the classroom if necessary.

If an accident occurs in the classroom a first aider should be called via the main office. Students who have suffered a blow to the head, or feel faint, should be taken to the office with an escort or a first aider requested to attend.

## **7. Recording accidents / incidents and first aid treatment**

Whenever first aid is administered a first aid record form must be completed, this will include –

- Date, time and place of incident
- 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 (for example 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.

When a student continues in school a note will be added to their contact book to inform parents of the incident and treatment given.

Where it is necessary for a student to go home, emergency contact numbers will be called to arrange for the student to be collected. The parent/carer should sign the first aid form on collection.

All accidents and incidents (including near misses) must be recorded on a report form and an incident investigation will be carried out. Current forms can be obtained from the Main office, the site office or on the staff shared area.

The Business Manager will be responsible for reporting appropriately to the HSE all incidents and accidents which are reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)'.

A summary of all first aid, accidents and incidents will be produced by the Business Manager to look at patterns of occurrences to identify any further control measures which may be needed. The summary and any actions will be reported to the Health & Safety Committee and governing body on a termly basis.

**To be reviewed by: Business Manager** Cleeve Meadow School Office