



BCS Policy:

## First Aid

Date: July 2014

### Introduction

People at school can suffer injuries or fall ill. It is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid covers the arrangements that are made to ensure that treatment/action is provided should any need arise. It can save lives and prevent minor injuries becoming major ones. First Aid provision must be available at all times while people are on the school premises.

### Risk Assessment

The school Health and Safety Policy outlines the main areas of risk for students and staff. As far as First Aid requirements are concerned, the school is categorised as 'low risk.' Based on a table on the recommended number of First Aiders which is found in 'The Health & Safety Commission's Approved Code of Practice & Guidance on First Aid at Work,' The Branch Christian School should have a minimum of two appointed First Aiders, with a minimum of one with paediatric First Aid certification.

### An Appointed Person

An appointed person is someone who:

- Takes charge when someone is injured or becomes ill.
- Looks after the first aid equipment, e.g. restocking the First Aid box monthly.
- Checks the school accident records book.
- Calls an ambulance if required.

### First Aid and Non Trained Staff

Teachers and other school staff in charge of students have a common law duty to act as reasonably prudent as a parent would to make sure that students are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. Section 3(s) of the Children's Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting in emergency situations such as on a school trip.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to disposable gloves and take care when dealing with either blood or other body fluids and disposing of dressings or equipment.

## **First Aid Room**

The Education (School Premises) Regulations 1996 state that every school should have accommodation for medical or dental examination and treatment and for care of students during school hours. It need not be used solely as medical accommodation, but it should be appropriate for that purpose and readily available for use as such when needed. The room should contain a washbasin and be reasonably near a toilet.

## **First Aid Kits – Contents and Location**

The school must have one suitably stocked First Aid box on site and for offsite activities. The First Aid box must be:

- Clearly marked with a white cross on a green background.
- Easily accessible.
- Kept near to hand washing facilities.
- Kept fully stocked, with extra stock in school. Refer to sheet (in first aid box) for list of stock of items used.

The content of First Aid boxes is governed by HSE guidelines. Some general points:

- The items in the First Aid box should be discarded safely after expiry date has passed.
- Tablets or medicines should not be kept in the First Aid box.
- The First Aid Box is kept in the 'Health Room'.
- Students are not allowed to go the First Aid boxes and help themselves to materials therein. Staff only, in whatever capacity that may be, are allowed to go these boxes.
- Staff must not give students permission to attend to their own cuts and bruises.
- First Aid containers must be taken to offsite activities along with a mobile phone.
- The use of antiseptic is not necessary for the First Aid treatment of wounds.
- Disposable plastic gloves and aprons and suitable protective equipment should be provided near the First Aid materials and should be properly stored and checked frequently to ensure they remain in good condition.

## **Dealing with Cuts, Grazes and Wounds**

When dealing with cuts or grazes that require washing/cleaning, it is best practice to wear rubber gloves, which are to be found in the First Aid cupboard - this helps prevent infection. It is not essential to do so if all one is doing is putting on a plaster over a cut where no cleaning of the wound is required, but in this case it is important to wash one's hands first.

It is important to realise that the wearing of gloves is as much for the sake of the student not being at risk of infection as it is of the staff member. Some parents will expect staff to adopt best practice with their children.

## **Displaying First Aid Notices**

Employees and students have to be informed of the First Aid arrangements. These can take form of notices put up on the premises informing who the appointed persons are, and where the First Aid boxes are kept.

## **Statutory Accident Book/ Record Book**

The school must keep readily accessible accident records which must be kept for 3 years. The record book for logging incidents should include:

- The date, time and place of incident.
- The name of the injured person.
- Details of injury/illness and what First Aid was given.
- What happened to the person immediately afterward.
- Name and signature of the person dealing with the incident.

The information in the record book can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks.
- Be used for reference in future First Aid needs assessment.
- Be helpful for insurance and investigation purposes.

The school First Aider should be informed immediately of any head or eye injuries.

## **Contacting Parents after an Accident**

In an emergency, the School Administrator should try to contact the child's parent/guardian/named contact as soon as possible. It is also good practice to report all incidents (apart from very minor ones) to the parents, e.g.: by sending a letter home with the child or speaking to the parents. In cases where First Aid has been given and will need further attention at home, or where First Aid has been given but has not fully dealt with the problem, e.g.: grit in a wound; the parents should be contacted by phone as soon as possible to inform and seek advice. In cases such as these, the First Aider should have the situation checked by the School Principal and agreement reached as to whether all has been done appropriately and satisfactorily.

## Reporting Accidents

The following accidents must be reported to H.S.E. if they injure either the school's employees, or self-employed people working on the premises:

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from working for more than 3 days.
- H.S.E. must be notified of fatal and major injuries without delay, by telephone. This must be followed up within ten days with a written report on Form 2508. Other accidents do not need immediate notification, but they must be reported to H.S.E. with 10 days on Form 2508. A copy of the form is kept in the Health and Safety folder.

An accident that happens to students or visitors must be reported if:

- The person involved is killed or is taken to hospital.
- The accident arises out of or in connection with work.

These accidents must be notified to H.S.E. with delay and followed up in writing with 10 days on Form 2508.

An accident must be reported if it relates to:

- The way a school activity has been organised.
- Lifts, machinery or substances.
- The condition of the premises.

Records must be kept of any reportable injury, disease or dangerous occurrence. 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.

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electrical shock or electrical burn leading to unconsciousness; or requiring resuscitation; or admittance to hospital for more than 24 hours.
- Any other injury; leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation; or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Playground accidents involving collisions, slips and falls need not be reported unless they arise out of, or in connection with work, e.g.: the condition of the premises or equipment, or the level of supervision.

## **Emergency Procedures in School and Off Site Incidents**

If an ambulance is required, dial 999 using the school telephone or mobile or nearest phone available, giving the exact location.

Qualified First Aider, appointed person or other staff member to give First Aid until ambulance arrives.

## **Emergency Procedure for Asthmatic Attacks**

### **ALL STAFF SHOULD BE AWARE OF THE EMERGENCY PROCEDURES**

If the child is too wheezy or breathless to complete sentences in one breath, or is exhausted or confused, medical help should be summoned immediately.

If the child is coughing and wheezing, the following procedure should be adopted:

1. Keep calm and talk in a reassuring manner to the child.
2. Sit (not lie) the child down.
3. Let the child take his or her normal reliever medication (usually in a blue inhaler). If not available, contact the parent immediately and / or if in place, the school emergency asthma treatment.
4. If the child is still breathless after 5 minutes call an ambulance and inform the parents.
5. If the child has an emergency supply of oral steroids (prednisolone, prednesol) give the stated dose to the child (assuming parental agreement has been previously provided).
6. Repeat the treatment with the reliever inhaler, do not worry about overdosing.

### **REMEMBER:**

**The Ambulance Service would much prefer several good intentioned false alarms to a late call!**

## **Responsibility**

The Dewsbury Gospel Church Trustees, as the employers, are responsible for the health and safety of their employees and anyone else on the premises. The Principal is responsible for putting the school's policy into practice and for developing detailed procedures. The Principal should also make sure that parents are aware of the school's Health and Safety policy and First Aid policy. The School's First Aid needs will be reviewed regularly by the School Administrator.