

# **Hulme Hall Grammar School**

## **First Aid Policy**

This is a whole school policy and also refers to the Early Years' Foundation Stage (EYFS)

### **Aims**

Despite the best precautions or attention given to health and safety, accidents do occur and children can become ill. First aid can save lives and prevent minor injuries becoming more serious. The aim of this policy is to provide a framework to ensure that any persons injured either on school premises, on trips or other school activities, whether they are pupils, staff or visitors, receive the quickest and most effective care and attention.

### **Responsibilities**

#### **(a) The Governing Body**

The Governing Body is responsible in law for the safety of all persons on the school premises or whilst involved in school activities. The Governing Body will ensure that :-

- (i) the first aid policy is kept up to date, in line with existing legislation and reviewed annually or when required;
- (ii) insurance policies are maintained to provide full cover for claims arising from actions of staff, or any other insurance policies required by law;
- (iii) the statutory requirements for first aid (see below) are met;
- (iv) that appropriate training is provided;
- (v) the correct procedures are followed, including suitable and sufficient risk assessment of first aid provision.

#### **(b) The Headmaster**

The Headmaster is responsible for putting the Governing Body's policy into practice. He will :-

- (i) select a competent Appointed Person to be in charge of the day to day implementation of the first aid policy;
- (ii) ensure the Appointed Person has sufficient time to undertake such training as is required to perform the tasks competently;
- (iii) ensure that pupils and parents are aware of the first aid policy, including location of the Sick Bay and first aid personnel;
- (iv) evaluate the success of this policy and review the school's first aid needs in consultation with the Appointed Person.

### **(c) The Appointed Person**

The school's Appointed Person shall be Mrs S Hickman.

- (i) ensure that she receives sufficient training, including refresher training, to be competent in undertaking her tasks;
- (ii) undertake a risk assessment (see below) of the school's first aid needs; in order to do this, she will require information regarding the specific needs of illness / medical conditions of pupils and staff;
- (iii) appoint a sufficient number of staff to be trained as first aiders;
- (iv) devise procedures to ensure that the school provides adequate first aid care, including dealing with emergencies, information and training;
- (v) ensure that staff first aiders receive sufficient training, including refresher courses, to be competent in undertaking their tasks;
- (vi) ensure that staff induction programmes include a first aid element;
- (vii) be responsible for the security, quantity and quality of first aid equipment, including first aid for school visits (see also School Visits policy).
- (ix) ensure that the level of care provided to pupils, staff and visitors does not fall below acceptable standards;
- (x) ensure that parent contact details are up to date, including mobile numbers;
- (xi) keep a record of all first aid that is administered. The record should include:
  - date, time and place of accident
  - name of injured / ill person
  - details of injury / illness and nature of first aid
  - what happened to the person following treatment
  - name and signature of the first aider
- (xii) liaise with the school's health & safety officer regarding the accident report so that, where feasible, measures may be taken to remove or reduce the risk of injury to others.

### **(d) First Aiders**

First Aiders are volunteer members of staff who should :-

- (i) administer first aid to pupils, staff and visitors to an acceptable standard;
- (ii) undertake such training, including refresher courses to be competent in undertaking their tasks;
- (iii) comply fully with the school's first aid policy and procedures, including any reasonable request from the Appointed Person.

### **(e) Early Years' Foundation Stage**

There should be at least one member of staff on site and at least one person on visits, who has a Paediatric First Aid certificate.

## **(f) Staff**

All staff, including non-first aiders, have responsibilities. These include ensuring that :-

- (i) pupils are sent to the Sick Bay if there is any reasonable concern about an injury or illness. Safety is paramount at all times;
- (ii) pupils are aware of the first aid procedures (primarily, but not solely the responsibility of form tutors and year heads);
- (iii) parents are informed as quickly as is reasonably practicable about an injury or illness. If necessary, staff, including the Appointed Person or first aider, should provide the parent with details of the injury or illness, including any first aid that has been administered.

## **Risk Assessment**

The Appointed Person shall undertake an annual risk assessment to determine the necessary first aid provision for the school. In preparing the risk assessment, she should consider :-

- (i) specific hazard in time or place;
- (ii) specific health needs ie, epilepsy, serious allergies;
- (iii) numbers of first aiders required in both time and place;
- (iv) accident statistics to try to reduce number of preventable injuries.

The risk assessment will be discussed with the Headmaster and will, in turn, be notified to the Governing Body, which will either accept the assessment or make such alterations as it sees fit.

## **First Aid Stock**

The Appointed Person will ensure that the first aid kit in the school sick bay always contains **at least** the following :-

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages.
- 6 safety pins;
- 6 medium (approx 12cm x 12cm), individually wrapped, sterile, unmedicated wound dressings;
- 2 large (approx 18cm x 18cm) sterile, individually wrapped, unmedicated wound dressings;
- disposable gloves.

The quantities above should be regarded as an absolute minimum. The Appointed Person will make regular checks to ensure that the sick bay remains adequately stocked.

The Appointed Person will also ensure that a first aid kit is taken on all off-site visits and sporting activities. Each portable first aid kit should contain **at least** the following :-

- a leaflet giving general advice on first aid;
- large and small open weave bandages
- Eye patch with bandage
- Plasters
- Scissors (rust-less and blunt-ended)
- Small sterile pads with bandage
- Triangular Bandage
- Hypoallergenic tape
- Sterile non-adhesive pads
- Disposable Latex gloves
- Optional: Safety pins, antiseptic wipes, disinfectant

The Appointed Person should check the kit before it is issued to ensure that it is adequately stocked.

## **Evaluation**

The Appointed Person shall evaluate this policy annually with the Headmaster, or when deemed necessary. A report shall be provided to the Governing Body reviewing the policy and making such amendments as seen fit. It is envisaged that the report evaluating this policy shall be forwarded to the Governing Body at the same time as the risk assessment for the forthcoming year.

## **Appendix 1 School Minibuses**

The Appointed Person will ensure that minibuses have the following first aid provision :-

- 10 antiseptic wipes (foil packed);
- 1 disposable bandage (not less than 7.5 cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm),
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair of rustless, blunt - ended scissors.

## **Appendix 2 Accident Forms**

All injuries / illnesses reported to the sick bay, will be recorded in the log [see c (xi)].

However, for more serious injuries ie :-

- (i) where a pupil is taken to hospital (by a member of staff or ambulance);

- (ii) where a parent is asked to collect their child with a recommendation from the Appointed Person or other member of staff, that they seek further medical attention ie, a suspected broken bone requiring x-ray;
- (iii) where the injury may be the result of negligence on behalf of the school or member of teaching staff;
- (iv) where the injury may be the result of an assault;

the Appointed Person , first aider or member of staff, should complete an Accident Form as soon as is practicable after the event. A supply of Accident Forms is kept in the school office and in each of the practical departments (Science, DT, HE, PE, Art ). Once complete, the Accident Form is to be returned to the Appointed Person. Copies of the report will be forwarded to the accident file kept by the Appointed Person, the pupil's file and the Bursar.

### **Appendix 3 Head Injuries**

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help. The school policy with regard to head injuries is always to 'play safe'. Parents will be asked to collect their child and seek expert medical attention.

The Appointed Person will ensure that any pupil who has been treated for a head injury, no matter how minor, takes home a 'Yellow Form' advising parents of developing symptoms that may require medical investigation.

### **Appendix 4 Medicines**

Some pupils will suffer from conditions that require daily medication or testing ie, diabetics, ADHD. Other pupils may occasionally be required to take medication ie, antibiotics during the school day.

In either case, it is the duty of the Appointed Person to :-

- (i) discuss the medication with the parent to clarify dosage and time that the medication is to be administered;
- (ii) ensure that the medication or kit, is kept in a secure place within the sick bay and that it is clearly labelled with the pupil's name;
- (iii) keep a record of the times when the medication was administered;
- (iv) ensure that other first aiders in the sick bay are fully briefed regarding the pupil's medication.
- (v) please note that any medication must be administered by the pupil, as the sick bay staff are not trained to do so.
- (vi) All medication held in sick bay is sent home with pupils at the end of the school year. Medication is not stored over the summer holidays. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

## **Appendix 5 Health Lists**

It is the role of the Appointed Person to compile the pupil health list at the start of each new academic year. The health list will be based upon the information supplied by parents on the School Admission Form. The Appointed Person will ensure that this list is updated during the year. Health lists are distributed to all members of staff and are to be regarded as confidential.

**Appendix 6**

**EVALUATION FORM**  
For annual completion

**Date**                    /        /                    **Academic Year** :

**1. Appointed Persons / First Aiders**

		Change from Previous Year Yes/No	Qualification expires on
Name of Appointed Person		Yes/No	
		Yes/No	
Names of First Aiders			
		Yes/No	
		Yes/No	

Action / changes required:

**2. Training**

No. with First Aid at Work Certificate	
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Training Required for this academic year:                    Yes / No  
If Yes, provide details below (i.e. numbers / dates / training company)

**3. First Aid Equipment**

3.1 Stock check in Sick Bay :

	Tick once sufficient items in sick bay
• 20 individually wrapped sterile adhesive dressings (assorted sizes);	
• 2 sterile eye pads;	
• 4 individually wrapped triangular bandages.	
• 6 safety pins;	
• 6 medium (approx 12cm x 12cm), individually wrapped, sterile, unmedicated wound dressings;	
• 2 large (approx 18cm x 18cm) sterile, individually wrapped, unmedicated wound dressings;	
• disposable gloves.	

3.2 Portable First Aid Kits

	Tick		Tick
a leaflet giving general advice on first aid;		Small sterile pads with bandage	
Large and small open weave bandages (1 of each)		Triangular Bandage	
Eye patch with bandage		Hypoallergenic tape	
Plasters		Sterile non-adhesive pads	
Scissors (rust-less and blunt-ended)		Disposable Latex gloves	
		Optional: Safety pins, antiseptic wipes, disinfectant	

Total number of Portable First Aid Kits

#### 4. Areas to Review / Risk Assessment

	Changes to Policy Yes / No	Comments	Governing Body advised of changes (Tick)
First Aid Care Procedures	Yes / No		
Parent contact details up to date	Yes / No		
Record of First Aid that is administered	Yes / No		
Health and Safety issues to review as a result of accidents	Yes / No		
Pupil Health Records / List	Yes / No		
Risk Assessment: Any new potential hazards Specific health needs (Epilepsy etc) Other	Yes / No Yes / No		
Accident Forms	Yes / No		
Pupil medicines held in school	Yes / No		

Evaluation completed by \_\_\_\_\_  
Signed

On \_\_\_\_\_

### FIRST AIDER LIST

1.	<b>PHILIP BRADFORD</b>	Head of PE Key Stage 3 Manager	A - Feb 09 Exp Feb 12
2.	<b>JUDITH BROOME</b>	Nursery Nurse	Paediatric & Emergency First Aid A - Feb 09 Exp Feb 12
3.	<b>ZOE BROWN</b>	Nursery Assistant	A – Apr 09 Exp Feb 12
4.	<b>ALISON BUSHELL</b>	Catering Assistant	A - Feb 09 Exp Feb 12
5.	<b>JOHN CLAYTON</b>	Maintenance Operative	A - Feb 09 Exp Feb 12
6.	<b>DEBORAH COOKE</b>	Assistant Secretary	F – Oct 2010 Exp Oct 2013
7.	<b>IRENE COWELL</b>	Administration	F – Feb 07 A- Feb 10 Exp Feb 13
8.	<b>STEPHEN GATELY</b>	Junior Teacher	A - Feb 09 Exp Feb 12
9.	<b>SAMANTHA HICKMAN</b>	School Secretary	A- Sept 2010 Exp Sept 2013
10.	<b>DAWN HILL</b>	Junior School Teacher	A – April 08 Exp Apr 11 Course TBA
11.	<b>VICKI HOLT</b>	Administration	F - Feb 09 Exp Feb 12
12.	<b>SALLY HUGHES</b>	Spanish Teacher	A - Feb 09 Exp Feb 12
13.	<b>HARJINDER KHINDA</b>	Head of EYFS	A - Feb 09 Exp Feb 12
14.	<b>RICHARD LAMERTON</b>	Geography Teacher	A - Feb 09 Exp Feb 12
15.	<b>DAVID MCNEILL</b>	English Teacher	A - Feb 09 Exp Feb 12
16.	<b>LYNNE ORMISTON</b>	Head of Juniors	A - Feb 09 Exp Feb 12
17.	<b>LOUISE PEAK</b>	Catering Supervisor	A - Feb 09 Exp Feb 12
18.	<b>JAN PEAT</b>	Nursery Assistant	Paediatric & Emergency First Aid A - Feb 09 Exp Feb 12

19	<b>MIJA ROCLAWSKI</b>	Classroom Assistant Kindergarten	A - Feb 09 Exp Feb 12
20	<b>ALISON SHOREY</b>	Nursery Supervisor	Paediatric & Emergency First Aid A – Nov 10 Exp Nov 13
21	<b>CAROL SIM</b>	Assistant Head	A - Feb 09 Exp Feb 12
22	<b>JACKIE SMITH</b>	PE Teacher Key Stage 4 Manager	A - Feb 09 Exp Feb 12
23	<b>GEOFFREY SWANTON</b>	DT Teacher	A - Feb 09 Exp Feb 12
24	<b>KOULLA THEOPHANOUS</b>	Nursery Nurse	A – Oct 06 Exp Oct 09 aw conf of college First Aid
25	<b>LYNN WING</b>	Art Teacher	A - Feb 09 Exp Feb 12
26	<b>COLIN WOOD</b>	Head of ICT	A - Feb 09 Exp Feb 12

## **Check List for Educational Holidays**

Before making any bookings, however provisional, the teacher in charge must take full responsibility for considering the following:-

### **1. School Policy**

- (i) Consult the Headmaster regarding:-
  - aims and purpose
  - acceptability
  - access to pupils
  - code of conduct
  - dates
  - financial procedures, price and staffing
  - any additional insurance cover
- (ii) Consult the Bursar regarding any pupils who may be excluded (on financial grounds).
- (iii) Consult the Bursar to confirm all financial obligations.

### **2. Preliminary Information**

- (i) Obtain details from the Holiday Company and check Booking Conditions, Insurance Cancellation Charges and any other important notes (small print).
- (ii) Inform parents and pupils by letter to include:-
  - purpose of visit
  - dates and times
  - which groups of pupils are involved
  - destination/mode of travel/itinerary
  - accommodation
  - cost and paying arrangements
  - names of party leader and other proposed staff involved

### **3. Further Arrangements**

- (i) From 'Returns', confirm size and content of party with regard to School Policy.
- (ii) Provide Bursar with payments/first deposits and copy invoice.
- (iii) Prepare future correspondence to parents (if necessary) to include
  - dates and amounts of further payments to give as much notice as possible
  - cancellation charges if pupils are withdrawn by parents - extract from Booking Conditions
  - requests for passport details and spending money
  - details of a 'briefing' evening.

#### 4. Final Details

- arrange timetable cover
- check Health & Safety requirements
- provide first aid equipment
- make catering arrangements re. school meals/packed lunches
- prepare worksheets relating to holiday features
- leave lists of names and telephone numbers with the school office.
- organise a follow-up evaluation
- provide reports to    Headmaster  
                                  School Magazine  
                                  Parents & pupils
- account for all monies received and provide receipts for all expenditure in order that the Bursar may produce a 'balance sheet' for the holiday.

This checklist should be read alongside the "Check list for School Visits" in order that all possible arrangements are considered.

A School Visit or Educational Holiday is a major commitment.