

Hulme Hall Grammar School

First Aid Policy

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 C Tetlow.

She will :

- (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) 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 hazards 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.