



First Aid Policy

Date of Policy: September 2023.

Frequency of Review: Annually.

Date of Next Review: July 2024.

First Aid is emergency care given to an injured person (to minimise injury and future disability) before professional medical care is available. Teachers and other staff are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of young people in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of young people with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Headteacher. The Headteacher is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for young people in school, should be aware of available First Aid personnel, facilities and the location of First Aid boxes and information. First Aid provision must always be available, including out of school trips, during PE and other times the school facilities are used e.g. Parents Meetings.

Adequate First Aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson,

then they must have access to a telephone to summon help. First Aiders must have attended a recognised First Aid Course approved by Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is not legal bar in doing so. Those who dispense it should have reasonable understanding of what is involved. It is the responsibility of the Headteacher and Curriculum and Pastoral lead, to ensure good First Aid practice is being carried out within the school, at events and activities organised by the school.

All staff should have First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board and near First Aid Kit. First Aid Kits are situated in:

- the kitchen area
- main office
- first aid room
- during educational visits

The contents of the First Aid Kits are to be regularly checked and maintained by the named person.

Reporting and Recording of Accidents

Wize Up recognises that:

We have a duty to report incidents that involve the:

- Health and Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident/incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrence recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health and Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Wize Up we make every effort to minimise the risk of accidents, but we recognise that accidents may still occur.

All accidents to young people, staff, parents and visitors, no matter how small will be reported to the Deputy Head and/or Curriculum and Pastoral lead as soon as possible after the accident took place. The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff, with copies placed on the relevant files (young people/staff) additionally if required relevant agencies informed. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again. An accident book is kept in the main office. The First Aider should complete the relevant sections, detach the "accident/injury record sheet" and place it in the accident book along with a copy in the young person/staff file which is situated in the Main Office. Records should be stored for three years.

The Head Teacher will ensure that accidents, which are reportable to the Health and Safety Executive, are reported using the appropriate form.

Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed. At Wize Up, each member of staff who has had training is able to assume the responsibility of the Appointed Person.

The maintenance of the First Aid Kits is the responsibility of the main appointed first aiders: L Wiggins and A Adekunle.

See Appendix 1 for the contents.

Wize Up

Appointed persons:

A Kamadilu, L Wiggins, B Kent, M Moutouna, J Mayhew, Q Liu and K Bussett

Trained First Aiders:

2023 - 2024

A Kamadilu, L Wiggins, B Kent, M Moutouna, J Mayhew, Q Liu and K Bussett

If the First Aid Kits need additional supplies, please contact: L Wiggins, K Bussett or K Richardson

Appendix 1

Contents of school first aid kits

- Leaflet for First Aid advice
- 20 assorted plasters
- 2 sterile eye pads
- 4 triangular bandages
- 8 safety pins
- 6 Medium wound dressings
- 2 Large wound dressings
- 1 pair of disposable gloves
- 3 packets of Antiseptic Cleansing wipes

Contents of travel / PE first aid kits

- Leaflet for First Aid
- 6 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 large wound dressing
- 4 pair of disposable gloves
- 1 packet of wipes

RIDDOR – Incidents to be reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures/Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation/hospital admission for over 24 hours

Appendix 2 – COVID-19 First Aid

Factors to consider	Who might be harmed?	Control measures present	Further actions required (if any)
<p>Size of the premises and layout –different levels.</p> <p>Number of staff, young people, service users etc.</p> <p>Location of building –close to town etc.</p> <p>Specific risks eg. Young people with specific health needs.</p> <p>Previous history of accidents.</p> <p>Lunch / break time cover</p>	<p>Staff, young people, service user, visitors, contractors</p>	<p>Number of qualified (First Aid at Work) certificate holders :</p> <p>Number of appointed persons / Emergency First Aid trained certificate holders :</p> <p>Number and Location of first aid boxes and other first aid equipment where appropriate : First aid room, staff room and reception</p> <p>Location of accident book and near miss reporting book: reception</p> <p>Regular checking and replacement of equipment when required (eg expiry date passed) Person nominated to check stock: K Richardson</p> <p>Appropriate signage (at least 1) in a prominent position informing people who first aid trained personnel are and their location Training kept up to date as per legal requirements</p>	<p>N/A</p>
<p>Protocol for blood / other bodily fluid spillages:</p>		<p>Plastic container / bucket with lid containing: Leak proof bags. Paper towels. Cleaning solution eg. Milton, disinfectant etc. Personal protective clothing (PPE) disposable gloves and aprons, eye protection. (single use items must be replaced). Non-invasive infrared forehead thermometer may be used to establish if a young people has a temperature. Person cleaning the spillage must wear: Disposable gloves and apron and eye protection. Using paper towels soak up spillage and place paper towels in to leak proof bag. Clean affected area using cleaning solution and paper towels and place used towels in to leak proof bag. Ensure area is left clean and dry.</p>	<p>N/A</p>

		<p>Dispose of all bagged items including gloves, aprons etc securely:</p> <ul style="list-style-type: none"> ● put waste in a plastic bag and tie when full. ● double bag ● put in a suitable & secure place marked for storage for 72 hours ● unless COVID-19 is confirmed, this waste does not require dedicated clinical waste collection Replace used stock. 	
Human or Animal Bites that have penetrated the skin:		<p>Basic first aid should be applied to reduce the risk of infection and control bleeding.</p> <p>The injured person must be referred to either Hospital A & E department or Occupational Health Department – (OHD referral can be arranged by contacting HR) or GP referral in the case of young people immediately (dependent on extent of injury).</p>	N/A
Vaccinations and Personal Protective Clothing / Equipment:		<p>NB any costs incurred re vaccination etc will be passed to the individual payment.</p> <p>provision of any personal protective equipment and treatment identified via a risk assessment / advised by a medical practitioner to enable staff to work safely.</p>	N/A
Coronavirus (Covid-19)		<p>Given the current situation, a risk assessment plan which covers known eventualities should be drawn up and shared with parents/carers whose young people are on site via the website – COVID-19 section. It may be necessary on occasions to cover the arrangement with a person who holds a first aid certificate.</p> <p>Parents should be made aware of the arrangement to enable them to make an informed choice whether they would wish their child to attend on that basis given the exceptional circumstances.</p>	N/A

