



Teesside High School
Education as it should be

First Aid Policy

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Committee	Facilities

TEESSIDE HIGH SCHOOL

POLICY NAME	First Aid Policy
PURPOSE	To outline the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.
APPLIES TO	All Pupils (including those in the EYFS setting) Staff, Parents, Visitors

INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. First aid can save lives and prevent minor injuries becoming major. The School will ensure that first aid is administered in a timely and competent manner.

AIMS

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To promote effective infection control.

OBJECTIVES

To achieve the Policy Aims, the School will:

- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training, which can be requested from the Facilities Manager.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have suitably stocked first aid boxes
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained and every incident that requires first aid is recorded and filed including any treatment given. Ensure that a holder of a current, relevant First Aid certificate accompanies all trips, walks and field trips. Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Review and monitor arrangements for first aid on as appropriate or a regular basis (and at the very least on an annual basis).

PERSONNEL

The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (excluding contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Facilities Manager is responsible for the conduct of a full risk assessment. Reviews are to be carried out at least annually and when circumstances alter. He will provide guidance on arrangements for first aid based on the risk assessment of the School. He will also ensure that First Aid qualifications and insurance are up to date, alerting staff to the need for refresher courses, and organising training sessions.

The Facilities Manager will ensure that all staff are informed about the School's first aid arrangements. This includes providing information for new staff as part of their induction programme which will include the location of equipment, facilities and first-aid personnel.

Recommendations on measures needed to prevent or control identified risks are forwarded to the Head.

First Aiders are listed in Appendix A . Senior First aiders/caretakers check the first aid boxes termly or as required, completing the inspection record sheet. First Aiders are based in a variety of locations across the School site and a list is posted at designated points around the site. First Aid assistance can always be called for via the School Office.

First Aiders at Teesside High School have undertaken training and have a qualification approved by the HSE, which is updated every three years. They hold a valid certificate of competence in either Emergency First Aid at Work (EFAW) or First Aid at Work (FAW), or where appropriate Emergency Paediatric First Aid (EPFA) or Paediatric First Aid (PFA). This training enables them to give emergency first aid to someone who is injured or becomes ill whilst on the school premises.

Appointed persons must complete a training course and therefore attend a refresher course on a three yearly basis. This is a voluntary post.

Teachers and other staff are committed to do all they can to secure the welfare of the pupils.

TRAINING

Teesside High School may use any Health and Safety Executive recognised trainer for first aid training. The School has considered the findings of the risk assessment and decided on the number of first-aid personnel required. The School is a low risk environment.

For Educational Visits the adequate level of First Aid provision needed is as follows:

For **day trips** to a specific venue a qualified first aider is not required to travel with pupils providing the venue has a first aider on site. It is important that trip organisers confirm this provision within their risk assessment.

For **residential trips or visits abroad** a First Aid at Work or Emergency First Aid certificate is required.

For those working with **EYFS** pupils, a 12 hour Paediatric First Aid course.

Arrangements have been made to ensure that the required level of cover of First Aiders is available at all times when people are on School premises.

At least one person who has a current first aid certificate must be on the premises at all times and accompany trips or visits where students in Years 1 to 13 are involved.

With effect from September 2016, all newly qualified staff with a Childcare Level 2 and 3 qualification must have at least an emergency paediatric first aid certificate (minimum of 12 hours training) or full paediatric first aid certificate. At least one person who has a current paediatric first aid certificate must be on the premises at all times when EYFS children are present. There must be at least one person who has a current paediatric first aid certificate accompanying EYFS children on trips or visits. Ref: Practice guidance for the Early Years Foundation Stage.

SCHOOL FIRST AID PROCEDURES

Our First Aid Needs Assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our School, as well as the identification of specific hazards. In particular, consideration has been given to:

- Off-site PE
- School trips
- Science labs
- DT/HE rooms
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events
- Early Years Foundation Stage

It also includes careful planning for any trips and visits, including residential and higher risk trips which always include a suitably trained first aider, in keeping with our Educational Visits policy.

Should a member of staff feel that a pupil requires first aid for whatever reason then the following procedure should be followed.

On the Playground/School Grounds/Classroom

1. If the injury is minor send the pupil, accompanied by another child, to the nearest First Aider or to the School Reception.
2. If the pupil is immobile, or unconscious, send two children to the nearest First Aider or School Reception for assistance. Do not attempt to move the pupil.
3. A First Aider will assess the injury and act in accordance with training
4. Any injury to the head should always be referred to the School Reception or nearest First Aider.

During Games Fixtures

- PE staff are provided with First Aid kits and are required to take them to fixtures. If an ice pack or any other items are used then please ensure that these are replaced from first-aid supplies in the First Aid room.
- All staff have access to medical details for all pupils and this should be checked for any medical requirements before a fixture.

- Pupils involved in PE off-site are always accompanied by at least one member of staff who holds a current first aid certificate. (See Appendix A).
- Should an incident occur at a fixture where a pupil requires hospital attention then the matches should be abandoned. PE staff should contact SLT late duty staff to organise contact with injured pupils parents to meet the pupil at hospital. Member of staff to return to school with remaining pupils

Educational Visits and Off-Site Activities

- Travel first aid kits are mandatory on any School visit or off-site activity.
- The First Aid trained member of staff accompanying the trip is responsible for making arrangements and collecting the kit from the First Aid room.
- Any special medication or requirements will be provided for named individuals, e.g. epipens. These must be collected by the First Aider appointed to the trip and be signed out and later back in to the Office, to ensure that all medication can be accounted for.
- The Trip Leader must ensure he/she collects from the School Office the relevant medical information and emergency contact numbers.
- The First Aider appointed to the trip will ensure there are signed consent forms from a parent for first aid/medical treatment and paracetamol for pupils in the party. Likewise, this member of staff will ensure that any medication is accompanied by an administration of medicine form.

HYGIENE/INFECTION CONTROL

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment and the medical waste facility should be used.

Procedure in the event of contact with blood or other bodily fluids First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate)

Blood Injuries

- Call for a First Aider
- Wear gloves at all times
- Wipes used to clean wounds, nose bleeds, or mop up blood must be disposed of in a yellow plastic bag labelled biohazard, along with used gloves. These bags are in the first aid bags.
- The yellow bags should be sealed and given to the Facilities Manager for disposal.
- For larger amounts of blood the caretakers should be informed and asked to clean up.
- Children with blood injuries during sport should be treated immediately and not allowed to continue playing until the flow has stopped and the wound is cleaned.

RECORDING OF FIRST AID TREATMENT

If the pupil is treated by a First Aider, details will be recorded in the Accident Report Book, stored in the School Reception. For all pupils including EYFS, a duplicate copy of this record will be sent home with the child at the end of the day. The Facilities Manager will also receive a copy of the Accident Report.

If the pupil has had a minor head injury then a letter will be sent home to parents to inform them of the accident and the treatment given in school, as well as potential signs and symptoms to look for in the hours following the injury. In the event of serious injury or an incident requiring further medical treatment, the school, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on SIMs.

School holds two accident record books. One pupil's/staff accident books is held within the School Reception, and a second book for kitchen staff is held with the kitchen manager.

The School must ensure that a record is kept of any first aid treatment given by First Aiders. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness. What first aid was given (pupils only)
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.
- The Reception are responsible for ensuring that parents are informed of significant incidents. These would include bangs to the head, abdominal pains, unconscious person, breathing difficulty, abdominal pains, uncontrolled bleeding, choking or an allergic reaction

The School also maintains records of pupils who feel unwell but do not currently require first aid treatment. One electronic record is held for all Senior School pupils and another for Prep School pupils. These records include:

- The date and time that the illness/complaint was raised
- The name and class of the ill person
- Details of the illness/complaint
- Details of the action taken
- Initials of the first aider or person dealing with the illness/complaint.

These medical record logs are monitored regularly.

REPORTING ACCIDENTS

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The School must keep a record 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. This record can be combined with other accident records.

The following accidents must be reported to the HSE Involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days.

FIRST AID FACILITIES

The School has ensured that there are the appropriate number of first-aid containers according to the risk assessment of the school, The contents of which meet HSE guidelines. In addition both Prep and Senior School PE departments hold specialist PE sports First Aid kits for outdoor activities.

- All first-aid containers are marked with a white cross on a green background
- Each School bus carries a first-aid container
- First-aid containers should be kept near to hand washing facilities, wherever possible
- Spare stock is kept in the First Aid Room.

Responsibility for checking and restocking the first-aid containers:

- In School, the Senior First Aider as well as Caretaking staff
- On buses, the Caretaking staff
- For off-site PE, Director of Sport/PE Technician

Location of First Aid Boxes:

- Senior School building - Marketing Office, kitchen, Lab Technicians Office, Art Department, F&N room, DT Department, PE Office, PE Sports Hall, Main Kitchen, and Senior School Hall
- Prep School – Nursery, First Aid Room, Pre-Prep Corridor, Main Hall and PE mobiles

DEFIBRILLATOR

This is located on the external wall of the Sports Hall outside the rear school entrance. It is the responsibility of the Facilities Manager to check that the defibrillator is in full working order on a termly basis.

List of First Aid Certification

Name	Valid Until	Cert on File	Place of Work	Qualification
An. Hannah	02/02/2019	✓	Prep School	PFA
An. Hannah	25/02/2019	✓	Senior School	EFAW
R. Ignirri	21/02/2019	✓	Library	FAW
W. Okey	08/03/2019	✓	Prep School	12 Hr PFA
D. Rance	25/04/2019	✓	Reception	FAW
K. Mackenzie	03/11/2019	✓	Science /SLT	EFAW
H. Davidson	03/11/2019	✓	Science	EFAW
D. Staples	16/11/2019	✓	Art/DT	FAW
N. Stephens	29/11/2019	✓	PE/SLT	EFAW
L. Smithson	23/01/2020	✓	Lunch Supervisor	EFAW
V. Bell	23/01/2020	✓	Lunch Supervisor	EFAW
K. Ward	20/02/2020	✓	Science	EFAW
T. Lockerbie	15/03/2020	✓	Prep School	FAW
L. Hockborn	24/05/2020	✓	PE	EFAW
C. Williams	26/07/2020	✓	Prep School	FAW
P. Leahy	23/08/2020	✓	Senior School	FAW
K Moore	27/09/2020	✓	Teaching Assistant	PFA
J. Saxton	03/11/2020	✓	Drama Teacher	FAW
Ali McKenna	03/11/2020	✓	Senior SEN	FAW
N. Shipley	18/04/2021	✓	Admin/Regist	EFAW
E. Shevels	28/05/2021	✓	Music Dept	EFAW
M. McGrath	07/06/2021	✓	Caretaker	FAW
J. Johnston	04/07/2021	✓	Caretaker	FAW
K. Thomas	14/06/2021	✓	Prep School	PFA
J. McCullagh	21/06/2021	✓	Prep School	FAW
J. Johnston	11/07/2021	✓	Caretaker	PFA
E. Goodison	26/07/2021	✓	Caretaker	FAW
K. Horowitz	26/09/2021		Bus Driver	PFA
D. Rance	16/10/2021		Receptionist	PFA
R. Hancock	11/09/2021		Senior School	EFAW
N. Clapton	16/10/2021		Prep School	PFA
P. Leahy	16/10/2021		Receptionist	PFA
E. Goodison	16/10/2021		Caretaker	PFA
N. Thomas	18/10/2021		PE	EFAW
G. White	13/11/2011		Senior School	EFAW
V. Turnbull	13/11/2021		PE	EFAW

First Aid at work (FAW): 12 Emergency First Aid (EFAW): 14
 Paediatric First Aid (PFA): 8
 Total persons qualified: 35

Senior First Aiders – Mrs D Rance (ext 200) & Mrs J Shannon (ext 202)
 Health & Safety Officer – Mr P Herbert (ext 250)