

**About this document:**

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Wellbeing in our Trust

We can all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

Isebrook School take the health and wellbeing of all employees seriously and are committed to supporting our staff. The school ensure that support for staff is available through:

- Effective line management
- Commitment to ensuring an appropriate and balanced workload
- Supportive and professional working environments
- Employee support programs
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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1. Intent and Aims

The first aid policy aims to;

- Ensure the health and safety of all staff, students, and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Ensure lines of communication with parents/guardians are in place if required.
- Provide for the immediate needs and requirements of staff and students who have sustained injury.

2. Legislation and Guidance

This policy is based on the advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of student

3. Procedures

First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a first aider, if appropriate, who will provide the required first aid.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or from emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved to be placed in a recovery position.
- If the emergency services are called, the appointed person will ensure that parents are contacted immediately and also that SLT are informed.

- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- The first aider will complete an accident report form on the same day – or as soon as is reasonably practical after an incident resulting in an injury.

Off- site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone.
- A portable first aid kit and any student specific medical equipment/ medicines – in line with “Supporting Students with Medical Conditions Policy”
- Information about specific medical needs of students.
- When transporting students using a school minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box.
- Risk assessments will be completed by the class team and signed off by the EVC in school.
- There is always a nominated person for anyone responsible for medication for school trips and visits.

Notifying Parents

The attending First Aider will inform parents of any serious accidents or injuries sustained by a student, and any first aid treatment given, on the same day or as soon as reasonably practical.

A serious accident is defined as an unexpected and unplanned event resulting in significant injury or harm, requiring immediate medical attention and potentially leading to hospitalisation, long term impairment or death.

Reporting to OFSTED and Child Protection agencies.

Appointed Person will notify OFSTED of any serious accident as defined in the , illness or injury to, or death of, a student while in the school’s care. This will happen as soon as is reasonably practical and no later than 14 days after the incident.

The Headteacher will also notify the Chair of Trustees and the LA of any serious accident or injury to, or the death of a student while in the school’s care.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, injury description, treatment given, teacher notified, and parent notified – this must be completed on the day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report will be added to the appropriate school-based information management systems – ensuring it becomes part of students’ educational record. This is ensured by logging the incident on Evolve, (this is also our First Aid Register). This process will be ensured by the accountable person.

- It will be the responsibility of the appointed person to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny.
- It is the responsibility of the Operations Manager to collate the information contained in the First Aid log and summarise this information for the Headteacher to report for the Governing Body each term.
- All school staff can undertake first aid training if they would like to.
- All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires the school will arrange for the staff to retake the full first aid course before being reinstated as a first aider.

Reporting to the HSE

Any accident which results in a reportable injury will be recorded as any other incident onto Evolve under the category of major - this process will then trigger the RIDDOR reporting process between the Responsible Person and relevant leaders on school site. The report will be filed in line with the Reportable Injury, Disease, or Dangerous Occurrence as defined in the RIDDOR 2013 legislation.

The incident will be reported to HSE as soon as is reasonably practicable and in any event within 15 days of the incident.

4. Roles and Responsibilities

Appointed Person(s) and first aiders

The Headteacher delegates responsibility for the implementation of this policy to the Operations Manager, including:

- Ensuring that an appropriate number of First Aid staff are always present in the school
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (Operations Business Partner to do this)

First Aiders are trained and qualified to carry out the role and are responsible for;

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Ensuring that an ambulance or other professional help is summoned when appropriate.
- Sending students/employees and visitors home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident.

Their names will also be displayed prominently around the school.

School Nurse/Appointed Person

It is the policy of Isebrook School that the School Nurse is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained professional for help and/or advice.

Isebrook School will continue to rely on the knowledge and experience of its trained First Aiders to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse if required and appropriate.

School Staff

School staff are responsible for;

- Ensuring they follow first aid procedures.
- Ensuring they know relevant individual medical information about students with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy.'
- Ensuring they know who the first aiders and appointed person (s) are in school.
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

5. Reporting and Record Keeping

First aid and accident record book

- Any accident will be recorded by the first aider/member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.

Reporting to the HSE

The Operations Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Operations Business Partner will report these to the Health and Safety Executive as soon as it is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs

- o Serious burns (including scalding)
- o Any scalping requiring hospital treatment
- o Any loss of consciousness caused by head injury or asphyxia
- o Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o An electrical short circuit or overload causing a fire or explosion

Informing parents/carers

The attending First Aider will inform parents/carers of any major accident or serious injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If it is not possible for the attending First Aider to inform parents/carers in a timely manner, then a member of the school's Pastoral Team will support with this. Parents/carers will also be informed if emergency services are called, by a member of SLT or the Pastoral Team.

6. Monitoring Arrangements

This policy will be monitored by the Operations Manager every two years

Links with other policies

- Health & Safety Policy
- Risk Assessment Policy
- Policy on Supporting Students with Medical Conditions

First Aid Grab Sheet

Minor injuries (cuts, bruises, mild headaches)	
Call for help	If a first aider is not already in attendance, call for First Aid support. The Pastoral Team are on call during the school day. If they do not respond, radio again for any First Aider support.
Assess and record the injury	Assess the injury and administer basic first aid (clean wound, apply bandage, provide water etc.)
Record the incident	Record the incident on Accident Evolve
Serious injuries or Medical Emergencies (fractures, severe bleeding, head injury, unconsciousness)	
Call for help	<p>If a first aider is not already in attendance, call for Urgent First Aid support. The Pastoral Team are on call during the school day. If they do not respond, radio again for any First Aider support. SLT will also respond and attend.</p> <p>If required, the first aider will dial 999 or delegate this to another individual.</p> <p>If safe to do so, move the individual out of direct harm and ensure the area is safe. Maintain the dignity of the injured person.</p>

Assess and record the injury	Assess the injury and administer first aid / preventative care, until professional help arrives
Record the incident	The attending first aider is responsible for recording the incident on Accident Evolve and informing parents/carers or next of kin
Allergic reactions and Medical Conditions (asthma, seizures, anaphylaxis)	
Call for help	<p>If a first aider is not already in attendance, call for Urgent First Aid support. The Pastoral Team are on call during the school day. If they do not respond, radio again for any First Aider support.</p> <p>If required, the first aider will dial 999 or delegate this to another individual.</p> <p>If safe to do so, move the individual out of direct harm and ensure the area is safe. Maintain the dignity of the injured person.</p>
Assess and record the injury	<p>Assess the situation and follow the students medical action plan.</p> <p>Administer medication if trained.</p>
Record the incident	The attending first aider is responsible for recording the incident on Accident Evolve and informing parents/carers or next of kin

Administering Medication

Medication in school	
Consent forms completed	<p>Medication must be physically brought into the School Office.</p> <p>The School Office will ensure a form is completed, that will state the dose, duration and time that medication needs to be administered.</p>
Prescriptions	<p>The medication must be prescribed to the student and arrive in a box containing a label stating the dosage.</p> <p>The medication must record the use by date.</p>
Maintaining dignity	<p>The First Aid room is to be used by one individual at a time.</p> <p>To maintain dignity, the door is to be closed when in use.</p>
Safety of medication	<p>All medication should be stored in the medication cupboard.</p> <p>The medication keys can be accessed by unlocking the key safe which provide a key to the locked cupboard.</p> <p>The keys should be returned to the cupboard and key safe and the numbers set back to a random code.</p>

The 5 R's

Right Medication	Check the medication label is the same as the medication administration booklet. Check the medication has not already been administered. Check the medication is in date.
Right Patient	Medications are stored in a box with the students photo. If you are administering medication to a student you are unfamiliar with, ensure the second person assisting is aware they are the current patient. Ensure the patient knows what you are doing and watch them take the medication before recording.
Right Time	Check the time against the medication label and ensure the correct instructions have been followed (if directed to be taken after food, ensure they have eaten).
Right Dose	Identify the correct dose from the medication administration booklet. The medication administration booklet should confirm dosage and not quantity (75mg not 1 tablet).
Right Route	Identify from the medication administration booklet the correct way and area to administer the medication. Do not make assumptions.

Record keeping

Record keeping	When administering medication this <u>must</u> be updated on Evolve and within the medication administration booklet. The administration of medication <u>must</u> be observed by two trained individuals.
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Keeping parents/carers informed

Refusal of medication	The person administering the medication is responsible for notifying parents/carers the medication has not been taken.
Stock levels	The person administering the medication is responsible for notifying the School Office if less than one week's supply of medication is left. The School Office once notified will liaise with parents/carers to bring more medication if required into school.
Out of date medication	The person administering the medication is responsible for notifying the School Office if the medication is out of date. The School Office will move the out-of-date medication into a secure place and await collection.