



## **First Aid Policy**

### **Important Note**

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

**REVIEW DATE: March 2018**

**REVIEWED BY: Dan Sayers (Headmaster)**

*D. J. Sayers*

**SIGNED:**

**DATED: 22.03.18**

### **AIMS**

The Board of Governors of St Hilda's School accept their responsibility under the Department of Education: First Aid in Schools Guidance 2014, which state that employers must provide adequate and appropriate equipment, facilities and qualified First Aid personnel. They acknowledge the importance of providing First Aid for employees, pupils and visitors to the school.

St Hilda's School falls into the low risk place of work category and so provides a minimum of one First Aider for every 100 employees. The school also provides cover for absence, out-of-school activities and trips, out-of-hours activities and holiday periods. Some subjects taught may also have a higher risk such as PE, Science and Design and Technology.

The school's arrangements are founded on the following principles:

- a) The policy will be reviewed annually
- b) All employees have a duty to bring First Aid support to those in need
- c) To report, record and where appropriate investigate all accidents
- d) Provide equipment and materials to carry out First Aid treatment
- e) To provide training for employees, to maintain a record of training, and to review that training annually.

- f) Establish procedures for managing accidents in school which require First Aid
- g) Provide information for employees on arrangements for First Aid. All new members of staff will be advised of First Aid procedures, facilities and personnel during their induction. Information can be found in the Employee Handbook and on the staff notice boards in the office
- h) Undertake a risk assessment of First Aid requirements of the school

## PROVISION

Records are kept by the designated First Aiders and the School Office. Supplies are held in the Medical Room. The Nursery Nurses have a paediatric first aid certificate in line with EYFS requirements. These are checked regularly by the School Office and supplies are re-stocked as necessary.

Content of First Aid kits:

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KITS
Guidance card/leaflet on First Aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	-
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)	6	-
Large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes	-	Small packet
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs

There are also small First Aid bags for use on school trips. These are located in the school office. Coaches used for educational visits have First Aid kits. The school car is also provided with a First Aid kit.

In compliance with the Education (School Premises) Regulations 1999, a room is made available for medical treatment. This facility will contain the following and be readily available for use:

- Sink with running hot and cold water.
- Paper towels.
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage.
- Chair.
- A bed (with waterproof cover), pillow and duvet.
- Soap.
- An appropriate record-keeping facility.

All employees will be provided with a copy of the School's First Aid policy and "Administration of Medicines Policy" via the shared staff area and school website.

## **PROCEDURES**

### **Reporting an Accident/Summoning Help**

It is the school's policy to ensure that at least one person qualified in first aid is on the school site when children are present. Pupils should report to a teacher or member of staff on duty who will then refer the pupil to the office or First Aider.

In the event of absence of the School Office staff, a qualified member of staff will be designated to the role of First Aider and should be available at all times, if required. Pupils are advised to seek help in the office where a First Aider can be contacted. It is the responsibility of the designated person to assess the situation, administer First Aid and seek professional help as necessary, including contacting emergency services and parents.

A record is kept of all treatment given. All serious or significant incidents will be notified to parents and kept on an Accident File. Details of a list of staff members who hold a First Aid at Work Certificate is displayed in the School Office, the Dining Room, the Medical Room and the Staff Room.

Other members of staff may be required to take the one day First Aid course. This is a voluntary course and allows staff to take charge in a situation and call emergency services as necessary.

If a member of staff has an accident at work, this must be reported to the First Aider and an accident form must be completed, which is held by the Compliance Officer. The Headteacher will be informed as necessary. If the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), the incident must be notified immediately to the Health and Safety Executive (tel. 0845 300 9923).

### **OFF-SITE ACTIVITIES**

For all off-site activities or trips, a risk assessment must be done. Staff must check with the School Office for medical details. A travel First Aid kit and appropriate medication should be collected from the School Office. For all trips, a member of staff will be designated as the First Aider.

In the event of an accident or illness on the school field, the PE staff are qualified First Aiders and can administer First Aid. In the event of serious injury, the emergency services should be contacted without delay. All incidents must be reported and recorded.

Provision on school visits and journeys will be determined by the risk assessment. A member of staff will be designated to carry a First Aid kit at all times.

All employees at the school will be informed of the following:

- Arrangements for recording and reporting incidents
- Arrangements for First Aid
- Employees with First Aid qualifications
- Location of First Aid equipment

**This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.**

## APPENDIX

### PROCEDURE FOR DEALING WITH THE SAFE DISPOSAL OF BODY FLUIDS

- Spillages of blood, vomit, urine and excreta should be cleaned up promptly. Other children must be kept away from the spillage.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Ensure that any cuts or abrasions on the hands are covered with a waterproof dressing.
- Disposable personal protective equipment (PPE), including latex gloves or equivalent and a disposable plastic apron must be worn.

Cleaning blood and body fluid spills on **hard surfaces**: -

- The spillage should be cleaned up using disposable absorbent paper towels.
- The area should be washed with detergent and hot water, using disposable paper towels.
- The area should then be washed again using an appropriate disinfectant, which is effective against viruses, using manufacturer's instructions.
- All PPE and waste generated when mopping up body fluid spills must be disposed of into a plastic waste bag which should then be sealed and stored safely for final disposal.
- On completion of the cleaning procedure and disposal of waste and PPE, hands must be thoroughly washed.

Cleaning blood and body fluid spills on **soft surfaces**: -

- Spillages on carpets or upholstery should initially be cleaned up with absorbent paper towels.
- The area should then be washed with detergent and hot water and dried thoroughly.
- A second cleaning should then be carried out using a steam cleaner.
- Spills on clothing should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the fabric will withstand. Heat from tumble-drying will also help to eradicate pathogens, as will ironing.
- All PPE and disposable paper towels and cloths etc should be disposed of into plastic waste bag which should then be sealed and stored safely for final disposal.
- On completion of the cleaning procedure and after disposal of waste and PPE, hands must be thoroughly washed.

