

## **General Statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## **The Legal Position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. The school First Aid RA is on the company Sharedrive. We are also required to review this assessment annually to ensure that current provision is adequate; review dates are published in the header of this policy. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

**The Write Time will ensure that there are always two (2) First Aid trained (Emergency First Aid at Work [schools]) members of staff on the school site when students are present. The Write Time will also ensure that at least one member of staff on any off-site school trip is First Aid trained to the same level. Two dedicated Off-Site First Aid kits are available in the event that both the AP and Post-16 are running off-site events simultaneously. These kits are department-specific and should be kept this way so as to facilitate accurate inspections.**

## **Responsibilities of First Aid Personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary

### **Procedures**

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice if necessary.
- Once the situation has been dealt with/resolved, it is essential that an Accident Report is completed by the member of staff that was leading on the situation as soon as possible to maximise accuracy of reporting. Accident Reports are located on schoolpod, and instructions for how to log an accident are listed at the end of this policy (appendix A). Only in the event of schoolpod being unusable/ unavailable should a hard copy version be made. In this event, a copy should be transferred over to schoolpod as soon as is possible.

Procedures for each accident/event that requires a First Aider will be assessed on a case-by-case basis. First Aiders have been trained for various scenarios in accordance with national legislation. As examples, these first aid incidents could involve blood loss, insect bites/stings, concussion, sprains and strains, etc.

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Sam Murray.
- If a first aid kit is poorly stocked, this should be reported to Sam Murray.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Sam Murray when it is poorly stocked.

### **Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in Accident Reports on schoolpod.

### **Children with Medical Needs**

A list of children who may need epipens, inhalers, or who have diabetes etc. will be kept in the student's medical file. The most up-to-date student medical requirement data can be printed from the school MIS (schoolpod) before off-site trips etc., by going to Reports/ Student/ Medical Details/. The location of each child's epipen or inhaler will be kept in the medical file when they are on site and with the first aider offsite.

If any medication is to be administered while on school premises (on a temporary or regular basis), full details of such a request must be provided by the child's parent/ carer with a copy of the

associated prescription. Upon receipt of this request (and the associated medication and paperwork) it is of paramount importance that exact records are kept of when (and by who) medication has been administered. In every instance, the 'TWT Medicine Administration' form (Appendix B) must be completed fully, and with all checks carried out. The 'live' version of this form will be stored in the Student Medicine box in the administration office, and a template of this is attached to this policy for development purposes.

Only TWT Managers are permitted to administer medication that is stored in the Student Medication box, unless an off-site visit requires the trip's designated lead to hold (and take responsibility) for administration.

### **Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

### **Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas: Reception, Kitchen and Medical room. All First Aid boxes comply with BSi and SJA recommendations of BS-8599-1 when fully stocked. 2 x Off-Site visit First Aid kits are also available, and conform to the same BSi.

Contents of all First Aid boxes are to be checked on a regular basis by Sam Murray, and evidenced by the completion of a schoolpod Health and Safety Inspection Log.

Contents	Small	Medium	Large	Travel
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves – pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

Appendix B

TWT Medicine Administration

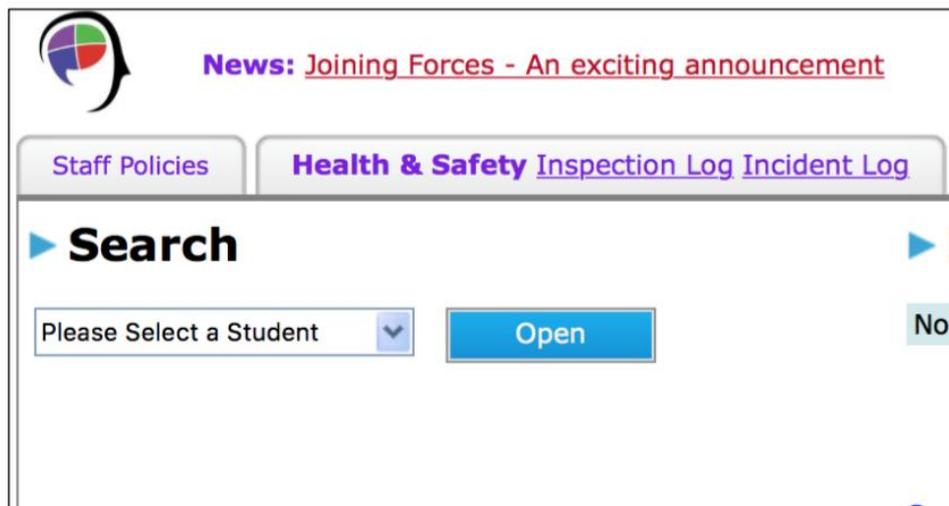


## How to Log a Health and Safety Concern

1. Log in to Schoolpod, and scroll along the top level menu:



until you get to 'Health & Safety Incident Log':

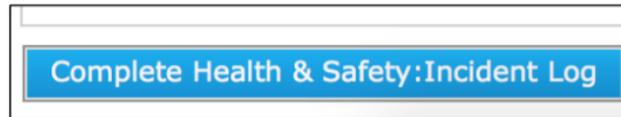


(Please note that you will not have the Inspection Log as is visible on my login....or at least you shouldn't....)

2. Select 'Incident Log'



3. In the bottom left corner, select 'Complete Health & Safety: Incident Log':



4. Complete the form as accurately as you can:

**Slip**

**Staff** Murray Sam

**Description**

**Location** Off-Site

**Date** 23 Oct 2017 **Time** 11 10 am

**CC** [Click Here to Inform Others](#)

**Type of Incident**

Occurrence  Concern

**Persons Involved**

Student  Staff  Other

**First Aid Given?**

First aid given

5. When this has been completed, 'Save and Close' in the bottom right corner of the screen:



PLEASE NOTE THAT YOU DO NOT NEED TO COPY ME IN TO THE 'SAVE AND CLOSE' PART OF THIS, AS I WILL AUTOMATICALLY RECEIVE THE LOG VIA EMAIL