



The Dales School
North Yorkshire

Health & Safety
First Aid policy and
procedures
Appendix 11

Person responsible: Ann Marie Ellis
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Signed by the Chair:

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. This includes providing sufficiently trained employees for our business 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 working hours.

2. 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 business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

3. Responsibilities of First Aid Personnel

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

This means that any **First Aider at Work** will attend an approved Health & Safety Executive three-day (18 hrs) course. Heidi Taylor and Myra Woods are the school's first aiders. First-aiders at work 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

First aiders are not responsible for changing dressings or diagnosing illness.

Class based staff are trained to deal with specific medical needs eg epilepsy and also resus and choking; someone trained in resuscitation must be identified and readily available for every onsite swim session.

Our trained paediatric first aiders for EYFS pupils are:

- Heidi Taylor
- Rebecca Popejoy
- Lucy Hobson

Where a pupil requires first aid, or receives a head bump, then a first aider must always be consulted. Following a head bump, a head bump letter must also be sent home with the child.

If in doubt an ambulance must always be called.

When the school has early years pupils, it will ensure that they will have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS.

4. Procedures

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

- If support is required for a medical **emergency** the telephones, walkie-talkies or the tannoy system can be used requesting 'medical assistance' and the location of the incident. It is advised not to request the help of a specific person as this could delay help arriving.
- In the event of a medical emergency, dignity and safety for all pupils must be ensured; it may be necessary to remove the casualty or the rest of the pupils from an area.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The office must be notified, and they will make arrangements to meet the ambulance. Parents must be called as soon as possible – the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.
- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site **MUST** sign out. Pupils parents must be informed at the as soon as possible.

5. Special circumstances relating to Dales School pupils

At the Dales School the **first aider at work** is trained to deal with respond to accidents that occur in school. Many of the pupils at The Dales School have health care plans and staff are trained to manage their health care needs as per their health care plan and level of responsibility at which they are employed – the first aider at work is not qualified to support pupils medical needs. Any accidents occurring from their medical needs may need to be assessed by **the first aider at work**.

6. First aid Kits

The location and contents of the first aid boxes has been carefully risk assessed. The **first-aider at work** is responsible for the ½ termly monitoring of first aid kits; if stocks need replenishing in the interim, staff should report this to the office. All staff have a responsibility to report shortages of stock within the first aid kit. No one should add items to the first aid kits without consultation with the **first aider at work**. Once an item within the first aid kit has been opened it should be disposed of. The contents, location and check list is identified in Appendix A

All first aid kits **MUST** be returned to the designated areas after use.

If an item has been used from the first aid kit because a pupil, visitor or member of staff has been hurt, then an accident form should be completed.

Anybody leasing the school are required as per the lettings policy are required to provide their own first aid kit and first-aider.

Anybody lone-working within school needs to consider if they have access to one of these kits and if not make suitable first-aid provision.

To support the needs of the pupils '**fit kits**' have been designed to maintain a pupil's comfort and dignity whilst they are having a seizure.

7. Off-site

When going off site staff must take an off-site rucksack, which contains a first aid kit. They should consider the location and journey time and ensure that the location has sufficient first aider trainers and the staff accompanying them are trained and competent to manage the specific medical conditions of those pupils involved.

A trained paediatric first aider **MUST** accompany any offsite visits where EYFS pupils are going.

8. Reporting

An accident is when an injury is sustained or when an unusual mark appears on a child. An accident form should also be completed if a pupil is injured including when this is as a result of their medical condition.

Pupil accidents: All injuries to pupils must be recorded on an accident form.

Staff/adult accident: Due to the nature of the pupils there will be some scratching and pinching, but this behavior should be outlined in the pupil's behavior support plan on what should be recorded and how pupils can be supported. Examples of what must be recorded are:

- Any injury that requires first aid eg plaster, bandage or cold compress
- Any injury sustained through a slip, trip, fall or if hit by projectile
- Any injury where extensive bruising or swelling occurs (this may sometimes be done the following day when bruising becomes more evident)
- Severe hair pulling

This form is also to be used to record accident to any visitors, work experience students or volunteers

Serious accident/incident forms/ARF1 form: If any of the following occurs then the serious accident incident form should be completed – these need to be sent off to the LA:

- Fatalities
- Fractures (except fingers or toes)
- Amputations
- Loss of sight
- Electric shocks requiring attention of first aider
- Unconsciousness due to lack of oxygen
- Poisoning
- Decompression sickness
- Acute illness due to exposure to certain materials/chemicals,
- Accident resulting in hospitalization over 24 hours, if a pupil or visitor is taken to hospital as a result of school related accident due to condition of premises or equipment, curriculum activity or the onset of an industrial disease.
- With a serious accident or incident it may also be necessary to take witness statements to give a clear picture of events whilst it is fresh in everyone's minds
- All forms are stored in the red boxes in reception area – there are also copies of head bump letters

9. 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 first aid arrangements are included in the induction process of new staff.

Information on the current first-aider/appointed person is provided on notices around the school.

Appendix A				
Workplace First Aid Kit containing:	Small Hall (1)	Outside Pool (1)	Nidderdale (1)	Junior Playground (1)
Sterile Moist Cleansing Wipes *for first aiders only to apply				
Plasters, Assorted Sizes *for first aiders only to apply				
Blue Plasters *for first aiders only to apply				
Nitrile Powder-Free Gloves, (Pairs)				
Clinical Waste Bag				
Sterile Gauze/Dressing				
Revive Aid				
Foil Blanket				
Date/Initials of person who checked:				
Workplace First Aid Kit containing:	Office (1)	Minibus Bags (4)	Staffroom (1)	
Disposable Heat Retaining Foil Blankets, Adult		X2 per bag		
Microporous Tape 2.5cm X 10m				
Sterile Moist Cleansing Wipes				
Non-Sterile Disposable Triangular Bandage				
Tuff-Kut Scissors				
Nitrile Powder-Free Gloves, (Pairs)				
Revive-Aid				
Clinical Waste Bags				
Sterile Eye Pad Dressing				
Medium HSE Sterile Dressings				
Large HSE Sterile Dressings				
Sterile Finger Dressings				
Conforming Bandage				
Plasters, Assorted Sizes				
Blue Plasters				
Ice pack				
Sterile eyewash				
Date/Initials of person who checked:				