

# Abbey Academies Trust



## Every Child Matters **POLICY** For **First Aid**

### Amended

September 2016	June 18	March 21
January 2017	July 19	September 21
March 2018	September 20	

**Every Child Matters within a loving and caring Christian environment**

# ABBAY ACADEMIES TRUST FIRST AID POLICY

## INTRODUCTION

In accordance with regulations and guidance schools have a responsibility to ensure First Aid provision for all employees appropriate to the need of the staff. The Health and Safety at Work Act 1974 imposes duties to safeguard the health and safety of employees and others who may be affected by work activities, including pupils.

This guidance summarises the Health and Safety (First Aid) Regulations 1981 which require all employees including schools to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees if they are ill or become ill at work.

The regulations do not oblige employers to provide first aid for anyone other than their own staff; however, employers do have health and safety responsibilities towards non-employees.

Although there is no statutory requirement for schools to provide First Aid arrangements for pupils or other visitors to the school, common law provides a duty of care. Consequently, schools should make proper provisions for non-employees including pupils, parents/carers, trustees, governors, clients, contractors and other visitors. In the case of pupils the requirement to act 'in loco parentis', does extend to providing First Aid arrangements.

## POLICY

### Definition of First Aid

The treatment of injury or illness suffered at work – whether or not caused by the work being undertaken – to save life and prevent conditions worsening plus the calling of the ambulance service when required. This definition does not include giving tablets or medicines.

### First Aid Personnel

#### On Site

The management of Health and Safety at Work Regulations 1999 require employees to carry out suitable and sufficient risk assessments to identify and evaluate hazards, and devise and implement control measures.

At Abbey Academies Trust most staff have attended a basic one day First Aid or paediatric first aid as appropriate.

<b>BAPA</b>	Level 3 Basic First Aiders – Sarah Elliott, Debi Yeats Level 3 Paediatric First Aider – Annette Lines, Sue Anderson, Kully Thiara-Mahmood, Sam Thompson
<b>BEPPA</b>	Level 3 Basic First Aiders – Alex Worrall Level 3 Paediatric First Aiders BEPPA – Luke Revell, Susan Butt, Claire Mair, Jo Clarke
<b>CSW</b>	Level 3 Paediatric First Aiders CSW – Lisa Bevan, Amanda Wilson

There are additional Level 3 paediatric first aiders for BAPA at Abbey Ark and Kids' Club.

Calls to the emergency services can be made from the school office.

### **Off site visits**

The policy for off site visits requires First Aid provision for all off site activities. At least one person, trained to an appropriate level based on risk assessments, should accompany each visit. Where the visit takes place in remote areas, as is often the case for Outdoor Education activities, a higher standard of training may be required. Staff leading off-site visits will have mobile phones with them to contact school and/or the emergency services.

### **First Aid boxes and kits**

At Abbey Academies Trust we have First Aid provision situated as follows:

BAPA - in all year groups and the hygiene suite

BEPPA – in all classrooms and the school office

CSW – school office; Reception classroom; mid-days (on top of the lockers); hygiene suite; shared learning area

The contents of the First Aid boxes conform to Health and Safety Executive guidelines

Items of equipment must be disposed of if they are out of date or if the sterile wrapping is no longer intact. First aiders and Midday Supervisors are responsible for replenishing the First Aid supplies in their areas.

### **Communication**

All staff shall be made aware of the school's First Aid arrangements. New members of staff and those working on a temporary basis shall be given details of the arrangements for First Aid at the earliest available opportunity during their induction.

### **Recording incidents**

First Aid is given at the scene. All areas with a first aid box have a First Aid record book to record these, and a letter is given for the child to take home.

All staff are aware that nose bleeds carry a risk of fainting and an unattended faint alone in the toilets or a classroom could be very serious - i.e. risk of choking on blood. All children suffering a nosebleed will be supported and monitored by an adult. Parents/carers should be notified at the end of the day unless it is a serious bleed which necessitates them being called during the day.

If necessary, where the incident is considered serious, the staff will make every effort to contact the parent/carer to inform them.

Where an incident is considered serious or, for example, a suspected fracture on school site the Executive Administrator must be made aware.

Where a male pupil reports experiencing pain or discomfort with their testicles, school should inform parents/carers IMMEDIATELY.

Where appropriate, the details of the incident/ill-health must be recorded in Nottinghamshire County Council's Wellworker/OFSHENS-RIDDOR 1995 for example a fracture, serious eye injury, electrical burns etc.

### **Personal Safety**

All staff involved in the provision of First Aid must take their own safety into account, making safe the area for the sake of the injured and the person treating them.

Protective gloves must be made available where there has been training in their correct use.

### **Transport of the injured person**

Where it is necessary to go to hospital, persons with the following injuries/conditions may be transported by ambulance. This can only be decided at the time with due consideration of all the factors, e.g. type of injury, age of pupil etc. and may also be influenced by the availability of a parent/carer:

- Head and neck injuries
- Drowning incidents
- Suspected fractures
- Chest pain
- Severe bleeding
- Asthmatics who do not respond to treatment
- Epileptic seizures which are prolonged, or the person has not been known to suffer from this condition in the past.
- Electric shock
- Severe burns and scalds
- Chest and abdominal injuries

It may be more appropriate to transport pupils in staff or school vehicles. Where pupils are transported in this way the school must ensure that the vehicle/driver carries appropriate insurance i.e. that they have checked with their insurers that they are insured to transport pupils. All school staff are covered by the school's motor insurance policy. The driver must ensure that the vehicle is roadworthy. It is important to ensure that another adult as well as the driver accompanies the child on the journey. Pupils must sit in the back of the vehicle on a booster seat if appropriate and wear a seat belt provided.

If the parent/carer of the child cannot be contacted, a member of staff should accompany them into the hospital because waiting for the parent/carer could delay treatment. The member of staff should stay with the pupil at all times until relieved by the parent/carer.

In remote off site situations specialist evacuation arrangements may be necessary through the emergency services.

Policy amended: September 2021

Review: September 2022