

First Aid Policy

Document Name: First Aid Policy
Document Status: Final
Document Owner: Stephane Kunh, Bonita Regan
Next Review Date: June 2021

Date Produced	Version
June 2017	V2
Sept 2018	V3
Aug 2020	V4

First Aid Introduction

EIFA International School (“the School”) is committed in providing emergency first aid provision in order to deal with accidents and incidents affecting employees, students and visitors.

The arrangements within this Policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, students and visitors.

The Head of School, has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This Policy aims to comply with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance as well as comply with the welfare requirements of the Early Years Foundation Stage.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on the School premises is expected to take reasonable care for their own and others’ safety.

This Policy is part of a number of School policies safeguarding students in all circumstances.

1. AIMS

With this First Aid Policy, EIFA International School (the “School”) aims to:

- Ensure the health and safety of all employees, pupils and visitors
- Ensure that employees 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

2. LEGISLATION AND GUIDANCE

This policy is based on the Statutory Framework for the Early Years Foundation Stage, 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 make an assessment of 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 pupils

3. ROLES AND RESPONSIBILITIES

3.1 First aiders

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge and 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 medical help is summoned when appropriate
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

The names of the School’s first aiders are displayed prominently around the School.

3.2 The Head of School

The Head of School is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the School at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role, in liaison with the Head of Human Resources
- 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Employees

School employees are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in School are
- Completing accident reports (see appendix 2) for all incidents they attend to, where a first aider is not called
- Informing the Head of School, their Line Manager, or the Head of Human Resources of any specific health conditions or first aid needs

4. FIRST AID PROCEDURES

4.1 In-School 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 qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil 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
- In the event of a head injury, parents are given a headbump monitoring factsheet
- If emergency services are called, the teacher or first aider will contact parents immediately
- The teacher or first aider will complete an accident report form on the same day or as soon as is reasonably practicable, after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the School premises, staff will ensure they always have the following:

- A School mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the organising teacher prior to any educational visit that necessitates taking pupils off School premises.

There will always be at least one first aider with a current paediatric first aid certificate on School trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our School will include the following:

- A printed list of contents
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The School assembly hall
- All science labs
- The School kitchens

6. RECORD-KEEPING AND REPORTING

6.1 First aid and accident record book

- An accident form will be completed by the teacher or first aider 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, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by the Registrar
- Records held in the first aid and accident book will be retained by the School for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and up to a maximum of 6 years. After 6 years records will then be securely disposed of.

6.2 Reporting to the HSE

The Deputy Head 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 Deputy Head will report these to the Health and Safety Executive (HSE) as soon as 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:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - 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:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/guardians

The teacher or first aider will inform parents/guardians of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Head of Early Years, Deputy Head, or Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the School's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of Early Years, Deputy Head, or Head of School will also notify any relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the School's care.

7. TRAINING

All School employees are able to undertake basic 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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.