



# STONE LODGE SCHOOL

## First Aid Policy

<b>Date Drafted</b>	September 2023
<b>Date Agreed with Trustees</b>	November 2023
<b>Date to be reviewed</b>	September 2024

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least bi-annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.



## **Statement of Intent**

Stone Lodge School is committed to providing emergency first aid provision in order to deal with accident and incidents which may affect employees, students and visitors.

We believe that ensuring the health and welfare of staff, students and visitors is essential to the success of our school.

We are committed to:

- Providing adequate first aid provision for students, staff and visitors;
- Ensuring the needs of the individuals are considered;
- Providing specialist training for staff;
- Ensuring students and parents are confident in the schools' ability to provide effective support to their child;
- Ensuring procedures for providing first aid are in place and reviewed at least annually.

We will:

- Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy;
- Ensure that the School is appropriately insured and that staff are aware that they are insured to provide first aid and other medical support to students.

## **Arrangements for Implementation of Policy**

### **The Head Teacher**

The Head Teacher must nominate a person to take the lead role in ensuring there is sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors.

### **Health and Safety Lead**

The Schools Health and Safety Lead is responsible for ensuring the First Aid Co-ordinator is able to meet all their responsibilities by monitoring the first aid provision within the school, including training, accident and incident monitoring and for ensuring accident reporting procedures are written and disseminated to all staff.

### **First Aid Co-ordinator**

The school appointed First Aid Co-ordinator is responsible for:

- organising suitable and sufficient training to enable staff to administer first aid as required;
- maintaining the list of qualified first aiders;
- keeping records of qualifications held and expiry dates;
- ensuring that lists of first aiders are kept up to date and displayed;
- keeping a record of all treatment provided to students;

- keeping the School Accident Record;
- ensuring that the school has adequate first aid boxes;
- ensuring that first aid boxes are kept fully stocked.

Lists of first aiders and their contact details must be kept and displayed in the School office, staff room, by the receptionist and in any common areas.

### **The First Aid Team**

The school must appoint, and where necessary provide training for, sufficient qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible.

### **First Aid Equipment**

#### **First Aid Boxes**

The school must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation.

#### **Automatic External Defibrillators (AEDs)**

AED's must be available as part of the first aid equipment. The school will should ensure that the local ambulance service is informed of the make, model and location of the AED in order to assist 999 operators and ambulance crews.

AED's should be located strategically to ensure that they can be accessed quickly in an emergency. The defibrillator should be no more than two minutes' brisk walk from the location where they are most likely needed.

#### **First Aid Training**

The First Aid Co-ordinator is responsible for arranging all first aid training.

All first aiders should hold a valid certificate issued by the training organisation. Training is valid for three years but, where possible, refresher training should be completed on an annual basis. Individuals with expired certificates will be required to complete the training again in full.

All first aid certificates should be held by the school Health and Safety Lead with copies also retained on personnel files.

#### **AED Training**

AED's are considered work equipment and are therefore covered by the Provision of Work Equipment Regulations 1998 (PUWER) which places duties on employers with respect to training and provision of information and instruction. It is therefore recommended that staff are provided with the necessary training and instruction to effectively use defibrillators.

The school must circulate the manufacturer's instructions to all staff and provide a short general awareness briefing session. London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link:

[http://www.londonambulance.nhs.uk/calling\\_999/emergency\\_heart\\_care/cardiac\\_arrest/how\\_to\\_use\\_a\\_defibrillator.aspx](http://www.londonambulance.nhs.uk/calling_999/emergency_heart_care/cardiac_arrest/how_to_use_a_defibrillator.aspx)

### **Administration of First Aid in the School**

In the case of a student accident or medical emergency, or a student with a medical condition requires assistance, the following procedures must be followed:

- If the student can walk, the staff member on call must take him/her to a designated first aid post or medical room and call for a first aider;
- If the student is unable to walk the member of staff on call must call for a first aider to attend the student's location;
- The first aider will assess the situation and administer any first aid required;
- The first aider must record the incident and any treatment administered on an accident form;
- If the student has had a bump on the head, they must be given a "bump on the head" note to take home or their parents/carers should be notified by telephone. In all cases, records of "bumps to the head" should be recorded on the accident reporting system via the SLS staff Hub;
- If medication is administered in an emergency this must be recorded and the student's parents/carers notified;
- If the student requires hospital treatment the incident must be reported to the First Aid Lead. The school Health and Safety Lead should also be notified;
- The school nominated Health & Safety Lead must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements. All RIDDOR reports must be forwarded to the Endeavour MAT Health and Safety Executive;
- If the first aider has been called because the student has been injured in an accident, full details must be reported to the nominated Health & Safety Lead immediately so the area can be cordoned off and any presenting hazards dealt with;
- Full details of the accident and the situation surrounding the accident should be recorded on the accident form.

The First Aid Co-ordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking they are complied with.

Please refer to the "Medical Needs and Medicines Policy" for guidance on supporting students with medical needs.

### **Hospital Treatment**

If a student has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:

- calling an ambulance in order for the student to receive treatment
- taking the student to an Accident and Emergency Department.

In either event the student's parents/carers should be contacted immediately.

When an ambulance has been called, a first aider will stay with the student until the parent arrives or accompany the student to hospital by ambulance if required.

Where it is decided that a student should be taken to an Accident and Emergency Department a first aider must either accompany them or remain with them until the parent/carer arrives.

Where a student has to be taken to hospital by a member of staff they should be taken in a taxi or in a staff car with a second staff member.

### **Administration of First Aid on Educational Visits**

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with a pre-existing medical condition, or where there may be a need for emergency medication to be administered, a first aider should be in attendance. First aiders must also be in attendance on residential study trips, overseas trips and trips where large numbers are travelling.

'Emergency First Aid' e.g. a six-hour non-assessed course, is generally suitable for routine urban visits however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Travel first aid kits should be carried by the first aiders as well as spare medication along with details of students with medical needs.

### **Residential Visits**

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

Wherever the first aid was required, the Group Leader must record details of the incident and ensure that the School Accident Record is updated on return. If the student has suffered a bump on the head a "bump on the head" note must be given to the student to take to their parents/carers on return.

### **Day Visits**

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The Group Leader must record details of the incident and ensure that the School Accident Record is updated on return to the school. If the student has suffered a bump on the head a "bump on the head" note must be given to the student to take to their parents/carers on return.

This Policy applies to all off-site visits and must be read in conjunction with the Educational Visits Policy.

### **Hygiene Control**

All staff should take precautions to avoid infection and must always follow basic hygiene principles.

Staff must have access to single use disposable gloves and hand washing facilities.

### **School Insurance Arrangements**

Stone Lodge School is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

### **Reporting Accidents and Record-Keeping**

Schools are required to keep records of all first aid treatment given. All accidents should be recorded using the Stone Lodge Accident Form (**see appendix 3**) and should be numbered. Where it is deemed appropriate/necessary, the school should complete an Accident Investigation Form to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.

Accidents and incident data should be routinely monitored by the Health and Safety Lead for patterns and trends and to identify any problem areas. All such data should be shared with the schools Senior Leadership Team.

### **Retention of Accidents Records**

Accident records should be retained for the following periods:

- Adults – date of the incident + 6 years;
- Children – DOB of the child +25 years.



