

## **First Aid Policy**

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*A copy of this policy is published in the following area:  
The school's website*

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Reviewed by Emma Ellison, Deputy Head Pastoral and Charlie Fraser, Operations Manager

### **A. Introduction**

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The Health and Safety (First-Aid) Regulations 1981 requires Truro School to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Employers also have a health and safety responsibility to non-employees and so this policy considers and makes allowance for the likely risks to pupils and visitors. Under the National Minimum Standards for boarding, Truro School is required to implement appropriate policies for the care of boarders who are unwell and to ensure that the physical and mental health and emotional wellbeing of boarders is promoted. This includes the requirement for a First Aid policy. This Policy recognises that the provision of First Aid should include the Headmaster and teachers, non-teaching staff, pupils and visitors (including contractors). The policy is part of the Truro School Health & Safety Policy and should be read in conjunction with that whole Policy. This policy should be read in conjunction with the General Health policy and General Health Protocol which encompasses the care of pupils who are unwell or who have chronic medical conditions

### **B. Purpose**

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**The purpose of the Truro School First Aid Policy is to ensure that:**

1. An appropriate number of suitably trained people are appointed as First Aiders and Appointed Persons to meet the needs of the School as identified in the health and safety risk assessment carried out in accordance with The Management of Health and Safety at Work Regulations 1992
2. Relevant training is provided and that training needs are monitored
3. Sufficient and appropriate resources and facilities are provided
4. Staff and parents are informed of the School's First Aid arrangements and procedures
5. Accident records are maintained and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995.

### **C. Legal Requirements**

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Truro School will ensure that the statutory minimum first-aid requirement is achieved by providing:

- A suitably stocked first-aid container in identified departments & boarding houses
- An Appointed Person to take charge of first-aid arrangements in identified departments & boarding houses.
- Information for employees and parents on School first-aid arrangements

The minimum first aid provision will be supplemented with a risk assessment to determine any additional provision. First-aid provision will be available at all times while people are on school premises, and also off the premises whilst on school business.

All minibuses will have on board a first aid kit which meets with Transport Regulations.

All first-aid containers must be maintained in a good condition, readily available for use and marked with a white cross on a green background.

Under RIDDOR 1995, the employer must keep a record of any reportable injury, disease or dangerous occurrence.

Employers with 10 or more employees must keep readily accessible accident records which are kept for a minimum of 3 years.

## **D. Treatment of Pupils with Allergies**

The School Nurse/1<sup>st</sup> Aider Prep will maintain a list of those pupils with known allergies and will ensure that the Catering Manager/Domestic Manager Prep is aware of those pupils along with instruction for the use of Epi Pens should any pupil suffer from an allergic reaction in the Dining Room.

## **E. References**

References:

Department of Health National Minimum “*Standards for Boarding Schools*”, March 2002  
 Department for Education & Employment “*Guidance on First Aid for Schools*”,  
 Health and Safety at Work etc. Act 1974  
 Health and Safety (First-Aid) Regulations 1981  
 The Management of Health and Safety at Work Regulations 1992  
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995

Annexes:

- A. First Aiders & Appointed Persons Responsibilities
- B. Individual Responsibilities

Please note that the following information is updated regularly and kept in a separate document.

- List of First Aid Qualified Staff
- List of First Aid Box Locations & Appointed Persons

# Annex A First Aiders & Appointed Persons Responsibilities

## Practical Arrangements

During term-time the School Nurse should be contacted in the first instance to attend to casualties with common injuries or illnesses and those arising from specific hazards at school. If the nurse cannot be contacted the First Aider should make the appropriate necessary response such as giving instruction to call an ambulance

## FIRST AIDERS

A first aider is someone who has undergone a 3-day training course in administering first aid at work and holds a current First Aid at Work (FAW) certificate approved by the Health and Safety Executive HSE. The HSE recommended number of certified first-aiders is one per 100 pupils/staff. A first aider can undertake the duties of an appointed person. First aiders are appointed giving due consideration to their reliability and communication skills, ability to cope with stressful and physically demanding emergency procedures and their normal duties.

Truro School First Aiders must:

- Have completed a 3-day training course approved by the HSE. The First Aider is responsible for ensuring that the qualification is up to date (First Aid at Work qualification requires requalification every 3 years) and for liaising with the HR Manager for requalification or further training.
- Ensure that, during term-time, **any** casualty is seen by the School Nurse during normal working hours. Except in extreme circumstances they will take the decision as to whether an ambulance is called. Outside term-time or normal working hours, an ambulance or other professional medical help should be called when necessary.
- Ensure that all accidents or incidents are recorded in the accident book and brought to the attention of the Health & Safety Officer.
- Wear disposable gloves where any loss of blood or body fluid is evident.
- Ensure that wherever possible a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. In some instances immediate transfer without accompaniment may be necessary.

## HEADS OF DEPARTMENT

The Heads of Department is responsible for nominating a person to check and replenish the first aid kits in their departmental area.

## **CONTACTING PARENTS**

Following an incident involving a pupil requiring hospitalization, their parent/guardian will be contacted immediately by telephone by the medical centre. In the case of other incidents and the dispensing of medication the medical staff will use their discretion to contact parents as they see necessary.

## **RECORDING ACCIDENTS**

See General Health Protocol document

## **GUIDANCE ON WHEN TO CALL AN AMBULANCE**

If someone's condition is life-threatening, very serious, or if they need immediate medical help then call 999. Eg anaphylactic reaction, major trauma, severe bleeding, unconscious, prolonged seizure, collapsed diabetic, severe asthma attack.

If you are significantly concerned but aren't sure, call 999 and they will ask you questions, advise you, and send an ambulance to assess the patient. Better to be safe than sorry.

## F. Annex B First Aiders & Appointed Persons Responsibilities

### INDIVIDUAL RESPONSIBILITIES

<b>Individual</b>	<b>Area</b>	<b>Details</b>
Health & Safety Officer	Risk Assessment	To identify any additional first aid requirements for individual departments
Health & Safety Officer	First Aid Policy	In conjunction with School Nurse & H&S Committee
Health & Safety Officer	School Safety Guide	Ensuring consistency between 1 <sup>st</sup> Aid Policy & Safety Guide Liaison with HR Mgr to ensure same with Staff Handbook
Health & Safety Officer	Information Notices	Notification of: Qualified First Aiders Appointed Persons Medical Contact Details Intranet Information Other 1 <sup>st</sup> Aid Information
H&S Committee	First Aid Training	Identification of department training needs for FAW & Appointed Persons
School Nurse 1 <sup>st</sup> Aider Prep	First Aid Boxes	6-monthly Checks
Nominated person by HoD	First Aid Boxes	Regular Checks & replenishment of departmental First Aid Boxes
Facilities Manager	First Aid Boxes	Regular checks & replenishment of minibus First Aid Boxes
Bursar	Insurance	Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment
Human Resources Manager	Staff Handbook	Ensuring consistency between 1 <sup>st</sup> Aid Policy & Staff Handbook
Human Resources Manager	First Aid Training	Organisation of induction & INSET training and other training at request of H&S Officer e.g. FAW or Appointed Persons

Names of those First Aid trained and location of First Aid boxes are kept in a central file and updated regularly.