



New Horizon Community School

First Aid Policy

2018/19

Updated: January 2019

Date of next Review: November 2019

All staffs are committed to ensuring that learning takes place in a safe learning environment. This policy will address all accidents and ensure that the pupils and staff are dealt with in a safe, responsible and effective manner.

Managing an Accident: The 5 Point Action Plan

1. **ASSESS THE SITUATION:** Take in what has happened quickly & calmly. Look for dangers to yourself & the casualty. Call First Aider immediately who will assist in the following.
2. **MAKE THE AREA SAFE:** Protect the casualty & yourself from danger.
3. **ASSESS ALL CASUALTIES; GIVE EMERGENCY AID:** Decide priorities of treatment. Deal with life-threatening conditions first. With more than one casualty, decide who needs attention first.
4. **GET HELP:** Quickly ensure that specialist help (an ambulance etc) is on its way. Get other members of staff to help.
5. **AFTERWARDS :**
 - Report to the ambulance crew.
 - Complete any further reports.
 - Clear up the scene to make it safe.
 - Take care / provide support to uninjured students /adults.
 - Talk things through with students & adults. You may all be a bit shaken by what happened. Don't be afraid to ask for help with your own feelings.
 - Contact parents / guardians
 - Inform Goverors
 - HT to make sure all protocols have been followed.
 - Replenish the first aid kit
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 - **NB: The 5 point Action Plan will be conducted by a qualified First Aid appointed person. The names of qualified First Aid Staff are located in reception.**

Policy details – ALL STAFF TO READ

1. All accidents minor or major are of high importance. Pupil's safety comes first.
2. Staffs are required to read this policy, understand it, adhere to it and to ask if they don't understand any particular aspect (s).
3. All First Aiders have completed a First Aid at Work training course approved by the Health and Safety Executive (HSE).
4. The following staff at New Horizon Community Schools' are 'appointed person' or First Aiders:
 - Mr N Siddique
 - Mrs S Hussain
 - Ms G Ali
 - Ms S Sandal

5. An 'appointed person' is not a first aider and is not allowed to give first aid treatment for which they have not been trained. Appointed persons will always be under the instruction of First aiders when assisting in accidents.
6. There is a BIG difference between an appointed person and an actual first aider. Reader appendix A to clarify respective job descriptions.
7. First Aiders should be the first to be contacted. If they are not available then call an 'appointed person' and if they too are not available then HT.
8. The First Aiders are responsible for the following:
 - a. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
 - b. when necessary, ensure that an ambulance or other professional medical help is called
 - c. record all accidents in the accident book which is located in the first aid room.
 - d. looks after the first-aid equipment e.g. restocking the first-aid container, ensuring all signs, notices and posters are in place.
9. The first aider is required to:
 - a. Be reliable and communicate clearly
 - b. Be able to absorb new knowledge, skills and training
 - c. Cope with stressful and physically demanding emergency procedures
 - d. Have normal duties BUT be able to leave to go immediately to an emergency
10. The fully stocked First Aid boxes are kept in the school office and in the first aid room.
11. First aid containers must be marked with a white cross on a green background.
12. All 'in-school' first aid boxes must contain
 - a leaflet giving general advice on first aid:
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - two sterile eye pads;
 - four individually wrapped triangular bandages (preferably sterile);
 - six safety pins;
 - six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
 - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
 - one pair of disposable gloves.
13. All 'travel-first aid' kits will consist of the following and will be in line with point 12:
 - a leaflet giving general advice on first aid
 - six individually wrapped sterile adhesive dressings;
 - one large sterile unmediated wound dressing -approximately 18cm x 18cm;
 - two triangular bandages;
 - two safety pins;
 - individually wrapped moist cleansing wipes;
 - One pair of disposable gloves.
14. Appointed person (Admin Staff) will check first aid boxes regularly and restock accordingly. Extra stock will be kept in school. Any expired items will be disposed of safely.
15. First aiders are trained in resuscitation procedures.

16. First Aid provision will be available at all times while people are on school premises and also off the premises whilst on school visits.
17. It is the responsibility of the Governor to develop this policy after which it is the responsibility of the HT to implement it. The HT will also develop First Aid procedures.
18. This policy will be updated accordingly in line with new legislation.
19. This policy and its respective procedures will be evaluated and reviewed on an annual timescale. Such findings will be forwarded to the Governors, who will also review the policy and make changes accordingly and inclusive of HT findings.
20. Staff are expected to use their endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
21. This policy is inclusive of Health and Safety Policy.
22. Staff is not under any legal obligation to be first aiders. They can volunteer; only then will training be provided.
23. A qualified First Aider must accompany all school excursions with a fully stocked traveling First Aid kit.
24. All first aiders have provided appropriate certificates of completed training.
25. New staff to be notified of school First Aid procedures and arrangements during their induction. This will be the duty of the HT.
26. First-Aid notices will be displayed in all classrooms and it will be the duties of the teaching staff to make such notices easily accessible and easy to read. First aid notices will also be displayed in the staff room and all main notice boards.
27. As required, First aid staff will undergo new HSE approved training every three years. All appointed persons and first aid staff to undergo 'refresher or retesting' training as necessary.
28. This First Aid policy is also available for viewing in the staff handbook.
29. The First Aider or 'Appointed person' will always instruct the Ambulance to use the main school entrance.
30. In the case of absences, educational visits and break times, the school will have a first aider on site.
31. All accidents are to be recorded in the school accident books which are located in the school office and first aid room. The following must be noted:
 - a. Pupil accident – record in Pupil Accident Book
 - b. Staff accident – record in Staff Accident Book.
32. If for some genuine reason you are not able to record the accident in the accident book then you must make note of the following in pen as soon as possible:
 - a. date and time
 - b. name and class of injured person
 - c. details of the injury and what first aid was provided
 - d. Brief description of the nature of the event.
 - e. What happened to the person immediately afterwards.

- f. Name and signature of the first aider or person dealing with the incident
33. In the first instance, point 32 must then be logged as required in point 31.
34. All records such as those in point 31 must be kept safely for a minimum of 5 years from the point the pupil leaves full-time education or NHCS
35. All accidents will be reported to parent's guardians either after school or via a phone call home. However, the school will contact parents / guardians immediately if the child:
 - a. is seriously ill
 - b. has collapsed
 - c. bumped their head
 - d. has been taken to hospital
 - e. has violently vomited
 - f. bled a lot during and after an accident
 - g. is not behaving her normal self after an accident.
36. Serious accidents will be reported to the relevant authorities / bodies.
37. The school provides a regularly maintained medical room for the care of the pupils, staff and visitors.
38. All staff to take precautions to avoid infection and must follow basic hygiene procedures.
39. Staff to use 'single-use disposable gloves' when dealing with blood and other body fluids and disposing of dressings or equipment.
40. Medicines will not be kept on or in the first aid boxes.
41. The handling of any medicines and their administration need to be in line with the schools Medicinal Policy.
42. When providing first aid the following must be noted:
 - a. Cotton wool - **should never be used dry** as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.
 - b. Adhesive Dressings (plasters) - can cause blisters on those allergic to it. If in any doubt, use a bandage.
 - c. Antiseptic Creams - do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit.
 - d. Aspirin / Paracetamol - should not be used. Refer to schools Medicine Policy
43. If you are not sure about the schools First aid policy or any aspect of it ASK the HT. You either know something clearly or you don't. Don't take the risk.

Further Information: APPENDIX A

Appointed persons

What is an appointed person?

When an employer's first aid needs assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to:

- take charge when someone is injured or ill, including calling an ambulance if required;
- look after the first aid equipment, e.g. restocking the first aid box.

Can appointed persons perform first aid, e.g. cardiopulmonary resuscitation (CPR)?

Appointed persons should not attempt to give first aid for which they have not been trained.

Are appointed persons required to take an approved training course in first aid?

There are no legal requirements for appointed persons to have any approved training in order to carry out their responsibilities. However, there are courses available for appointed persons.

First aiders

How many first aiders do I need?

There is no definitive answer. It will largely depend on the outcome of your assessment of first aid needs.

Can legal action be taken against first aiders?

It is very unlikely that any action would be taken against a first aider who was using the first aid training they have received. HSE cannot give any specific advice on this issue as it has no expertise in this area and it does not fall within HSE's statutory powers.

It is recommended that you seek legal advice, or advice from your employer's insurance brokers on whether their policies cover first aiders' liability.

Does my employee need to do any training to be a first aider?

Yes. If you have identified that your workplace needs first aiders, they must have completed a first aid at work course provided by an HSE approved training organisation.

FIRST AID



Nearest First Aid box

**Office
First Aid Room**

First Aiders

- Mr N Siddique
- Mrs S Hussain
- Ms G Ali
- Ms S Sandal