

# North Halifax Grammar School

## First Aid Policy



<b>Approved by:</b>	Principal
<b>Date approved:</b>	November 2017
<b>Next review:</b>	Autumn Term 2020
<b>Policy owner:</b>	School Welfare Officer

## **General**

The Academy is required under the *Health and Safety at Work Act 1974* to have a First Aid Policy. This policy is in line with the local authority's generic policy, and contains the policies and procedures to be used in this Academy.

## **Aim**

- to ensure that the Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and
- to ensure that the first aid arrangements are based on a risk assessment of the Academy.

## **Responsibilities**

The Academy Trust is responsible for the overall provision.

## **Internal management**

The internal management responsibility for first aid is delegated to the Principal.

The Principal is responsible for developing detailed procedures.

The Principal ensures that parents are aware of the Academy's health and safety and first aid policies.

The School Welfare Officer is in charge of first aid provision, and will:

- ensure that the first aid provision is adequate and appropriate;
- carry out appropriate risk assessments in liaison with the Principal;
- ensure that the number of first aiders/appointed persons meets the assessed need;
- ensure that the equipment and facilities are fit for purpose; and
- regularly keep the Principal informed of the implementation of the policy;

Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

- Any member of staff who is the first responder to an incident should send a runner to Reception to call an ambulance immediately if it is clear that a serious injury has been sustained or a situation demands professional medical attention. A first aider should also be notified to attend. The first responder must stay with the injured/ill student.

## **Duties of a first aider**

They must:

- complete an approved HSE training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

Both first aiders and appointed persons will be expected to follow any Academy or government guidance.

## **Number of first aiders/appointed persons**

Guidance on the numbers is given in Appendix A.

## **Appointed persons**

They are not first aiders. They:

- take charge when someone is ill or injured;
- look after the first aid equipment if required and

-ensure that medical help is called when necessary.

They should **NOT** give first aid treatment.

The Academy will, however, ensure that they are trained in coping with emergencies. The training will include:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding;
- defibrillator training and CPR
- head injuries and concussion

### **Number and location of first aid containers**

Guidance on the number are given in Appendix B

### **Defibrillators**

There are 2 AED's situated in the building. These are situated in school in the following areas:

- 1 Reception area of the main school building
- 1 Reception area of the Sports Hall.

### **Risk assessments**

The person responsible for first aid makes suitable and sufficient risk assessments in the Academy to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the Academy.

### **Information**

New members of staff and new pupils are given information about the procedure in the event of an accident as part of their induction. First aid notices are located around the Academy with details of whom and where the first aiders and appointed persons are and where the first aid boxes are.

### **Insurance**

The Academy Trust ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. This responsibility is devolved to the Academy Finance Director.

### **Training**

The Academy provides adequate and appropriate training for first aid staff including use of the AED and appropriate information for all staff to enable them to carry out their duty of care.

The governors ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

The member(s) of the Leadership Group responsible for CPD will keep up to date records of all first aid training and will ensure sufficient staff have current qualifications.

### **Hospitalisation**

If there is doubt or concern about an individual's condition they will be taken to hospital by ambulance or by a parent/guardian by car accompanied by a first aider.

**The nearest hospital is: Calderdale Royal, tel. number 01422 357171**

If a pupil is taken to hospital the contact parent/carer will be informed and will be met by the first responder at the hospital.

## **Records**

The Academy keeps records of all accidents and injuries with details of any first aid treatment. These records are regularly reviewed as on-going risk assessments to help the Academy identify accident trends and possible areas for improvement in control of health and safety risks. These records are also used for reference in future first aid needs assessments.

## **Guidance**

National guidance is provided in the government's document *First Aid in Academies* <http://www.education.gov.uk/Academys/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid>

## **Equal opportunities**

The Academy will take particular care with the first aid provision for its disabled and/or pregnant staff and disabled pupils. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Principal.

## **Monitoring and review**

The Principal will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders/appointed persons are in post, and that the appropriate standards are met.

The governing body will receive an annual report from the Principal and will review the policy every two years.

## **APPENDIX A**

### **Number of first aid personnel**

There are no rules on exact numbers. The Academy will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The Academy will have regard to any advice from the LA.

The Health and Safety Commission (HSC) recommends:

- in low risk places, including normally, Academies – 1 first aider to every 50 to 100 people.
- In a medium risk place, which might include some special needs and specialist engineering Academies/colleges - 1 first aider for every 50 people.

The Academy has taken the above into account and currently have 36 qualified first aiders and a minimum number would be 30. The Academy has also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and games activities, and on off-site activities. The School Welfare Officer is available during break and lunch times.

Wherever practicable the Academy will train lunchtime supervisors in first aid.

## APPENDIX B

### ***First aid boxes***

The first aid boxes will be located as agreed by the Principal as follows:

The school has first aid kits as follows:

- 1 the medical room;
- 1 the PE department;
- 1 in each of the Technology Rooms (7 in total);
- 1 each of the Science rooms (10 in total);
- 1 in the School Office;
- 1 the school kitchen;
- 1 in the Sixth Form office
- 1 Sports Hall
- 1 Student Support Area
- 1 Caretaker's Office

All staff know where the first aid boxes are kept. There are First Aid notices displayed around the Academy. All boxes are checked every three months. There is a list of First Aiders in each box.

The boxes contain a 'sufficient quantity' of first aid material and nothing else.

The Academy requires the following items to be in the box as a minimum.

Guidance card	1
Individually wrapped sterile adhesive dressings	10
Sterile eye pads, with attachment	2
Triangular bandages	2
<b>NB</b> <i>These are no longer used for the immobilisation of limb injuries</i>	
Sterile coverings for serious wounds (where applicable)	4
Safety pins	12
Hypoallergenic adhesive tape to use instead of safety pins	1 roll
Medium size, sterile unmedicated dressings	2
Small absorbent wound dressings for finger injuries	2
Large, sterile unmedicated dressings	6
Extra large, sterile, unmedicated dressings	6
Disposable gloves	2
<i>(These should be nitrile, rather than vinyl to give more dexterity and eliminate possible latex allergies)</i>	
Resuscitation face shield	1

The person in charge of first aid will determine whether there should be more than the minimum items.

The first aid container should be able to fit all of the relevant components inside and close securely, and should be clean, dust proof and provide protection for the contents in a workplace environment.