First Aid Policy

Oxlow Bridge School

Approved by: Sam Beezley (H&S Governor) and The Full Governong Body
Reviewed and evaluated:
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Next review date: November 2027

Introduction

Health and Safety legislation places a duty on employers of staff in schools to protect the health and safety of their staff, students and visitors to premises, including the responsibility to ensure that the school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- Qualified first-aiders/appointed persons.
- Locations of suitably stocked first-aid containers.
- Arrangements for off-site activities and trips.
- Out of school hour's arrangements e.g. lettings, parents' evenings etc.

Providing Information Information

The Headteacher must inform staff of the first-aid arrangements and this information should be included in any staff induction programme/handbook. This should contain the following information:

- Location of relevant equipment.
- First-aiders/appointed persons.

Risk Assessment Assessment

Considerations for first-aid provision are:

- size of the school and whether on split site and/or levels.
- any features of the location of the school.
- any specific hazards or risks on the site.
- any staff/students with special health needs or disabilities.
- whether accident statistics provide any information about specific areas and/or times of greater than average risk.
- the number of first-aid personnel required.

First AidersFirst Aiders

First-aiders must complete a training course approved by the Health & Safety Executive to include mandatory updates. The main duties of a first aider are:

- To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- Ensure that an ambulance or other professional help is called expediently when required.

A list of current first-aiders will be available to staff in the Staff handbook and clearly displayed in notices around the school

There are no legal requirements on the exact number of first aid personnel required in a

school, but the Health and Safety Commission had issued guidance numbers of First Aid in schools (also available from DfES Publications, ref: GFAS98). The Department recommends that for the purpose of assessing first aid personnel numbers, that student numbers as well as employee numbers are taken into account. The minimum requirement is that an appointed person must take charge of the first aid arrangements until a qualified first aider can attend.

It is the school's intention that the site manager, one member of the admin team and a minimum of 2 teaching/support staff will undertake the first aid at work course. In additional all staff will undertake a 1-day introduction to first aid course as part of the school's induction programme.

Any concerns onsite will be assessed initially by familiar staff and qualified staff will be called when first aid is required. If a school nurse is on site they may also be called for support. The admin team will support with calls for emergency services and informing parents.

Emergency Medical Assistance and Ambulance Arrangements

Where a pupil, member of staff or visitor experiences a medical emergency requiring urgent medical attention, an ambulance must be called by dialling 999. Staff must not delay contacting emergency services where there is concern about an individual's immediate health or safety. Calls can be made using a staff member's mobile phone to leave the school lines clear for further necessary communication. The member of staff responding should provide the information requested by the emergency operator and follow their instructions. Appropriate first aid must be administered while awaiting the ambulance, in accordance with staff training, competence and any relevant individual medical care plans or emergency protocols. Any prescribed emergency medication should be administered in accordance with the pupil's individual healthcare arrangements and staff training.

The Headteacher or a member of the Senior Leadership Team and the school nursing team must be informed as soon as practicable. The admin team will support with contacting parents/carers or the named emergency contact as soon as possible alerting them to the situation and advising them to attend the school ASAP. A member of staff should meet the ambulance on arrival, direct paramedics to the individual and ensure that relevant medical information is readily available. This should include any relevant medical care plans, healthcare information, medication details, allergies, communication needs and moving and handling considerations. Staff should remain with the individual, provide reassurance and continue to monitor their condition until responsibility is formally handed over to the attending medical professionals.

The Senior Leadership Team will ensure that appropriate arrangements are made for the supervision and care of the remaining pupils, including maintaining safe staffing levels and ensuring that the incident does not compromise the safety of other pupils.

Where a pupil is taken to hospital, the decision about whether a member of staff accompanies

them will be made by the Senior Leadership Team, taking account of the pupil's needs, the circumstances of the emergency and the school's ability to maintain appropriate staffing and supervision. Individual circumstances and any relevant medical advice will be considered. Where it is agreed that a staff member should accompany the pupil to hospital, they must ensure that they take the following with them:

- Proof of ID
- Pupil details printed directly from Bromcom (these must be shredded when the staff member returns to school)
- Any rescue medication that may be required by the pupil
- Any prescribed medications that the pupil may require whilst at hospital
- A mobile phone to keep the school updated with any developments

Following the incident, the school will ensure that appropriate records are completed, including the accident/incident report and details of any first aid administered. The Headteacher or delegated member of staff will liaise with the nursing team or any other relevant agencies as to whether any medical care plans, risk assessments or existing arrangements need to be reviewed.

All staff must familiarise themselves with these arrangements. Where a pupil has an individual emergency healthcare plan or specific medical instructions, these must be followed alongside the school's general emergency arrangements.

First Aid Containers

There will first aid boxes located throughout the school. The main First Aid points are located in Front Reception, The Hydrotherapy Pool and Staffroom. Signage is to be displayed for information purposes and should conform to Safety Signs and Signals Regulations 1996.

Contents are compliant to BS8599-1:2019, these will be checked by the allocated member of the admin team each term and checked regularly.

First Aid provisions will be ordered by the admin team and ensure compliance with this policy document.

Record Keeping Keeping

The Headteacher will ensure that records are kept of any first-aid treatment given by first-aiders and appointed persons.

Records of accidents will be recorded in the accident book in Reception Areas and Accident Forms will be completed for students and staff/visitors who require them.

The school admin office have procedures in place for contacting the child's parent/named

contact in an emergency as soon as possible. Emergency contact details sheets will be taken out of school for each pupil when they leave the site.

Where an ambulance has been called, the circumstances leading to the call, actions taken, first aid administered and outcome of the incident must be fully documented. Any subsequent actions, including communication with parents/carers and relevant professionals, must also be recorded.