

NORTHEASE MANOR SCHOOL

FIRST AID POLICY

Date of review: May 2017

Date of next review: May 2018

Reviewed by: Designated Safeguarding Lead / Student Welfare Officer

Definition and Object

First Aid is the first assistance or treatment given to a casualty at the scene of an accident before qualified help arrives. The aim of First Aid is to prevent the condition worsening and to promote recovery.

Arrangements for First Aid

The primary First Aid station is located in the school surgery in Paddocks. In the event of an accident requiring immediate hospital treatment, the Senior Leadership Team and the school office should be informed immediately and an ambulance called by dialling 9 then 999 and requesting "Ambulance" quoting the location of the person involved in the accident, "Northeast Manor School, Rodmell, Lewes BN7 3EY" and giving the telephone number "01273 472915" Give details of the type and severity of the accident plus any potential hazards e.g. gas, electric, inclement weather.

If in any doubt about an injury call an ambulance immediately.

If the casualty cannot be moved the First Aider attending the casualty should be given a mobile phone to enable them to liaise with emergency services. School mobile phones are kept in the main office, charged at all times. In boarding time, all houseparents and the Designated Safeguarding Lead have a school mobile phone on them at all times.

If the injury is less serious and the person is treated in another area, they should be sent to the Student Welfare Officer or the Senior First Aider in her absence, to be checked and then the incident should be recorded in the daily log and in the student's notes and any accident recorded on accident report forms. The Student Welfare/ Officer/ Senior First Aider will decide upon the best course of action and inform the parents.

If it is decided that the casualty needs to go to hospital, wherever possible parents will collect & transport their child to hospital. If parents cannot be contacted or live some distance from the school or the injury is such that waiting is inappropriate, then a member of staff will accompany the casualty to hospital in a taxi and stay until the parents arrive.

Location of First Aid Boxes

- **Staff room**
- **All Teaching Areas**
- **Gym Store Room**
- **Games Room**
- **Kitchen**
- **Minibuses**
- **Boarding houses**

Each First Aid box must cater for whatever is considered to be “reasonably practical”; they should be clearly identified and marked.

The contents of the boxes may vary according to needs but the recommended minimum contents are as follows:

- 20 x individually wrapped sterile adhesive dressings (assorted sizes)
- 2 x sterile eye pads
- 4 x individually wrapped triangular bandages
- 6 x Safety pins
- 6 x medium sized (approx. 12cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- 2 x large (approx. 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 x pair of disposable gloves

Card giving First Aid guidance

Non-permitted items;

- Tablets and medication of any kind
- Antiseptic creams and sprays
- Eye baths

The First Aid boxes should be checked termly by Student Welfare and refilled as required.

A record of termly checks will be maintained by Student Welfare.

Details of any First Aid administered are to be recorded in pupil's files by Student Welfare and recorded on an accident report form if necessary. This sheet should be photocopied and given to the Bursar.

Student Welfare will provide travelling First Aid kits for use at sports fixtures and on school outings. These may include individual inhalers and appropriate, prescribed doses of medication for pupils on that outing, which must be transported in their original packaging, clearly labelled with all information, which is found on the original pharmacy label. These kits must be signed for and then signed back into school by the teacher in charge of the trip in the presence of the Student Welfare Officer or the Head of Boarding if the trip returns after the school day has ended or if the Student Welfare Officer is absent in the school day.

Anaphylaxis [Anaphylactic Shock] Allergies

Children with allergies to food/animals/substances have their allergies recorded on their file. All staff must be made aware of these allergies.

In the cases of severe allergies where students may have to use Epi or Ana pens these pens are located in a specially labelled first aid box which is kept in the staff room on the lower shelves to the left of the fireplace This box also contains photos of the student in question and instructions as a reminder on how to use the pens. All staff will be instructed how to use the Epi an Ana pens. The Student Welfare Officer will repeat this instruction at staff meetings on a regular basis.

The child must be made aware of their allergy and other students must be made aware of the dangers in giving such a child whatever that particular child is allergic to.

Symptoms include apprehension, headache, sweating, dizziness, and feeling of faintness. There may be burning sensation in around the mouth or of a lump in the throat, which may progress to hoarseness indicating swelling of the vocal cords. Airways may be obstructed.

Immediate treatment is essential. You should stay calm and contact Student Welfare/First Aider. Make sure the airway is clear. Lay the casualty on the floor with legs raised and call for an ambulance. Administer the Epi/Ana pen immediately. Students should carry an Epi/Ana pen with them at all times while on school premises if their parents have consented to this and a risk assessment has been carried out by the Student Welfare Officer.

INJURY & ILLNESS REPORTING

This includes all students, employees, visitors and others working on the school premises.

Each time a student is treated for an injury or illness there must be a record of the date, time, presenting problem, action taken and signature of staff attending. Serious accidents will be recorded by the Student Welfare Officer, on separate accident report forms. Apart from being a written history of any health issue suffered by a student, records also offer protection to staff and proof that they are following procedures correctly.

A full list of Staff currently holding a First Aid Certificate will be displayed in all boarding, teaching and administration areas. The Student Welfare Officer acts as the lead first aider in school and as such is responsible for training and management of the first aiders.

Reporting and recording of accidents

All accidents or near misses [defined on page 4], no matter how trivial, should be reported to Student Welfare and the Bursar, who will be responsible for recording the incident in the accident book and informing SLT.

The accident report forms are kept in the filing cabinet in the Surgery once they have been processed [for students and staff] and in the Bursar's office for all others. A copy of all accidents recorded in the surgery accident book will be given to the Bursar.

The school will take all steps necessary to comply with the Reporting of injury, Diseases and Dangerous Occurrences Regulations 2013[RIDDOR 2013]

The school will keep records of all reportable injuries and dangerous occurrences containing

- The date and time of the accident causing the injury or the dangerous occurrence and the following particulars about the person affected:
- Full name and address
- Occupation
- Nature of injury or condition and treatment given
- Place where the accident or dangerous occurrence happened
- Brief description of the circumstances
- Signature of the person making the entry

The Bursar will keep a photocopy of each completed form F2508 in a file in order to fulfil this requirement. Maintenance of adequate records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Bursar as Health and Safety Officer.

The Student Welfare Officer should inform the school office of any accident, so that parents and appropriate staff are kept fully informed of the situation.

Death or Major Injury

Any accident resulting in a fatal or major injury must be reported to the HSE **immediately** by **telephone** on **01342-334200**. The Headteacher and Bursar must be informed.

The Bursar must confirm the details on form F2508 within ten days

Reportable Major Injuries are:

- Fractures other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight [temporary or permanent]
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation or ingestion through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be a dangerous occurrence, which must be, reported

immediately [e.g. by telephone]. Within ten days this must be followed up with a completed accident form [F2508]

A dangerous occurrence may be due to:

- The condition of the premises [e.g. potholes, ice, worn/wet steps, etc.]
- Plant or equipment on the school premises
- Lack of proper supervision

Reportable Diseases

Diseases, which should be reported to the HSE and Environmental Health Department, are:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including; occupational asthma, farmer`s lung, pneumoconiosis, asbestosis, mesothelioma
- Infection such as; leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Incidents occurring whilst outside school, on trips etc

Fatal or major injuries, dangerous occurrences and/or near misses to school pupils occurring on school sponsored or controlled activities off the school site [such as field trips, sporting events or holidays in the UK] must be reported if the accident arose out of, or in connection with these activities.

Near Misses

The school will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. A “near miss” incident is an accident where a culmination of events could have led to an injury or where there was an incident, which although the injury caused was not reportable, could have been more severe under slightly different circumstances. The person responsible for deciding who shall carry out the investigation is the Bursar as Health and Safety Officer. Where appropriate, a copy of the report will be made available for discussion at the next Governors meeting/ Health and Safety Meeting.

Staff Medication

Staff are responsible and expected to provide their own medication, but under exceptional circumstances the school's Student Welfare Officer may provide a member of staff (if requested), with a remedy listed on the school's 'Homely Remedies Policy'. Northease Manor School does not accept any liability for the effects of any medication given.

To be read in conjunction with the following policies :

Medical Conditions Policy

Safeguarding and Child Protection Policy

Signed:

Date: