



GLENWOOD SECONDARY SCHOOL EMSWORTH

First Aid Policy

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| Reviewed | January 2017 |
| Responsibility to Review | Ruth Witton / John Morgan |
| Next Review | January 2018 |
| Approval | Feb 2017 Resource / FGB (amended March 2017) |

Policy Statement

Glenwood School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Glenwood School is held by Ruth Witton who as the Headteacher is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

At Glenwood School, there are 11 qualified first aiders who are as follows:

- Alison Southwell
- Maria Hammon
- Mandy Sharp
- Carla Butcher
- Marnie Noble
- Rachel Smith
- Dawn Heath
- Sally Hope
- Gaynor Allen
- Tanya Hammacott
- Mark Pratley

First aiders are paid a monthly honorarium for the responsibility for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. In addition, first aiders receiving the honorarium are responsible for other duties and responsibilities which are identified and delegated to the first aider, currently checking first aid kits on a three monthly cycle and completing the appropriate form; Children's Services First Aid Kit Checklist (CSAF-003).

First aiders are notified of the honorarium and their responsibilities in a letter based on the HCC template (HCC First Aid guidance: Appendix 4).

The qualified first aider is someone who has been trained and holds a First Aid at Work certificate gained from a 3-day or other HSE approved course.

Appointed Persons

The appointed person is someone who has attended a 1-day HSE approved course* who is First Aid trained or who is otherwise deemed as responsible and competent by the Headteacher.

At Glenwood School, the appointed persons will depend on who is available at the time of the incident.

*All staff, with the exception of those staff already qualified First Aiders, complete a 1 day HSE approved First Aid course in school.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider.

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| First Aid Provision | |
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First aid kit in each classroom with the following contents.
 - i. a leaflet giving general advice on first aid
 - ii. six individually wrapped sterile adhesive dressings
 - iii. one large sterile unmedicated wound dressing – approx. 18cm x 18cm
 - iv. two triangular bandages
 - v. two safety pins

- vi. individually wrapped moist cleansing wipes
 - vii. one pair of disposable gloves
- Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container (in a prominent position, maintained in a good condition, and readily available for use):
 - i. ten antiseptic wipes, foil packaged;
 - ii. one conforming disposable bandage (not less than 7.5cm wide);
 - iii. two triangular bandages;
 - iv. one packet of 24 assorted adhesive dressings;
 - v. three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
 - vi. two sterile eye pads, with attachments;
 - vii. twelve assorted safety pins;
 - viii. one pair of rust less blunt-ended scissors
 - 'Outdoor' first aid kit used by the Friday Night Club and Explorer Club and taken to the Brecon Beacons residential week.
 - i. 1 x Primary Care Leaflet
 - ii. 1 x Tweezers
 - iii. 6 x Safety Pins
 - iv. 4 Pairs Vinyl Gloves
 - v. 1 x Shears (6cm Blade)
 - vi. 1 x Resuscitation Face shield
 - vii. 1 x Spot Check Thermometer
 - viii. 2 x Open Woven Bandages 7.5cm x 5m
 - ix. 1 x Crepe Bandage 5cm x 4.5m
 - x. 1 x Crepe Bandage 7.5cm x 4.5m
 - xi. 1 x Triangular Calico Bandage 90 x 127cm
 - xii. 10 x Hygienic Cleansing Wipes
 - xiii. 1 x Micropore Tape 2.5cm x 5m
 - xiv. 1 x Zinc Oxide Tape 2.5cm x 2m
 - xv. 10 x 4-Ply Gauze Swabs 5 x 5cm
 - xvi. 3 x Burn Gel Sachets (3.5g)
 - xvii. 1 x Pack of Assorted Plasters
 - xviii. 1 x Medium Wound Dressing 12 x 12cm
 - xix. 2 x Low Adherent Dressings 5 x 5cm
 - xx. 2 x Low Adherent Dressings 10 x 10cm
 - xxi. 1 x Small Plaster Fabric Strip 4cm x 1m
 - xxii. 1 x Large Plaster Fabric Strip 7.5cm x 1m
 - xxiii. 6 x Wound Closure Strips
 - xxiv. 1 x Small Eyepad Wound Dressing
 - xxv. 2 x Blister Plasters

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003) (Appendix 1). Completed checklists are to be stored in the First Aid Checklist File.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Folding bed, chair, folding screen, running water, anti-bacterial soap, disposable handtowels, first aid kit, sharps container, and access to telephone from office.
- Secure, wall mounted cabinet for controlled drugs, identified with the white cross on green background symbol

- Be clean and ready for immediate use
- Be appropriately stocked
- Have hand-washing facilities available
- Be close to toilet facilities
- Be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- Sited on the ground floor

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| Emergency Arrangements | |
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a personal emergency protocol instructs this course of action

In the event of an accident involving a child, where appropriate, it is Glenwood School's practise to notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

First Aiders are provided with additional training as appropriate to the circumstances of the workplace and activities as identified by the needs assessment, for example pupils requiring support with administering insulin or an epipen.

Our procedure for notifying parents will be to use all telephone numbers available leaving a message should the parents not be contactable. If parents are not contactable, parents / carers will be sent a text message informing them of the requirement for first aid.

In the event of a more serious injury when parents cannot be contacted and a message has been left, our practice will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

Hygiene & Infection Control

All staff take precautions to avoid infection and follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Defibrillator

Although it is currently not a requirement for all HCC schools to have Automated External Defibrillators (AEDs) on site, Glenwood School has an AED situated in the First Aid room. The AED is available at all times and is maintained in accordance with manufacturers instructions.

All first aiders are trained in its use. Please refer to DFE guidance for schools on AEDs for further information.

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| Out of hours trips and other activities | |
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The first-aid arrangements for all school managed and organised after school activities e.g clubs, trips, parents' evenings, evening Christmas celebrations etc. are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

The first-aid arrangements for school organised trips/visits are included in the risk assessment that is completed prior to every off-site activity. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

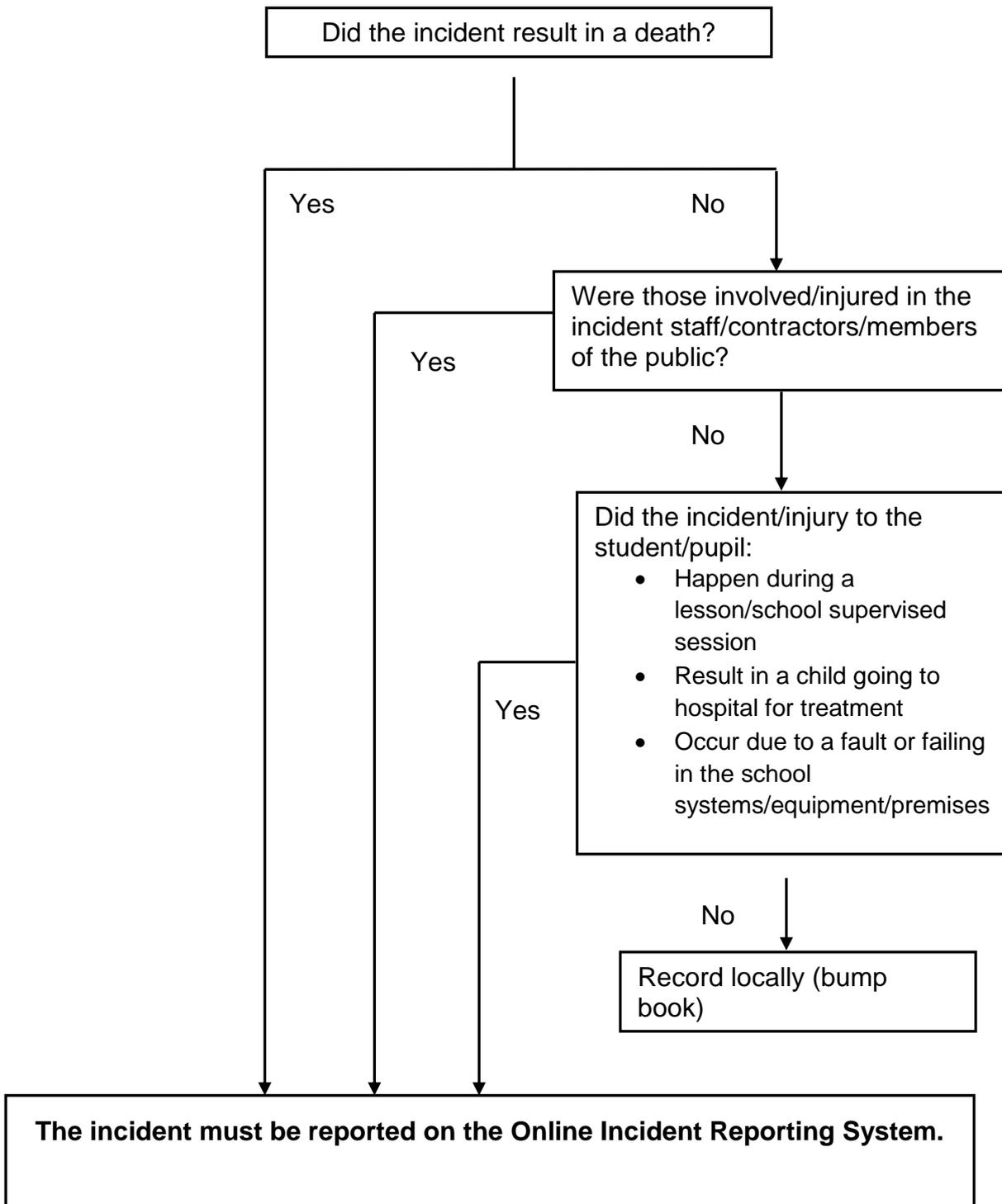
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| Records | |
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Incidents are reported to HCC in line with the Childrens' Services guidelines summarised in the flowchart (attached document: Work related incident in School)

Work related incident in a school



CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

| First Aid Kit Checklist | | | | |
|--|--|------------------|-------------------|-----------------|
| Location of First Aid Kit/Box | | | | |
| Vehicle & Registration No. <i>(if applicable)</i> | | | | |
| Identity No. of First Aid Kit/Box <i>(if applicable)</i> | | | | |
| Date of Initial First Aid Kit/Box Check | | | | |
| Name of Assessing First Aider | | | | |
| Contents Check | | | | |
| No. | Premises First Aid Box | Minimum Required | Required Quantity | Actual Quantity |
| 1 | Guidance card | 1 | | |
| 2 | Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | | |
| 3 | Sterile eye pads | 2 | | |
| 4 | Individually wrapped triangular bandages (preferably sterile) | 4 | | |
| 5 | Safety pins | 6 | | |
| 6 | Medium individually wrapped sterile unmedicated wound dressings | 6 | | |
| 7 | Large individually wrapped sterile unmedicated wound dressings | 2 | | |
| 8 | Pair of disposable gloves | 1 | | |
| No. | Travel First Aid Kit | Minimum Required | Required Quantity | Actual Quantity |
| 1 | Guidance card | 1 | | |
| 2 | Individually wrapped sterile adhesive dressings | 6 | | |
| 3 | Individually wrapped triangular bandages | 2 | | |
| 4 | Large sterile unmedicated dressing (approx. 18cm x 18cm) | 1 | | |
| 5 | Safety pins | 2 | | |

| 6 | Individually wrapped moist cleansing wipes (alcohol free) | 2 | | |
|---|--|-----------------------|----|---------------|
| 7 | Pair of disposable gloves | 1 | | |
| Additional Checks | | | | |
| 1 | Are all items of first aid within expiry date? | YES | NO | |
| 2 | Are all items of first aid in good, undamaged condition? | YES | NO | |
| 3 | Is the first aid kit/box in good condition & undamaged? | YES | NO | |
| 4 | Is the location of the first aid kit/box clean and accessible? | YES | NO | |
| 5 | Is the first aid location sign present & in good condition? | YES | NO | |
| 6 | Is the list/sign of trained first aiders present & up-to-date? | YES | NO | |
| Summary of Actions | | | | |
| FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED | | YES | NO | |
| Actions required if 'NO' | | | | |
| | | | | |
| Name of Assessor | | Signature of Assessor | | Assessed Date |
| Follow-up Actions | | | | |
| REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED | | YES | NO | |
| Name | | Signature | | Date |

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance
Required Quantity – Your own contents requirements based upon your selected size of first aid kit
Quantities are to be locally inserted before the form is issued or used
Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit