LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

FIRST AID POLICY

POLICY	PROCEDURE	REFERENCE	FORMS
	SHPr3 Dealing with Adult Accidents Procedure	SHR19 Guidance on First Aid for Schools	SHF2 - Child Accident Notification Form
	SHPr4 Dealing with Child Accidents Procedure	SHR20 Recommended Contents for First Aid Boxes	SHF3 Accident/Incident Report (Child)
	SHPr5 Accident Investigation Procedure		SHF7 Accident/Incident Report (Adult)

1. About the Policy

The aims of our First Aid Policy are to:

- Ensure the health and safety of staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health & safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy should also be read alongside the Medical Conditions and Allergies Policy, Health and Safety Policy and relevant Early Years Foundation Stage policies.

 © Langley Hall Arts Academy

LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

The Academy recognises its responsibilities under the safeguarding and welfare requirements of the Early Years Foundation Stage Framework, including the requirements relating to paediatric first aid provision, the management of medical conditions, allergy awareness and emergency response arrangements.

3. Roles and Responsibilities

It is the aim of Langley Hall Arts Academy that within the first 18 months of employment at Langley Hall, all teaching staff and most Learning Support Assistants will be enrolled on to a course that will give them a first aid qualification relevant to infants and children. Staff will also be trained in first aid appropriate for adults. All staff who are required to hold paediatric first aid qualifications will do so in accordance with the safeguarding and welfare requirements of the Early Years Foundation Stage Framework and the training criteria set out within Annex A of that framework. The Academy will ensure that paediatric first aid qualifications remain valid and appropriate to the age ranges and needs of the children being supported.
The Academy also recognises the importance of ensuring that paediatric first aid provision is available at key points throughout the school day, including during meal and snack times, when children may be at increased risk of choking or allergic reaction.
.

3.1 Appointed Person(s) and Defibrillator Custodian(s)
The school's appointed persons and Defibrillator Custodians are **Chris Johnson and Chantelle Lock.**

The appointed person and defibrillator custodian is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensure that the AED Defibrillator is operable and ready for deployment 24/7
- Check kits on a half termly basis
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

3.2 First Aiders
A list of qualified first aiders will be identified to parents and staff. Staff will ensure that they let the Head of HR or CPD Lead know that they need to renew their first aid qualification before it expires.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

3.3 The Governing Body

 © Langley Hall Arts Academy

LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.4 The Principal and members of SLT

The Principal and members of SLT are responsible for the implementation of this policy by:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary
- Provide support for members of staff who are in distress after using the AED/Defibrillator

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called
- Informing the Principal / member of SLT or their manager of any specific health conditions or first aid needs
- Advise the designated person if supplies are running low BEFORE stocks are completely used up.

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the [job title of relevant member of staff] will contact parents/carers immediately
- The [first aider/relevant member of staff] will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times, whenever children are present in school.

 © Langley Hall Arts Academy

LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

- Where children are eating, drinking or participating in food-related activities within the Early Years Foundation Stage, the Academy will ensure that an appropriately trained member of staff holding a current paediatric first aid qualification is present and available to respond immediately to any medical emergency. The school recognises that choking incidents and severe allergic reactions require a rapid and effective response and therefore places particular emphasis on first aid provision during mealtimes and snack times.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A working, charged mobile phone
- A properly stocked first aid kit
- Information about the specific medical needs of pupils
- Parents/carers' contact details
- Any vehicle used to transport children must carry a properly stocked "travelling first-aid box"

There is no mandatory list of items for first aid boxes however the Health and Safety Executive does provide a recommended list of contents, see Recommended Contents for First Aid Boxes **SHR20** (taken from Guidance on First Aid for Schools **SHR19**).

Additional first aid supplies will be purchased:

- to ensure first aid boxes can be immediately restocked if necessary.
- to replace first aid supplies which are date expired.
- for first aid use only.

All first aid boxes are:

- identified with a label showing a white cross on a green background.
- made from a material suitable to prevent the contents being exposed to damp or dust (it is not necessary to buy special first aid boxes).
- located in easily identifiable and accessible locations.
- located near to a source of clean, fresh water.

Any accident suffered by a child, member of staff or visitor must be recorded as detailed in the Dealing with Adult Accidents Procedure **SHPr3** or Dealing with Child Accidents Procedure **SHPr4**. Particular attention will be given to incidents involving choking, suspected choking, allergic reactions, anaphylaxis and the administration of emergency medication. Such incidents will be reviewed as part of the school's wider health and safety and safeguarding arrangements in order to identify any lessons learned, additional training needs or improvements to risk management procedures.
Where a choking incident occurs involving a child within the Early Years Foundation Stage, the incident will be recorded and reviewed in accordance with EYFS requirements and any findings will be considered as part of ongoing risk assessment and safety planning.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

 © Langley Hall Arts Academy

LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

Allergy Management and Anaphylaxis

The Academy recognises that allergies and anaphylaxis present potentially life-threatening medical emergencies and form an important part of the school's health, safety and safeguarding arrangements.
All staff are expected to have an appropriate awareness of the signs and symptoms of allergic reactions and anaphylaxis and to understand the action required in an emergency. Training will be provided regularly to relevant staff and will include the recognition of allergic reactions, the recognition of anaphylaxis, emergency procedures and the safe administration of adrenaline auto-injectors where appropriate.
The Academy maintains arrangements for the availability of emergency adrenaline auto-injectors in accordance with current legislation and guidance. These arrangements operate alongside pupil-specific medication and individual healthcare planning and are supported through the school's Medical Conditions and Allergies Policy.
The school will maintain systems for monitoring, replacing and replenishing emergency medication so that it remains available, in date and ready for use. Staff who may be required to respond to an allergic emergency will be informed of the location of emergency medication and the procedures to be followed.
Where a pupil has a diagnosed allergy, first aid arrangements will operate in conjunction with the pupil's Individual Healthcare Plan and Allergy Action Plan, ensuring that medical advice, parental information and emergency procedures are readily available to staff.

5. Reporting to the HSE

The Head of Business Operations will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal or a delegated member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

5.1 School staff: reportable injuries, diseases or dangerous occurrences
These include:

- Death
- Specified injuries, which are:
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In

 © Langley Hall Arts Academy

this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

5.2 Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

5.3 Notifying parents/carers (early years only)
The Appointed Person(s) or Level 3 qualified member of staff will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

6. Training

All school staff are able to undertake first aid training if they would like to.
All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until. The school will arrange for first aiders to retrain before their first aid certificates expire. In

 © Langley Hall Arts Academy

LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. Training programmes will also include, where appropriate, allergy awareness, recognition of anaphylaxis, the use of adrenaline auto-injectors, responding to choking incidents and the management of medical emergencies associated with known allergies and intolerances. The Academy considers this training an important part of its wider duty of care towards pupils with medical conditions and allergies.

7. Monitoring

If staff or parents feel that further improvements can be made to prevent future accidents, then they are asked to advise the Principal or a member of SLT.

This policy will be reviewed annually by the Appointed Person(s) and approved by the Principal or a designated member of staff.

All accidents and incidents will be reviewed in accordance with the Accident / Investigation Procedure **SHPr5** and a termly report given to Governors by the Appointed Person(s). Accident reviews will include consideration of trends relating to allergies, anaphylaxis, choking incidents and other medical emergencies. Information arising from these reviews may be used to inform staff training, risk assessments, healthcare planning, safeguarding arrangements and health and safety procedures.

 © Langley Hall Arts Academy