




First Aid Policy

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Signed	
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First Aid Policy

AIMS

The aims of our first aid policy are to:

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

Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety 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 complies with our funding agreement and articles of association.

Beyond Horizons Tuition although is not a school, has taken the guidance applying to schools, to ensure the safety of the young people in our centre.

Roles and responsibilities

Appointed person(s) and first aiders

The Centre's appointed person is Mr Muhammad Hassaan Malik. He 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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, or as soon as reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders' names will be displayed prominently around the centre.

The Directors

The Directors have ultimate responsibility for health and safety matters in the school, but delegate operational matters and day-to-day tasks to the Managers and staff members.

The Manager

The Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the centre 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

Staff

Centre staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the centre are
- Completing accident reports (see appendix 1) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Manager or their Line manager of any specific health conditions or first aid needs

First Aid Procedures

In-centre 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 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 centre, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as practically possible contact parents 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

Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Parents' contact details

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off centre premises.

There will always be at least one first aider on centre trips and visits.

First Aid Equipment

- Large Dressing
- Medium Dressing
- Small Dressing
- Safety Pins
- Eye Pads
- Wash Proof Plasters
- Wipes
- Adhesive Tape
- Latex-free Gloves
- Finger Dressing
- Foil Blanket
- Safety Shears
- Burn Gel
- Conforming Bandage 10cm x 4m
- Yellow waste bags

No medication is kept in first aid kits.

First aid kits are stored in the office

Record-Keeping and Reporting

First aid and accident record log

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form provided by the first aider.
- Records held in the first aid and accident book will be retained by the centre 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.

Reporting to the HSE

The relevant centre nominated member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The relevant centre nominated member of staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences 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)
 - 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

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

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>

Notifying parents

The relevant centre nominated member of staff will inform parents 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.

Reporting to Ofsted and child protection agencies

The relevant centre nominated member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The relevant school nominated member of staff will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the centre's care.

Training

All centre 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 centre will keep a register of all

trained first aiders, what training they have received and when this is valid until. (Saved in first aid folder) Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring arrangements

This policy will be reviewed by the Director and Managers every three years.

Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

Appendix 1 – Accident Reporting form, violent incident and Near Miss report form

Centre Name:	Accident Date: Approx Time:	Location of Accident/Incident (e.g. building and room no.)
Name of Injured Person		Date of Birth
Home Address of Injured Person		Contact Telephone No.

Tick all relevant boxes below:

Employee	Pupil	Contractor	Volunteer	Work Placement
Other Service User/Hirer		Agency Staff		Member of Public
If Employee:	Teacher	TA	Admin	Other
Parent/Next of Kin Contacted	YES/NO	Time: _____	Comments:	

TYPE OF INCIDENT (Tick Below)

Date and Time Reported	Accident	Violent Incident	Other Ill Health	Near Miss
If there was an injury, what was it, and what part of the body was injured? (e.g. laceration/bruising to arm)				
Describe in detail what happened (you should include; what the person involved, was doing at the time, any part played by other people, any resources used, other factors etc.)				
Describe the events that led up to the incident (you should include; any unusual or contributory factors, such as adverse weather, lack of adequate training, defects, supervision issues, inexperienced worker etc.?)				
Was Equipment / Machinery Involved? Yes / No (Delete as Applicable)				
If 'Yes' Name, Type, Serial No. of the Equipment/Machinery Involved				

Was a Substance or Chemicals Involved? Yes / No

Name of any Witness(es)

**Telephone
No.**

Page 1 of Form Completed by: _____ Completed On (Date): _____

Page 2 to Be Completed by Manager / Class Teacher/ Line Manager or Local H&S Officer

Name of Inured Person

Date of Birth

Low Level Accident/Incident Investigation ALL INCIDENTS– *(Describe action required/taken to prevent a repeat)*

Employee Only – has the injured person been given feedback? Yes No

Employees Only - After A Violent Incident Discuss with Those Involved the Following:

Could the incident have been prevented with prior planning, could this situation arise again and or did the incident have any kind of racial undertones? **Yes** **No** *(If 'Yes to any of these further action **must** be taken)*

Is the incident reportable to the HSE (RIDDOR) or to the Police? Yes No

(If you are unsure speak to the Manager Who will Report all Incidents to the HSE)

RIDDOR: It is a legal requirement to report serious injuries or incidents to the Health & Safety Executive (HSE). Please tick the box(es) below that describes the injury or incident, if unsure see document SG10)

Fatality Major injury (e.g. fracture other than fingers, thumbs or toes)

Employee Only: Absent from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not normally have been working days) as a result of an accident arising out of, or in connection with, work.

Non-Employee Only: (e.g. pupils, service user, member of public, or volunteer)
Has an injury resulted from an accident arising out of a work/curriculum activity, or a defect of some kind led to them being taken from the site to hospital for treatment for that injury.

Dangerous Occurrence

The Injured Person (Tick All Relevant Boxes)

Became unconscious

Needed resuscitation

Remained in hospital for over 24 hours (employee)

None of the above

Tick Only One Box That Best Describes What Happened to the Injured Person

Contact with moving machinery / equipment <i>(including materials being machined)</i>	Fell from a height State how high:meters (approx.)
Hit by moving, flying or falling object	Exposure to/in contact with harmful substance
Hit by a moving vehicle	Exposed to fire
Hit by something fixed or stationary	Exposed to an explosion
Injured while lifting, handling or carrying <i>(circle which & what)</i> People or Objects	Contact with electricity or electrical discharge
	Injured by an animal
Slipped, tripped or fell <i>(circle which and where)</i> Outside or Inside	Physically assaulted or Verbally abused
	Subjected to Intimidation or threats
Trapped by something collapsing	Injured as part of planned curriculum activity
Drowned or asphyxiated	Another kind of accident/injury

Further Investigation (Medium or High Level Investigation Required)

If a more in-depth investigation is considered appropriate, e.g. for more serious or RIDDOR reportable accidents, tick the box below

Is a further investigation required (medium/high level by Manager)?	Yes	No
Signature of Manager Completing Form	Job Title	
Print Name of Manager Completing Form	Telephone No.	Date