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HONLEY HIGH SCHOOL

FIRST AID POLICY

Version	V04.23	
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Approved by:	Full Governing Body	Date: April 2022
Date of last substantive update	June 2023	
Next review due by:	June 2024	

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 and reporting the outcomes

1.1 Outline

The policy of Honley High School is to provide the level of first aid that is necessary and appropriate and that it will be provided by suitably qualified persons so that the students, staff and visitors can access and receive first aid as quickly as possible, should the occasion arise.

This policy is reviewed annually by the Designated Safeguarding Lead and Welfare Officer and amended as circumstances demand.

In conjunction with the medical and other staff in the school, the Health and Safety Officer reviews the activities that are undertaken within the school by the students and staff and establishes a policy that meets the provisions concerning first aid detailed in the Health and Safety at Work Act, and the Management of Health and Safety at Work Regulations.

1.2 General statement of commitment

School employees and school officials should exert every possible effort to provide a safe school environment which will reduce accidents and keep injuries to a minimum. Unfortunately, even the most desirable environment will not prevent all accidents and injuries from occurring. Emergencies may also develop as a result of pre-existing health condition(s).

Honley High School will provide the necessary first aid treatment, emergency nursing service and will protect the life and comfort of its students and personnel. The school will identify and assess the risks associated with all activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

Definitions include:

- First Aid - Such treatment as will protect the life and comfort of the victim until authorised treatment is secured. This condition may qualify and/or develop into an emergency

- Emergencies - Those conditions which require prompt intervening action to maintain physical, mental and emotional health of students or personnel
- Emergency nursing service - Nursing assessment, which may include intervening action by the registered nurse or other designated person under her direction when prompt or immediate action is required
- Medical advisor - A medical practitioner whose input is secured to ensure compliance with current and effective medical practices
- Welfare Officer - a qualified and dedicated first aider employed by the school to administer such first aid, emergency services and nursing care to students, personnel and any visitors who so require it

2. Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools, 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 assess 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, decide 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.

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The school has an appointed person responsible for organising and upkeeping all staff first aid certifications. The school has several fully trained first aiders (Level 3 First Aid at Work) and they are all equally 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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident for any treatment they administer. The accident report will be initially completed by the member of staff witnessing the incident

3.2 The Governing Board

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 headteacher and staff members.

3.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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 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 student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the Welfare Officer or nominated person will contact parents immediately
- The first aider and member of staff witnessing the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone

- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details
- Risk assessments will be completed by the Trip Lead under instruction from the person with overall charge of trips and visits prior to any educational visit that necessitates taking students off school premises.
- There will always be at least one first aider on school trips and visits.

4.3 Responsibilities of the Welfare Officer/Business Manager

The Welfare Officer will ensure that adequate equipment and facilities are provided to enable first-aid to be rendered to students and staff if they are injured or become ill at school/work.

Maintaining a record of all staff holding current first-aid certificates.

In discussion with the Health and Safety Officer, the Welfare Officer will notify staff when they require to update their training, and then arrange that training. (normally every three years). Honley High School promotes and encourages staff to take such training.

Ensure that First Aid training is of a high standard and is sourced from an approved trainer.

Ensure that all accidents are reported to the Health and Safety Officer and that an Accident Form has been correctly completed and filed.

That suitable arrangements are in place for students with particular medical conditions (for example, asthma, epilepsy, anaphylaxis issues and diabetes).

4.4 First Aid Protocols

The duties of a First Aider are to maintain the safety of themselves and those around them. They must respond quickly to calls for assistance, and give immediate assistance to casualties with injuries and illnesses, ensuring that an ambulance or professional medical help is summoned as appropriate. They must record details of accidents and treatment, replacing first aid supplies used. In the event of a minor injury requiring first aid, a qualified person should be summoned, or the student should be sent to the Welfare Office or the main Reception. If more than immediate, minor first aid is required, the Welfare Officer or a First Aider must be informed immediately.

Examples of minor injuries are:

- Cuts, scrapes and sprains Insect bites and stings

- Minor burns

For all major medical emergencies, provide immediate first aid as required. If CPR is required, someone must retrieve an Automated External Defibrillator (AED) and call 999.

There are 2 units on site and can be found:

- Main Reception
- Welfare Office

A major medical emergency would include:

Head injury with loss of consciousness or signs of concussion

Signs of concussion:

- Unaware of surroundings
- Delay in answering questions/ having blank expression
- Changes in behaviour- irritable and confused
- Sudden deafness in one or both ears
- Change in vision- blurring/ distortion
- Weakness or loss of power in any part body/ loss of balance/ stunned or dazed
- Headache, dizziness, nausea and repeated vomiting

Suggestion of spinal or neck injury:

- Obvious broken bone
- Injury resulting in a large volume of blood loss

Anaphylaxis (severe allergic reaction)

If someone is having a severe allergic reaction, it is vital that they receive an adrenaline injection. If they have their own adrenaline, this must be given as soon as a severe reaction is suspected to be occurring and an ambulance must be called immediately. If the patient is alone or is unable to self-administer, the adrenaline should be administered first then an ambulance should be called immediately after.

Asthma attack

Sit them up straight and try to keep calm. If they have a reliever inhaler (usually blue), they need 1 puff every 30-60 seconds, up to a maximum of 10 puffs. Contact a First Aider as soon as possible. In the event of the symptoms getting worse or they do not feel any better after 7 puffs, call 999 for an ambulance.

Students spare Asthma Inhalers are sited in the main Reception and in the Welfare Office. The school's spare emergency inhalers can be found in PE kits, in Main Reception and in the Welfare Office.

There are simple instructions on how to recognise an attack and what to do in the event of an asthma attack, in areas across the school. Asthma UK has a short video that demonstrates how to use an inhaler with a spacer device.

<https://www.asthma.org.uk/advice/inhaler-videos/tidal-breathing/>

Severe burns or scalds-Large or deep

- Full thickness burn- white or charred skin that is bigger than persons hand
- Blisters on face, hands, arms, feet, legs or genitals. Immerse or rinse the affected area in cool water for at least 10 minutes, ideally 30 minutes whilst you wait for help. Observe for skin becoming cold and clammy or sweaty, and/ or complaints of weakness and dizziness as these are signs of shock and need rapid treatment.

Chemical incident in science labs (particularly eye contact)

Chest pain /angina (crushing central or left sided chest pain).

Choking

If mild- able to speak/ cry / cough/ breathe, keep them coughing. Do not put fingers in throat. If obvious obstruction, remove from mouth using first 2 fingers and thumb. If unable to fully resolve, call 999.

Electrocution

- Approach with extreme caution
- Separate person from the source of electricity as quickly as possible
- Turn off the supply, if not possible, try to remove the source of electricity from the person using a piece of insulating material such as a piece of wood or a phone book. NEVER touch the person receiving the electric shock
- After removing the source of electricity, call 999 immediately for an ambulance

4.5 Guidelines for calling an ambulance in an emergency

- Call 999 to summon an ambulance in emergency medical situation
- Ask for ambulance service
- Telephone number- 01484 506484
- Address- Honley High School, Station Road, Honley, Holmfirth, HD96QJ

- Give nature of injury, name of injured person and location
- Emergency service will give advice over the telephone whilst waiting for the ambulance to arrive
- The Reception staff must be informed, to ensure necessary barriers are removed before the arrival of the paramedic assistance. The member of staff taking charge of the situation should instruct someone to stand on the drive to direct the ambulance to the location of the incident, doors should be opened to facilitate easy access. At night outside lights should be on to assist the ambulance crew
- Parents or guardians will be contacted as soon as possible
- If the member of staff considers the situation to be life threatening they should call for an ambulance before locating the Welfare Office or First Aider
- A member of school staff will accompany the injured person to hospital in the ambulance and remain with them
- The School Nurse and the Health and Safety Officer will review the incident and the Health and Safety Officer will report to the Health and Safety Committee or, if necessary to the HSE under RIDDOR provisions. Accident forms and risk assessments will be completed

4.6 Administration of Medicine

All First Aid staff whom administer medicines in school should be identified in advance. These staff members must receive appropriate training from the School Nurse with regards to the safe administration of medicine and correct documentation procedures to follow. These staff members will then read, agree and sign to say that they follow the appropriate procedures.

The Welfare Officer and any First Aid staff that administer medicines to students must:

- Be certain of the identity of the child to whom the medicine is to be administered
- Check that the child is not allergic to the medicine before administering it
- Know the therapeutic uses of the medicine to be administered (i.e. what it is for)
- Be aware of the student's Care Plan
- Check that the prescription or label on medicine dispensed is clearly written and unambiguous
- Check the expiry date of the medicine to be administered

- Have considered the dosage, method of administration, route and timing
- Administer or withhold medicine in the context of the student's current condition
- Contact the Welfare Officer without delay where contraindications to the prescribed medication are discovered, where the student develops a reaction to the medicine, or where assessment of the pupil indicates that the medicine is no longer suitable
- Contact the Welfare Officer without delay if an error in medication or wrong medication is found to have occurred
- Make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the student, ensuring their signature is clear and legible

5. First Aid Equipment

A typical first aid kit in our school will include the following:

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|-------------------------------------------|--------------------|
| • A leaflet with general first aid advice | • Sterile wipes |
| • Regular and large bandages | • Sterile wash |
| • Eye pad bandages | • Swabs |
| • Triangular bandages | • Large dressings |
| • Adhesive tape | • Medium dressings |
| • Safety pins | • Mepore Tape |
| • Disposable gloves | • Plasters |
| • Antiseptic wipes | • Sick bag |
| • Plasters of assorted sizes | • Face shield |
| • Scissors | • Ice pack |
| • Cold compresses | • Triangle bandage |
| | • Gloves |

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical Room
- Reception
- All First Aiders have individual First Aid kits

6. Record Keeping and Reporting

6.1 First aid and accident record book

An accident form will be completed by the staff member at the scene and the first aider 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.

A copy of the accident report form will also be added to the student's educational record by the Welfare Officer

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.

6.2 Reporting to the HSE

The Business and Compliance Manager (upon information reported by the Welfare Officer) 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 Welfare Officer 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 including fatalities.

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 scalding 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>

7. 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. Staff are encouraged to renew their first aid training when it is no longer valid.

8. Mental Health First Aid Training

The role of a Mental Health First Aider in the workplace is to be a point of contact for a student or staff member who is experiencing a mental health issue or emotional distress. There are several Mental Health First Aiders at Honley High school, in addition to a significant pastoral support offer.

This interaction with a Mental Health First Aider could range from having an initial conversation through to supporting the person to get appropriate help. As well as in a crisis, Mental Health First Aiders are valuable in providing early intervention help for someone who may be developing a mental health issue.

Mental Health First Aiders are not trained to be therapists or psychiatrists but they can offer initial support through non-judgemental listening and guidance.

Mental Health First Aiders are trained to:

- Spot the early signs and symptoms of mental ill health
- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress

- Listen to the person non-judgementally
- Assess the risk of suicide or self-harm
- Encourage the person to access appropriate professional support or self-help strategies.
- Escalate to the appropriate emergency services, if necessary
- Maintain confidentiality as appropriate
- Complete critical incident documents as and when necessary
- Protect themselves while performing their role

9. Monitoring Arrangements

This policy will be reviewed by the Designated Safeguarding Lead and the Welfare Officer annually.

At every review, the policy will be approved by the governing board.

10. Links with Other Policies

This first aid policy is linked to the:

- Health and Safety Policy
- Medical Needs Policy
- Safeguarding Policy