

FIRST AID POLICY

<i>Reviewed by: DKR</i>
<i>Date: Trinity 2018</i>
<i>Next Review: Trinity 2020</i>

This procedure/these Guidelines form part of the collection of Medical Policy documents
Distribution: Available to Staff only via Internal Policy Files

1. First Aid Provision

1.1. Matron manages first aid provision at both Rishworth and Heathfield. Matron reviews all accidents and, with the Bursar, decides whether an accident is reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to comply with the legislation and regulations regarding the reporting of accidents. Detailed guidelines describing the School's accident and medical procedures are found on 'Public' under Medical Matters.

2. First Aiders

2.1. The number of first aiders required in each area is agreed between the Bursar and Matron. In arriving at the First Aid requirements, the following are taken into account:

- Departmental working hours.
- Number of staff.
- Type of activity.
- Location.
- Potential for serious accident and accident history.
- Available and willing staff.
- All first aiders complete a three-day first aid at work certificate or a two-day Paediatric first aid course. Matron ensures that "refresher" courses are taken when due. A list of qualified first aiders is appended to this policy.

2.2. During term times there is a member of the Matronic staff on first aid cover 24 hours a day, 7 days a week. The member of staff on duty will either be based in the Matronic department (Surgery) or on the Surgery mobile: 07816985923.

2.3. As well as the Matronic First Aiders there are also other members of staff within the School who hold a First Aid certificate. The Matronic member of staff on duty will normally be the first person called upon in the event of an accident and ranks as the most senior first aider on site. A list of all trained first aiders and their contact details are located close to the telephone in each department.

2.4. For all sports injuries during the normal school week the Matronic department provides cover and is available by either telephoning the surgery or the surgery mobile. However, it is more difficult to provide Matronic first aid cover for evening and weekend matches that are played on the top pitch. All games staff are first aid trained and carry mobile phones. In the event of a serious injury the games staff should immediately call for ambulance assistance.

- 2.5. During school holidays, when there is no Matronic first aider cover, first aiders are available in either the Maintenance or Administration Departments.

3. Heathfield First Aiders

- 3.1. During term time there is always a member of the Heathfield staff available to cover first aid. Heathfield first aiders either have the Paediatric first aid certificate or the First Aid at Work Certificate. Matron is also available in an emergency and can be contacted on her surgery mobile. A list of trained first aiders is also available to contact if necessary.
- 3.2. 'Holiday school' should either have a member of staff with a Paediatric or a First Aid at Work qualification available at all times.

4. First Aid Kits

- 4.1. First aid kits are located the following departments. Matron is responsible for re-stocking the first aid kits.

Rishworth		
Surgery Dept	Main Office	ICT Technician
Accounts/Reception Office/	Catering Dept	G S Lab Science Prep Room
Maintenance Dept	Cleaning Dept	Sports Hall
Catering Classroom	CDT Classroom	Sports Pavilion
Mini buses	School Library	Wheelwright/Calder/ Ryburn/Slitheroe/GHB
Heathfield		
Art Room	Swimming Pool	Cleaning Dept
Main Office	Sports Club	Catering Dept
After School Care	The Mill	Surgery
Foundation Stage	Heathfield Gym	

5. First Aid Procedure for dealing with an Accidents

- 5.1. No matter how careful the staff are in the discharging of their duties, how sensible and well behaved the students are, and how safe the School's environment and procedures, ACCIDENTS WILL HAPPEN.
- 5.2. When things go wrong and accidents of whatever kind and whatever severity occur, it is essential that certain procedures are followed.
- 5.3. Clearly accidents can be of a very minor nature or of a very serious, possibly life-threatening, nature. Creating a detailed procedure appropriate for all circumstances is therefore nearly impossible. Common sense and initiative are essential in those responding to situations.

5.4. The following is a guideline for action:

- a) The first responsible adult that is called to an accident must quickly ascertain what has happened and try to assess what are the likely severity and medical need of the casualty.
- b) If the injury is slight, then either Matron or a qualified first aider must be sent for. There is only one circumstance in which a casualty should be moved if serious injury is suspected: if there is an even higher risk to the casualty of leaving him/her where (s) he is than of moving him/her. Otherwise a casualty with a suspected serious injury must not be moved.
- c) With severe injuries either an ambulance will be called or a member of staff will accompany the pupil to Halifax Accident and Emergency Department or parents will be called to take their son/daughter to hospital. Matron or the first aider on duty will take the decision as to which is the most appropriate response.
- d) In all accidents where some kind of injury occurs, Matron or the first aider on duty must decide between them which of them will inform the parents of the pupil. In many cases parents will come to school to take charge of their son/daughter. If the injury is such that hospital treatment is required as a matter of urgency the School will arrange for the casualty to be transported to hospital. The parents will be kept informed. If the parents have arranged to collect their son/daughter but are delayed, Matron or the first aider on duty must take the initiative. A child (or adult) in pain needs treatment. If the parents are in transit to the School and cannot be contacted the pupil will be transported and a message left with the respective School Secretary at Rishworth or Heathfield, or the teacher/senior staff on duty so the parents are informed as soon as they arrive at school.
- e) Tutors, Senior Staff and House Staff will be informed.

6. Guidelines for Accident & Emergency reporting

- 6.1. Establishing detailed and comprehensive procedures for reporting accidents / emergencies is not easy due to the wide-ranging scope for accidents.
- 6.2. Common sense and initiative are vital when assessing the severity of an accident emergency. Since accidents / emergencies can be of a very minor nature or life threatening, first aid staff must use their own judgement to assess the accident emergency and how it should be reported.

7. Accident Reporting

7.1. Accidents / emergencies involving the following circumstances and situations **MUST** be reported to Matron so they can be recorded on the Pass System.

- a) All head injuries
- b) Any injury requiring hospital treatment e.g. sprains, fractures, dislocations and sutures
- c) Any injury which has been communicated to parents
- d) All staff injuries while at work
- e) All visitors to School, including visiting students from other schools
- f) Any severe medical condition requiring hospital / medical treatment e.g. asthma attack or anaphylactic shock
- g) Any accident involving the use of / or caused by school equipment.
- h) All sports injuries including minor sprains & strains.
- i) All playground injuries.

7.2. Once the accident has been recorded on the Pass System, Matron will then distribute copies of the accident report to the following:

- a) **Rishworth:** Copies to the pupil's medical file, the Headmaster, Deputy Head & the Bursar (School Accident Folder), plus the Tutor, Head of School Section & Boarding staff, as appropriate.
- b) **Heathfield:** Accident report sheets are available to complete in the Heathfield Surgery or from Mrs Battye. Once the accident report has been completed this must be reviewed by the Head of Heathfield , who will sign the report to confirm that he has reviewed the report and then it will be sent up to Rishworth for Matron to record on the Pass System and copy to the Bursar (School Accident Folder). A decision will then be made as to whether or not the accident should be reported to the HSE to comply with the legislation and regulations regarding the reporting of accidents.

8. Guidelines for Accident & Emergency Reporting for Staff/Visitors to the School.

8.1. Any accidents / emergencies which happen to a member of staff **MUST** be recorded in writing on a Staff Accident Report. These are available from either Matron or the Bursar's Secretary. Please ensure that you provide detailed information about the accident on the Staff Accident Report.

8.2. The following are examples of accidents/incidents which must also be reported and recorded on an Accident Report.

- a) Any accident to visitors in the School, including parents/grandparents/contractors etc
- b) Any severe medical condition requiring hospital / medical treatment e.g. asthma attack or anaphylactic shock
- c) Any accident involving the use of / or caused by school equipment.

9. Accident Report Forms

- 9.1. Rishworth/Heathfield: Accident report forms can be obtained from Matron in the School Surgery Ext 247 or the Bursar's P.A. during school holidays on Ext:215
- 9.2. Once Matron has received the Accident Report she will report the accident to the Bursar at the earliest opportunity. A decision will then be made as to whether or not to report the accident to the HSE to comply with legislation and regulations regarding the reporting of accidents at work.

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