

First Aid Procedure and Policy



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First Aid Procedure and Policy

This procedure must be followed by ALL members of staff when treating an injury at school.

This procedure applies to children and adults alike.

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Definitions

First aid is the provision of treatment to preserve life and minimise the consequence of injury until medical or nursing help is available. It does not include the giving of tablets or medicines to treat illness.

A first aid trained (first aider) is a person who has attended and qualified on a course of instruction in first aid which has been provided by an organisation approved by the Health & Safety Executive (HSE).

An appointed person is a member of staff appointed by management to take charge of the first aid arrangements, including looking after the equipment and facilities provided and calling the emergency services when required. It should be noted that an appointed person is not a first aider and should not attempt to give first aid for which they have not been trained.

First aid in school

At Heaton Park Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

When children are taking part in off-site visits, we ensure that a first-aider accompanies each class. Staff are expected to identify this member of staff when planning any visits.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

First Aid Facilities

- First aid can be carried out in classrooms, outdoors and outside the head teacher's office.
- The school has first aid boxes situated in all classrooms, the stock cupboard outside the head teachers office, the kitchen and staff room. These boxes contain sufficient first-aid materials to administer first aid as recommended by the HSE.

- The school has several first-aid kits used for off-site visits. These are kept in the in classrooms and the stock cupboard outside the head teachers office and contain supplies recommended by the HSE.
- The school has first aid kits which are taken outside with the mid-day supervisors at lunchtime.
- The school has an Automated External Defibrillator (AED) which is located outside the head teacher's office.

If the injuries are life threatening

- Immediately send for the Head teacher or an Assistant head teacher and trained paediatric first aider.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help
- The paediatric first aider will provide immediate emergency first aid (Airways, Breathing, Circulation, recovery position).
- A member of office staff will immediately call 999 and ask for an ambulance.
- Whilst providing First Aid, try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person.
- The school office will contact the parents/next of kin to inform them of the situation and collate personal details for the ambulance staff.
- The responsible person (head teacher) will then decide is a report on RIDDOR is needed. (See Appendix 1)

If the injuries are acute, but not life threatening

(If in doubt treat an injury as life threatening – see 1 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for the Head teacher or an Assistant Head
- Provide appropriate first aid (see below) until the Head teacher, Assistant head or paediatric first aider arrives.
- Head teacher, Assistant head or paediatric first aider will decide whether to contact the parents/carer to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them) Taking contact details with them.
- An accident note must be completed in the first aid book.

Non-acute child injuries

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- If appropriate move child into school, If in doubt do not move the child until a paediatric first aider arrives to give further support.
- Check again whether the child is aware of any other injuries.
- Monitor the child. If the injuries are not deteriorating and the child appears to be alright s/he may return to class. The child's teacher must be informed if it was a head injury and the parents will be rung – see Head Injuries below. (Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting).
- If the injuries are deteriorating a member of staff will contact the parents/carers and inform them of the accident and ask them to pick up their child.
- The child is given a displayed sticker to indicate they have received first aid.

All levels of injuries: complete an accident note and give to the child to give to the parents. These are kept in the accident book in the classrooms or stock cupboard outside the head teacher's office. For all injuries tell the child to tell his/her teacher about the injury or tell the teacher yourself if necessary.

First Aid

Appointed Person

The Appointed Person is the Headteacher. The majority of teaching and non-teaching staff have received First Aid training in the last three years. For those staff who know their training is out of date or who are unsure when they were last trained speak to Headteacher to check if more training is required.

First Aid Kits

The main First Aid Box is in the stock cupboard outside the head teacher's office.

Hygiene

Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces). If a child is injured, cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately.

If mouth to mouth resuscitation is required this must begin immediately. Use a mouth guard if one is available, but do not delay mouth to mouth whilst looking for one. Serious infection is highly unlikely from mouth to mouth.

Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

Basic First Aid

Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.

Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.

Splinters – We should not try to remove these. If only a small splinter, it could be covered with a dressing.

If a large one, the parent/carer should be phoned as we are **not allowed** to remove it.

For All Accidents

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- Some accidents that requires medical treatment outside of school is deemed as 'Reportable' and must be recorded using RIDDOR. The head teacher will make the decision if the accident needs reporting to RIDDOR. (Please note: 'Reportable' accidents refer to do not include typical playground accidents such as bumping into one another, falling over whilst running/walking etc.)
- All accidents should be recorded in the **Accident Book**.

Head injuries

If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) inform the child's class teacher and contact the parents as soon after the accident as possible and explain what has happened, so the parents/carers can monitor their child for signs of any injuries that were not immediately apparent. The parent/carers may be asked to collect their child and take him/her home. Or the parent/carer may be informed that in the opinion of the paediatric first aider, the child is well enough to stay in school, but the parent/carer is welcome to come to school and check the injury for themselves.

Sending an ill child home

If a child is taken ill in school, the head teacher or an assistant head should be informed immediately. If a child is deemed to be sufficiently unwell that s/he needs to be sent home then the parents must be contacted as soon as possible in order that they may collect their child from school.

Accident and Injury Reporting

- All first-aid incidents should be recorded in the first-aid record book. This is stored in the first aid record box in the cupboard outside the head teacher's office or in the classrooms. An accident slip letter must also be completed at the time of the incident and given to the child to take home.
- When a head injury has occurred, staff should **always** speak to the parent/carer on the phone and inform the class teacher. A first aid note should also be completed and sent home with the child.

- Where a child has a serious injury, the staff member should inform the head teacher , assistant heads or paediatric first aider who will decide whether parents should be contacted immediately.
- All serious injuries should be reported to the head teacher, assistant head and should be recorded on RIDDOR. This is completed in the Head teacher office.

Referring to hospital

If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school in time.

If there is any doubt as to how serious an accident is then a paediatric first aider, head teacher or assistant head must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

Not all hospital visits require a RIDDOR report. The head teacher will decide if it does.

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them. Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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:
 - cover more than 10% of the body; or
 - cause 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.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

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

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- 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.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edst1.htm.

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