



## KESGRAVE HIGH SCHOOL

### FIRST AID POLICY

## SECTION 1 GENERAL POLICY STATEMENT

The Board of Governors and the Headteacher of the Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within The Kesgrave Academy.

The Board of Governors are committed to the HSE's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid in Kesgrave High School will be in accordance with the details included in this document.

## SECTION 2 STATEMENT OF FIRST AID ORGANISATION

The Academy's arrangements for carrying out the policy include nine key principles.

1. Places a duty on the Board of Governors to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in the Academy which require first aid treatment, including reviewing previous accident information on an annual basis.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the Academy.

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# SECTION 3 ARRANGEMENTS FOR FIRST AID

### 3.1 Materials, equipment and facilities

The Academy will provide materials, equipment and facilities as set out in the National Guidance on First Aid.

The location of department first aid boxes in the Academy are :

Medical room (includes portable ones)

Art	Creative Media
Learning Support	Music and Drama
PE	PE/Dance
Science (Upstairs)	Science (Downstairs)
Sixth Form	Technology
Tech Food/Textiles	Communications

The contents of the first aid box(es) will be checked on a yearly basis by the First Aid Officers (persons in charge of Academy First Aid).

The First Aid Officers will be responsible for all record keeping on first aid.

### ITEMS FOR FIRST AID BOXES AND TRAVELLING FIRST AID KITS

- Guidance card/leaflet on first aid
- Air Flow
- Cotton Wool Ball Pack
- Crepe Bandage Small and Large
- Dressing Gauze
- Non-adherent Dressing
- Finger Bandage
- Plaster (Large for Knee/Elbow)
- Plasters – Assorted
- Rubber Gloves (Pair)
- Safety Pin Pack
- Sanitary Pads
- Sterile Wipes
- Tampons
- Tissue Pack
- Triangular Bandage
- Vomit Bag Kit

In compliance with The Education (The Academy Premises) Regulations 1996 the Board

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of Governors will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:

- sink with running hot and cold water;
- drinking water (if not available on mains tap) and disposable cups;
- paper towels;
- smooth-topped working surfaces;
- a range of First Aid equipment (at least to the standard required in First Aid boxes)
- proper storage;
- chair;
- a couch or bed (with waterproof cover), pillow and blankets;
- soap;
- suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags, i.e. for clinical waste;
- an appropriate record-keeping facility;
- a means of communication, e.g. telephone.

### 3.2 Appointment of First Aiders

The appointment of the First Aider Officers and Appointed Persons within the Academy will comply with National Guidance on Assessment of First Aid needs. The appropriate, completed Risk Assessment is provided. The Headteacher will appoint the First Aider Officers and Appointed Persons.

The duties of the First Aid Officers are to:

- take charge when someone is injured or becomes ill;
- look after the first aid equipment e.g. restocking the first aid containers;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

The duties of the Appointed Persons are to:

- take charge when someone is injured or becomes ill (in the absence of the First Aid Officers);
- look after the first aid equipment within their area/department e.g. restocking the first aid containers;
- ensure that an ambulance or other professional medical help is summoned when appropriate (in the absence of the First Aid Officers);

The Board of Governors recognise the need to support any member of staff who is a First Aid Officer or Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Board of Governors accept their responsibilities towards non-employees. In  
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order to provide first aid for students and visitors, the Board of Governors will undertake a risk assessment to determine, in addition to the Appointed Person, how many emergency First Aid Officers are required to hold a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Board of Governors acknowledge that unless first aid cover is part of a staff members contract of employment, those who agree to become Appointed Persons do so on a voluntary basis.

Where possible first aid training will be undertaken to meet the needs of students/employees with special health needs or disabilities (e.g. Epilepsy, Diabetes and EpiPen Training)

In determining who should be trained in first aid the Headteacher will consider each individual against the following criteria:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- must be able to leave normal duties to go immediately to an emergency.

In addition to the items set out for the first aid boxes in the Academy the following items will be provided:

- a) Disposable drying materials.
- b) Plastic bowls one for cleaning wounds and one for cleaning vomit, excreta, etc.
- c) An effective cleaning solution used in accordance with instructions.
- d) Bags for double bagging .

Items in (c) and (d) above will be kept locked away from access by children.

### 3.3 Information on First Aid arrangements

The Headteacher will inform all employees at the Academy of the following:

- a) the arrangements for recording and reporting accidents;
- b) the arrangements for first aid;
- c) those employees with qualifications in first aid;
- d) the location of first aid boxes.

In addition the Headteacher will ensure that signs are displayed throughout the Academy providing the following information:

- a) names of employees with first aid qualifications;
- b) location of first aid boxes.

All members of staff will be given a copy of the Academy's First Aid Policy or made aware of it.

### 3.4 Provision away from the Academy

Provision for first aid on The Academy visits and journeys will be determined by risk

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assessment in accordance with National Guidance on First Aid.

### 3.5 Review of the First Aid policy

The Board of Governors will review the First Aid Policy on an annual basis and make recommendations, where appropriate to the Headteacher, for changes in the Academy's policy.

## SECTION 4 ACCIDENT REPORTING

This section of the First Aid Policy is to comply with the Academy's Health and Safety Policy. The Board of Governors will implement the procedures in line with those of the HSE for reporting:

- a) all accidents to employees;
- b) all incidents of violence and aggression.

The Board of Governors is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but not including non working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- a) Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) It is an accident in The Academy which requires immediate emergency medical treatment at hospital.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Board.

## SECTION 5 PUPIL ACCIDENTS INVOLVING THEIR HEAD

The Board of Governors recognise that accidents involving the student's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. In all cases, parents/guardians will be notified by telephone followed up in writing.

## SECTION 6 TRANSPORT TO HOSPITAL OR HOME CRITERIA FOR CALLING FOR AN EMERGENCY AMBULANCE

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- a) The First Aid Officers will determine what is a reasonable and sensible action to take in the circumstances of each case.
- b) Where the injury is an emergency an ambulance will be called following which the parent will be called. It is wise and sensible to discuss with the Emergency Services the destination hospital before phoning a parent as parents often are better placed to attend the receiving hospital. Due regard also has to be given to the estimated time of arrival of the ambulance.
- c) Where hospital treatment is required but it is not an emergency, then the First Aid Officers will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the First Aid Officer may decide to transport the pupil to hospital.
- d) Where the First Aid Officers makes arrangements for transporting a child then the following points will be observed:
- i) no individual member of staff should be alone with a student in a vehicle;
  - ii) the second member of staff will be present to provide supervision for the injured student; this second member of staff should, ideally, be a first aider
  - iii) at least one member of staff should, ideally, be the same gender as the student.

NB The Academy has an insurance policy which enables the First Aid Officer to transfer students to hospital in their own car.

### **6.1 Criteria for calling for an Emergency Ambulance**

If in doubt an Ambulance should be called. The decision of the qualified first aid officer should override seniority in all cases.

An Emergency Ambulance, by dialling 9999 (four nines), should be called in cases of; difficulty in breathing, heart failure, severe bleeding, unconsciousness, serious burns, suspected fractures, shock or poisoning. Due regard also has to be given to any mechanisms of injury. Injury is not always apparent when gaining signs and symptoms from a patient but the history may reveal a mechanism that only later shows as a sign or symptom of trauma.



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# SECTION 7 COMMUNICABLE DISEASES PROCEDURE

The Academy will follow the procedure as laid down in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## APPENDIX 1 - PERSONNEL

This section contains the names of employees at the Academy with a qualification in first aid or who have a first aid responsibility.

### First Aid At Work trained;

Grant Bolton – Senior First Aid Officer  
Tish Tiplady – First Aid Officer  
Tracey Bishop - First Aid Officer  
Stacey Knight - First Aid Officer

### Appointed Persons;

Reception	Lynda Allen
6 <sup>th</sup> Form Block	Carolle Smith
Caretakers	Dick Leggett Mark Lynch Steve Ransome
Art	Jess Austin Jeremy Mullett
Careers	Jacki Williamson
Communications	Kim Deacon
Cover Supervisor	Amanda Powell
Humanities	Nicky Tuck
Learning Support	Cheryl Miller
Music/Drama	Janet Alexander
PE	Tish Tiplady Rob Kennedy
Technology	Bob Pearson Denise Andrews
Science	Louise Cordery

### Defibrillator Trained;

### AED TRAINED VIA KHS

Medical	Tracey Bishop & Stacey Knight
Admin	Grant Bolton, Caroline Hunt & Jacki Williamson
PE	Tish Tiplady, Stuart Simmons & Scott Roberts
AGP Evenings	Sam Fellman
Learning Support	Rachel Dixey

### AED TRAINED EXTERNALLY

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Humanities  
SMT  
Music

Geraldine McLaughlin  
Cath Breckell  
Dan Dolman

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