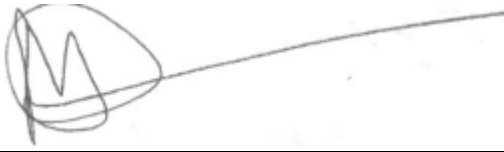




# First Aid Policy

## Equality Statement

Centre Academy London is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability, or religious belief. We provide a safe, supportive, and welcoming environment

<b>Signed</b>	
<b>Position</b>	<b>Head of School</b>
<b>Date Agreed</b>	<b>October 2024</b>
<b>Next Review</b>	<b>October 2025</b>

*Centre Academy London is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*



# 1. Aims

First aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient, suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. The governing body will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Centre Academy London (CAL) to ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace.

# 2. Operating Statement:

Centre Academy London will have:

- A number of suitably stocked first-aid containers
- An appointed person to take charge of first aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site
- Information for employees on first-aid arrangements

First-aid provision must be available at all times while people are on School premises, and also off the premises whilst on School visits.

# 3. Responsibilities

## 3.1 The Proprietor

Mr M Murphy is the employer for Centre Academy London.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this includes responsibility for all teaching staff, nonteaching staff, students, and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the school has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover: Numbers of first aiders/appointed persons – The school will ensure that the statutory minimum number of trained first aiders are available on site. There will be at least three trained staff within school. First point of call for first aid is the school office.



### 3.2 The Medical Officer

The Medical Officer, Mrs Karen Scully, is responsible for keeping a record of all first-aid related incidents that occur within the school. She keeps a central record of all first-aid treatment given by a first aider/appointed person. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required.

Parents of children with known medical conditions are to give their consent to the school's qualified/trained staff to administer medication if necessary. The form for parents/carers to give that consent is given to them.

### 3.3 The First Aider's Main Duties

First Aider's must complete a training course approved by the Health and Safety Executive (HSE). Within the School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

All staff can request an ambulance or other professional medical help. Examples where an ambulance would be called would include:

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions
- suspected broken bones

The employer will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence, and expertise.



### **3.4 Minor Ailments**

At CAL, we keep a range of homely (over-the-counter) remedies to treat minor ailments and these are administered as required, and as directed on the label.

Consent for staff to administer homely remedies must be signed by parents.

If a young person is taking medication for a minor ailment, we will raise this as an issue with parents to arrange medical intervention if it continues for more than 72 hours.

### **3.5 Teachers and other School staff**

A written list of students with pre-existing or known medical conditions with details of their needs and what to do in an emergency is available for all staff. It is the responsibility of all staff to make themselves familiar with the needs of students they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable to meet the needs of students with specific medical needs.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or offsite.

***(NHS Advice 2013)***

### **3.6. Calling the emergency services**

When you dial 999 you are not calling an ambulance by alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed let the emergency services decide the appropriate course of action based on the information that you give them.

### **3.7 Selection of First Aiders**

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, the Head of School should consider the individuals:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedure

- Normal duties, first aider must be able to leave to go immediately to an emergency.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

All staff are recommended to complete the National Online Safety Training, National Teaching College, in general first aid awareness and training as part of their CPD. Certificates of completion are collated by the Office Manager and DSL.

### **3.8 First Aid Needs and expectations**

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors and make allowance for them.

### **3.9 Reassessment of First-Aid Provision**

The Head of School should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## **4.0 Providing Information**

The employer or the manager with the delegated function (the Head) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

First aid boxes and first aid record books are kept in the following points in the school.

### **4.1 Location of First Aid Boxes**

1. Main Office
2. Kitchen
3. Medical Room

### **4.2 Location of First Aid Record Book**

The first aid record book is kept in the Main Office

Travelling first aid bags and boxes are kept in the main office.

## 5. First-Aid Personnel Requirement

The Head of School to consider the likely risks to students and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel. The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- A lower risk place of work (e.g., shops, offices, libraries) with fifty to one hundred employees, should consider having at least one first aider.
- A medium risk place of work (e.g., light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof). Schools will generally fall into the lower category, but some schools or areas of activity may fall into the medium risk category. The school should base its provisions on the results of its risk assessment. If there are parts of the school where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/faculties. When considering how many first-aid personnel are required, the Head of school should also consider:
  - Adequate provisions for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training.
  - Adequate provisions for leave and in case of absences.
  - First aid provision for off-site activities e.g., school trips. If a first aider accompanies students off site, there needs to be adequate first-aid provisions.
  - Adequate provisions for practical departments, such as science and physical education.
  - Adequate provisions for out of hours activities e.g., sports activities, clubs.
  - Any agreements with contractors, (e.g., Meals) on joint provision for first aid for their employees.
  - Adequate provisions for trainees working on site. They have the same status as staff, for the purpose of health and safety legislation.

The first aid staff deals with emergencies if it occurs in an isolated area e.g., in the playground. He/she goes to the scene to assess the situation and provide the appropriate assistance.

Members of staff are to visit the Office Staff if they require any information on first aid procedures, facilities, and personnel. This information is displayed on notices throughout the school.

## 6. Qualification and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices. Training courses cover a range of first aid competences. However, standard first aid at work training courses does not include resuscitation procedures for children. The employer should arrange appropriate training for

their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates is only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The school should keep a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences.

## 7. EpiPen Management & Administration

### 7.1 Guidance to be followed when a student has been prescribed

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use preloaded automatic injection and is designed to be used as a first aid device by people without formal medical training.

If a pupil has been prescribed an EpiPen, a minimum of two EpiPens must be provided by the pupil's parents to the school.

### 7.2 Storage of EpiPens

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the Medical Room in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer.
- EpiPens should be clearly labelled with the pupil's name.
- Each pupil's EpiPen should be distinguishable from other students, EpiPens and medications. All staff should know where the EpiPens located.
- The EpiPen should be signed in and out when taken from its usual place, such as for camps or excursions.
- Depending upon the speed of past reactions it may be appropriate to have the EpiPen in class or in a bag for outside use.
- It is important that trainer EpiPens (which do not contain adrenaline) are kept in a separate location from students' EpiPens.

### 7.3 Key information about EpiPens

EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a

month before its expiry date, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning the EpiPen to the family at the end of each term is suggested. Return or replacement of the EpiPen should take place when the pupil recommences school in the new term.

Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called.

If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes. "If in doubt, give the EpiPen": from the ASCIA Action Plan for Anaphylaxis For additional information about the use of EpiPens refer to the NSW Department of Education and Training Anaphylaxis Guidelines for Schools, or the Victorian Department of Education and Training Anaphylaxis Guidelines.

### **7.4 First-Aid Materials, Equipment and First-Aid Facilities**

Employers must provide the proper materials, equipment, and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a School first-aid needs should include the number of first-aid containers.

Additional first-aid containers will be needed for spilt sites/levels, distant sports fields or playgrounds, any other high-risk areas and offsite activities.

All first-aid containers must be marked with a white cross on a green background.

The siting of first-aid boxes is a crucial element in the school's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

### **7.5 Contents of a First-Aid Container**

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sizes (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

*Equivalent or additional items are acceptable.*

The medical assistant is the person is responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after



use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

### **7.6 Travelling First-Aid Containers**

Before undertaking any off-site activities, the Head of school should assess what of first-aid provision is needed. The HSE recommend that, where there is no special risk identified a minimum stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid. See list of publications in Annex A
- Six individually wrapped sterile adhesive dressing
- One large sterile un-medicated wound dressing –approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

*Equivalent or additional items are acceptable.*

Additional items may be necessary for specialised activities for instance eye wash in science labs.

There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

### **7.7 Public Service Vehicles**

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The first-aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container



## 8. First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of the first-aid needs identified. The education (school premises) regulations 1996 require the school to have a suitable room that can be used for medical or dental treatment when required and for the care of students during School hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

The school medical room is situated along the downstairs corridor and is in the vicinity of a sink and toilet in the disabled toilet next to the medical room.

### 8.1 Hygiene/Infection Control

First aiders must follow their training and maintain good standards of infection control.

Whenever small amounts of body fluids must be cleaned up there is a bin provided containing all equipment required, disposable plastic gloves and apron, disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

### 8.2 Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease, or dangerous occurrence. This must include: the date and method of the reporting, the, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The medical assistant keeps a record of such occurrences. □Accidents to employees the school needs to Report. The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including because of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

### 8.3 How the School should report accidents or injury

Parents will be notified of ANY accident or injury that occurs to their child at school or whilst on a school led activity.

Where any **head injury** has been received, the parent(s) will be notified by telephone and parent /carer to collect student from school to assess if further medical treatment is required.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (by telephone). This must be followed up within 10 days with a written report on Form 2508. Form 2508 can be downloaded from HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

### **Students and other people who are not at work**

An accident that happens to students or visitors must be reported to the HSE on Form 2308 if:

- The person involved is killed or is taken from the site of the accident to hospital; and
- The accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to the HSE without delay and followed up in writing within ten days on Form 2508. How do I decide whether an accident “arises out of or in connection with work”? In HSE’s view an accident must be reported if it relates to:

- Any School activity, both on or off the premises
- The way a School activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery, or substances
- The design or condition of the premises.

Statutory Accident Records Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. The medical assistant will keep these records.

## **9. The School’s Central Record**

The school should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time, and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of first aider or person dealing with incident.
- Who notified the parent and whether this was by letter, phone, email or in person.

The Medication Officer keeps a central record on the r:drive, the information in the record book can:

- Help the School identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.



In an emergency, the Head of School will have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is our practice to report all serious or significant incidents including head bumps to the parents e.g. telephoning the parents.

## 10. All Medication

**Must be handed in to the Office, Head of Medication with the correct parental form completed in its original container with instructions on administering. The school cannot accept any medication that does not follow these instructions.**

### 10.1 Controlled Drugs

Medications that are listed as controlled drugs are stored separately in a locked cabinet and a record of their administration is in a separate book and is witnessed and countersigned by a second member of staff. There is a separate page for each person.

### 10.2 Prescribed Medicines

Medicines should only be taken to the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescribers' instructions for administration. The school should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents could be encouraging to ask the prescriber about this.

### 10.3 Children with Special Medical Conditions

The school should be aware of children who have allergies or that require any special medical attention. A photographic list of students with special medical conditions is displayed in every room at CAL and regularly updated with any new entrants who have medical conditions.