



## CHIPPING NORTON SCHOOL

### FIRST AID POLICY (NON STATUTORY)

<b>Date reviewed:</b>	<b>September 2021</b>
<b>Next review:</b>	<b>September 2024</b>
<b>Member of staff responsible:</b>	<b>Morag Robinson</b>
<b>Committee:</b>	<b>Resources Committee</b>

#### INTRODUCTION

##### Equal Opportunities and Scope

Chipping Norton School acknowledges its responsibility to have appropriate first aid arrangements in all its workplaces and services. This will include ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its staff, students and others who may be affected by its activities, should they become injured or become ill whilst at the school.

Chipping Norton School expects staff to adhere to this policy in line with obligations under equality legislation. Senior staff must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

#### RESPONSIBILITIES

##### The Headteacher is responsible for:-

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided.
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time.
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary.
- Ensuring staff under their control are aware of the first aid arrangements.
- Undertaking personal needs assessments for lone/mobile workers or those with specific health needs.

##### First Aid Personnel are responsible for:-

- Responding to incidents in the school.
- Recording any first aid treatment given.
- Keeping first aid treatment records secure in line with data protection.
- Appropriately maintaining the medical confidentiality of the person they are treating.

- Keeping their training up to date including refreshers and keeping a record of this.
- Treating casualties in accordance with the training they have been given.
- Ensuring contents of first aid boxes are regularly checked to establish supplies are sufficient to meet requirements.
- Ensuring their contact details are updated if they move premises or change their usual working location.
- Taking effective measures to protect themselves from any blood borne infection.
- Reporting insufficiencies in first aid arrangements to Morag Robinson

#### Staff are responsible for:-

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person.
- Ensuring an incident report is completed for all accidents.
- Informing the Leadership Team of any specific health conditions or first aid needs.

#### First Aid Needs Assessment

A First Aid Needs Assessment will identify the school's first aid requirements. Significant risks in the school will be included in the assessment process, which will then identify the school's first aid needs.

The school's First Aid Needs Assessment will state that the school's provision will be reviewed if:-

- There has been a significant change in the number of people in the school.
- There has been changes in the way people work or use the school.
- There has been an increase in the hazard of the activities carried out on site.
- There has been a change in legislation or guidance.

Although our annual review will not necessarily mean carrying out a new assessment, the school will continue to ensure that the existing one is valid or record any amendments to reflect changes in circumstances.

#### Types of First Aid Personnel

##### Appointed Person

There are several staff members who can take charge of the first aid arrangements. These personnel will look after first aid equipment and facilities and call the emergency services when required. These staff have also had First Aid at Work training.

##### Emergency First Aid Worker

We have 30 trained staff members who can carry out basic first aid or lifesaving interventions whilst waiting for emergency services. These staff have undergone an 18 hour course and will undertake a requalification course every three years to keep their qualification current.

##### First Aid Worker

We have 6 trained members of staff to provide first aid for a range of specific injuries and illnesses, as well as emergency first aid. They have undergone First Aid at Work training (an 18 hour course) and will undertake a requalification course every three years to keep their qualification current. They will also undertake annual refresher training to ensure they are able to use their skills if called upon.

##### Additional Training

Additional training will be made available as necessary to refresh or requalify undertaken more frequently than basic first aid skills e.g. defibrillator training should be refreshed every 6 months. EpiPen training takes place regularly throughout the year, so a large proportion of staff are trained at any one time.

All levels/types of first aiders must attend annual refresher training to update basic skills.

##### First Aid Kits

The RLT have provided a list of items that must be in the first aid box. The following is a guide of suggested minimum stock that will be found in our first aid kits:-

- A leaflet giving general guidance on first aid

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium sized, individually wrapped, sterile, unmedicated wound dressings
- At least three pairs of disposable gloves (preferably latex free)

Above is the suggested minimum stock, however we also have available disposable aprons, individually wrapped moist wipes, adhesive hypoallergenic microporous tape, and shears capable of cutting through clothing, sterile disposable tweezers, and foil blankets to protect casualties from the elements. Our first aid kits are compliant with British Standard BS 8599.

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, epipens, insulin, asthma inhalers etc., will be kept in first aid boxes, nor will they be used as a form of first aid. This is because:-

- In the case of tablets, we will not know if any medication has previously been taken, or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required
- If the wrong cream is used for the wrong injury, or used inappropriately, there may be serious scarring or long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction
- A first aider's role is to assist persons to self-medicate and contact emergency services not to be a medic replacement.

The only exception to this rule is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. If kept for these purposes Aspirin should be kept separately from the general first aid kit in a secure location. Aspirin is not to be used to treat illness.

Prescribed medicines kept for individual students do not fall under this policy.

First aid kits will be checked regularly so that stocks can be maintained. The containers protect first aid items from dust and damp and any items with expiry dates will not be used beyond their expiry date.

School first aid kits are clearly identifiable (containers have a white cross on a green background) and are readily accessible to staff. Kits are available across the school and our science laboratories, D&T workshops and kitchens all have their own prescriptive first aid boxes. First aid kits are also available in the Pastoral offices and in the school reception area. After normal working hours, a first aid kit is available with the site staff.

#### Travelling First Aid kits

First aid kits are kept stocked at school (and again the school uses the RLT guidelines for content inclusion) and then taken off the premises for individual trips. The school's DoE lead and sports fixtures lead have a first aid qualification. When students go abroad on school trips a lead first aider accompanies the party.

#### First Aid Room

There is a First Aid room at school and occasionally it is used as such. The room contains essential first aid facilities and equipment, such as:-

- a sink with hot and cold running water
- liquid soap and disposable paper towels
- a first aid kit
- a waste bin, lined with yellow clinical waste bags or container suitable for safe disposal of clinical waste
- a couch with waterproof protection, clean pillows and blankets (and a system for keeping them clean)
- a chair
- a WC

- telephone nearby

The room is easily accessible to stretchers and is clearly signposted and identified. It is kept clean and tidy at all times and is not used as a store room.

### Recording First Aid Treatment

When first aid is given, the person giving first aid will make a record of:

- Date, time and place of incident
- Name and job title (where relevant) of the injured person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
- Name and signature of the person dealing with the incident

All completed records of first aid treatment will be kept in a secure location to comply with the requirements of GDPR legislation. Blank copies of the accident form are kept with first aid equipment and supplies of the form are also kept in other school offices and Reception.

Where necessary, an Incident form will need to be completed using the RLT 'SafeSmart' system. The Site Manager, David Shadbolt will enter this information and include it on any RIDDOR submissions.