



Ortu Hassenbrook Academy
Opportunity through learning

First Aid Policy

2021/22

Reviewed: September 2021
Next Review: September 2022



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1) Statement of Intent

- 1.1. Ortu Hassenbrook Academy is committed to providing emergency first aid provision in order to deal with accident and incidents which may affect employees, students and visitors.
- 1.2. The school believes that ensuring the health and welfare of staff, students and visitors is essential to the success of the establishment.
- 1.3. We are committed to:
 - Providing adequate first aid provision for students, staff and visitors
 - Ensuring the needs of the individuals are considered
 - Providing specialist training for staff
 - Ensuring students and parents are confident in the schools' ability to provide effective support to their child
 - Ensuring procedures for providing first aid are in place and reviewed at least annually
- 1.4. We will:
 - Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy
 - Ensure that the school is appropriately insured and staff are aware that they are insured to provide first aid and other medical support to students

2) Arrangements for Implementation of Policy

- 2.1. **Headteacher.** The Headteacher of the school must nominate a member of staff to lead on the first aid provision within the School, to ensure there are sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors.
- 2.2. **Health and Safety Lead.** The Health and Safety lead is responsible for preparing accident reporting procedures and sharing these with all staff. Accident reporting procedures should form part of the School new staff induction.
- 2.3. The School Health and Safety Lead is responsible for ensuring the First Aid Lead can meet all their responsibilities by monitoring the first aid provision within the school, including training, accident and incident monitoring. Where an online medical tracking system is used, it is the responsibility of the Health and Safety Lead - in conjunction with the First Aid Lead, to ensure that all staff are aware how to use the system when reporting accidents and when recording any first aid treatment administered.
- 2.4. **First Aid Lead.** The School appointed First Aid Lead is responsible for:
 - organising suitable and sufficient training to enable staff to administer first aid as required
 - ensuring all staff are trained on the medical tracking system, if used
 - tracking the first aid records and system to ensure they meet the requirements of the policy
 - maintaining the list of qualified first aiders (Annex B)
 - keeping records of qualifications held and expiry dates
 - ensuring that lists of first aiders are kept up to date and displayed
 - keeping a sufficient record of all first treatment provided to students
 - keeping the School accident record up to date
 - ensuring that the School has adequate first aid boxes to meet the need of the School and its functions
 - ensuring that first aid boxes are kept fully stocked and regularly replenished as required

- 2.5. Lists of first aiders and their contact details must be displayed in the School office, staff room, by the receptionist and in any common areas.
- 2.6. First aid leads and School medical leads, if not the same person, are required to work in tandem to ensure the first aid and medical needs of staff, students and visitors are met.
- 2.7. **The First Aid team.** The school must appoint qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible. The school should consider staff sickness and educational visits when considering the amount of first aiders required, over the minimum.

3) First Aid Equipment

- 3.1. **First Aid Boxes.** Each School must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation. The school should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sports fixtures. First aid kits should also be carried on School minibuses. (Annex C- First aid posts, kits and locations)
- 3.2. **Automatic External Defibrillators (AEDs).** AEDs are now considered part of the School's first aid kit and should be easily accessible and available in the 'ready' position at all times.
- 3.3. The school must register their AED with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found by following this link:
<https://www.londonambulance.nhs.uk/calling-999/emergency-heart-care/cardiac-arrest/shockingly-easy-campaign/>
- 3.4. AEDs should be strategically located to ensure they can be accessed quickly in an emergency. Schools with only one defibrillator should site their device no more than two minutes brisk walk from the location where they are most likely needed.
- 3.5. Regular recorded checks (Annex D) should be carried out to ensure the defibrillator is working properly, to include:
 - Battery checks
 - Expiry dates on adult and junior electrode pads
 - Expiry dates on emergency supplies stored with the defibrillator
- 3.6. For additional information on the use of automated defibrillators in schools, follow this link to the DFE guidance published in 2019:<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

4) First Aid/ Medical Accommodation

- 4.1. It is a legal requirement under The School Premises (England) Regulations 2012 for schools to provide suitable accommodation in order to cater for the medical and therapy needs of students, including accommodation for:
 - The medical examination of students, and
 - The short-term care of sick and injured students, which includes:
 - a washing facility with hot and cold running water, and
 - is reasonably near a toilet facility

- 4.2. In addition to these requirements, the following should also be available:
- Access to soap and paper towels
 - Be fitted with vinyl flooring (for easy hygienic cleaning)
 - Sufficiently accessible to the emergency personnel (paramedics)
 - Provides sufficient privacy
- 4.3. The medical accommodation does not need to be used solely for medical purposes but needs to be available and ready when needed.

5) First Aid Training

- 5.1. **Assessing the competency of trainers.** The first aid lead is responsible for arranging all first aid training. To ensure organisations identify and select competent first aid trainers, the Health and Safety Executive have produced a guidance document which can be found by following this link: <http://www.hse.gov.uk/pubns/geis3.pdf>
- 5.2. **Evidence of first aid training completed.** All first aiders should hold a valid certificate issued by the training organisation. Training is valid for 3 years.
- 5.3. All first aid certificates should be held by the school health and safety Lead, with copies also retained on personnel files.

6) AED Training

- 6.1. Due to AEDs being incredibly simple and easy to use, training is not required. It is recommended however, that schools circulate the manufacturer's instructions of their AED to all staff and provide a short general awareness briefing session. The London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link and is an easy way to train staff. Records of training completed should be held as evidence.

<https://www.londonambulance.nhs.uk/calling-us/emergency-heart-care/cardiac-arrest/video-use-defibrillator/>

7) Administration of First Aid in the School

- 7.1. In the case of a student accident, medical emergency, or a student with a medical condition requiring assistance, the following procedures must be followed:
- If it is safe for the student to walk, the first aider on duty must take him/her to a designated first aid post or medical room. Students unable to walk should remain where they are until it is safe to move them.

- First aider will assess the situation and administer first aid as required
 - First aider must record the incident and any treatment administered on an Ortu Federation accident form (Annex A), if using the Federation paper based system or online using Medical Tracker.
 - If the student has had a bump on the head parents must be notified either by phone, letter or online via Medical Tracker. In all cases, a record must be entered on SIMS under “information only” of when and how parents were notified.
 - If the student requires hospital treatment The Headteacher or school Health and Safety Lead should also be notified.
 - The School nominated Health & Safety Lead must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), if required should be reported in accordance with HSE requirements. All RIDDOR reports must be forwarded to the Federation Health and Safety Manager for retention.
 - If the first aider has been called because the student has been injured in an accident, or incident, full details must be reported to the School nominated Health & Safety Lead immediately so the area can be cordoned off and any presenting hazards dealt with.
 - Full details of the accident and the situation surrounding the accident should be recorded on the Federation accident form or on Medical Tracker.
 - Where considered appropriate an accident investigation should be conducted by the School Health and Safety Lead.
- 7.2. The First Aid Lead is responsible for ensuring that all First Aiders are aware of these procedures and for checking they are complied with.

8) Hospital Treatment

- 8.1. If a student has an accident or becomes ill and may require hospital treatment, the School first aid staff will undertake an assessment to determine if additional medical assistance is required. Where considered necessary they will:
- Call an ambulance
 - Take the student to an Accident and Emergency or Minor Injuries Department, or
 - Request parents take their child to Accident and Emergency or Minor Injuries Department
- 8.2. In any event the student’s parents/carers should be contacted immediately.
- 8.3. Where a student has to be taken to hospital by a member of staff they should be taken in a taxi, not in staffs’ personal vehicles.
- 8.4. When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required and remain with them until the parent/carer or a responsible adult arrives.

9) Administration of First Aid on Educational Visits

- 9.1. The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with pre-existing medical conditions, or where there may be a need for emergency medication to be administered, or the destination is far removed from any emergency medical care a first aider should be in attendance. First aiders must also be in attendance on residential study trips, overseas

trips and trips where large numbers are travelling.

- 9.2. An Emergency First Aid qualification is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed or a student's medical condition warrants a higher qualified first aider.
- 9.3. Travel first aid kits should be carried by the first aiders, as well as spare medication for students, along with details of the student's medical care requirements.
- 9.4. **Residential Visits.** If first aid is required at the residential centre/accommodation the resident first aider (where present) will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation. If first aid is required away from the residential centre, first aid will be administered by the school first aider accompanying the trip.
- 9.5. Wherever first aid is required, the Group Leader must record details of the incident and ensure that the School accident record is updated immediately, or on return. If the student has suffered a bump on the head, parents/carers must be notified and the aforementioned SIMS entry made on return.
- 9.6. **Day Visits.** If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.
- 9.7. The Group Leader must record details of the incident and ensure that the School Accident record is updated on return to the School. If the student has suffered a bump on the head, parents/carers must be notified and the aforementioned SIMS entry made on return.
- 9.8. This policy applies to all off-site visits and must be read in conjunction with the Educational Visits Policy.

10) Hygiene Control

- 10.1. All staff should take precautions to avoid infection and must always follow basic hygiene principles.
- 10.2. Staff must have access to single use disposable gloves and hand washing facilities. Further guidance on hygiene control can be found on the Federation Control of Infections Policy.

11) School Insurance Arrangements

- 11.1. The school is covered by public liability insurance, which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

12) Reporting Accidents and Record-Keeping

- 12.1. Schools are required to keep records of all first aid treatment given. All accidents should be recorded using the Ortu Hassenbrook Academy Accident Form (Annex A), the school should complete an Accident Investigation Form to establish any underlying causes or factors which may have contributed to

the incident and to help prevent reoccurrence.

- 12.2. Accidents and incident data should be routinely monitored by the Health and Safety Lead for patterns and trends and to identify any problem areas. All such data should be shared with the School Senior Leadership Team.

13) Retention of Accidents Records

- 13.1. Accident records should be retained for the following periods:
- Adults – date of the incident + 6 years
 - Children – DOB of the child + 25 years

14) Managing first aid during the coronavirus pandemic

- 14.1. See the **Addendum** to the first aid policy for the latest guidance on supporting staff students and visitors during the coronavirus pandemic. Due to the evolving nature of the pandemic the guidance will be updated as required.

Annex A: Ortu Federation - Accident Form

| | | | |
|---|----------------------|--|----------|
| School Name *: | | Date of Accident*: | |
| First Aider attending: (full name)*: | | Accident Form No*: | |
| Details of injured party | | | |
| Full Name*: | | D.O.B: | |
| Class Group*: | | If not student: Visitor/ Contractor/ Staff member (circle) | |
| About the accident | | | |
| Location of accident*: | | Time of accident*: | |
| Description of accident and cause*: | | | |
| Description of injury*: | | | |
| Details of treatment given | | | |
| Treatment given? (circle as appropriate)*: | YES | N | O |
| If yes, provide details of first aid/care given* (complete on separate sheet, or reverse if required) | | | |
| Details of what happened next must be completed as part of this accident form* | | | |
| Parent/carer contacted | | Advised to go to hospital | |
| Unable to contact parent/carer | | Well enough to stay in school following first aid | |
| Collected from school | | Ambulance called | |
| Care / support given | | Other (if other please give details in care given) | |
| Monitored by first aider (duration) | | | |
| Accident form completed by*: | | | |
| Follow up | | | |
| Detail any follow up action taken (complete on separate sheet, or reverse if required): | | | |
| Is this accident reportable under RIDDOR? http://www.hse.gov.uk/riddor/ | | | YES / NO |
| Notification No: | RIDDOR completed by: | Date: | |
| Is a further investigation required? YES / NO (If yes, complete accident/ incident investigation) | | | |
| Accident details added to Bromcom / Medical Tracker/ Accident log | MT | Accident log | B C |

Annex B: Ortu Hassenbrook Academy – First Aiders

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|-----------------------|---------------------------|
| First aid lead | Mrs Alison Harrold |
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First Aiders

| Surname | First Name | Department |
|-------------------|-------------------|----------------------|
| Anthony | Beverley | Cleaning Staff |
| Billington-Pierce | Tracey | Pastoral |
| Bradley-Stevenson | Marcus | PE |
| Davidson | Donna | Cleaning Staff |
| Day | Heather | PE |
| Harrold | Alison | Support (PA to Head) |
| Heald | Nikki | Pastoral |
| Knowles | Louise | Pastoral |
| Major | Mariane | Pastoral |
| Saltmarsh | Carol | Cleaning Staff |
| Sansom | Sheelagh | Reprographics |
| Shirley | David | Science |
| Smith | Paul | Site |
| Stickland | Belinda | Science |
| Taylor | Lynsey | PE |

Annex D: Contacting Emergency Services: Request for an ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **01375 671 566** _____
2. Give your location as follows **Hassenbrook Academy, Hassenbrook Road**

3. State that the postcode is: **SS17 0NS** _____
4. Give exact location in the School e.g. *Science Lab or Sports Hall*
5. Give your name
6. Give name of student and a brief description of student's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the scene
8. Speak clearly and slowly and be ready to repeat information, if asked

Once sections 1, 2 and 3 are completed, copies of this form should be placed in the Central office, Student Information Centres and staff rooms.

Addendum to First Aid Policy

Introduction

This addendum provides information on the temporary adjustments to the first aid policy, in line with government and industry guidance during the coronavirus pandemic. This addendum is under constant review and will be completely reviewed in September 2020.

Changes to first aid requirements

Due to coronavirus it is likely that the school will struggle to meet the required first aid provision, due to reduced staff levels. The school are therefore required to reconsider their first aid provision by conducting a risk assessment. The school will be required to assess the medical needs of staff and students on site, so that at all times first aid assistance can be provided.

EYFS Disapplication

The requirement for at least one person who has a full Paediatric First Aid (PFA) certificate to be on the premises at all times when children are present, remains in place where there are children below the age of 24 months.

The requirement is modified for children on site aged 2 to 4 (with no children on site below 24 months). The school must use their best endeavours to ensure one person with a full PFA certificate is on site when children are present. If despite their efforts, they cannot meet this requirement then they must ensure that someone with a current First Aid at Work (3 day certificate) or Emergency Paediatric First aiders (1 day certificate) must be on site at all times.

New entrants (level 2 and 3) will not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.

Early years foundation stage: coronavirus disapplication

Risk Assessment of first aid provision during the coronavirus pandemic

First aid needs assessments need to be refreshed and or updated, taking into account the medical needs of the school community during the pandemic. As a minimum should consider the following points:

- The type of activities being conducted on site
- Amount of students and staff on site
- Work place hazards and risks
- nature and size of your workforce
- Current first aiders
- Vulnerable workers with first aid responsibilities
- Anyone with medical conditions

First aid response must be available at all times, whilst the site is occupied.

Cardiopulmonary Resuscitation (CPR) Adult CPR

In adults, it is recommended that you **do not** perform rescue breaths, or mouth- to mouth resuscitation, but to perform chest compressions only.

First responders should try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask someone to get the defibrillator if you do not have it with you
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

Paediatric CPR

Unlike adults, paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, ventilation is therefore crucial to the child's chances of survival. Consequently, first responders may be faced with giving CPR to a child during the coronavirus pandemic, which will undoubtedly raise concerns about the transference of the virus when giving rescue breaths. To assess the risk of transmission, before rescue breaths are given, staff attending the child should perform a dynamic risk assessment (a mental observation and assessment of the situation) to establish factors such as:

- the history of the child's collapse
- any known medical history
- the presence or otherwise of COVID-19 signs/symptoms
- medical history of the rescuer/ first responder

As CPR requires close contact, staff attending should be wearing PPE. Anti-bacterial barrier masks are available to schools to use in the event rescue breaths are required on a child.

What to do if I have given rescue breaths

If you have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the latest guidance.

Providing First aid assistance during the coronavirus pandemic

Harris The school must continue to provide first aid and manage students' medical conditions. These functions need to be carried out in a safe way to minimise the risk of cross contamination from not only COVID-19 but all infectious diseases.

Full PPE (gloves, mask, aprons and visors), must now be included in all first aid kits. All PPE except for the visor- which is reusable once disinfected, should be disposed of after each use. Visors should not be shared with other staff.

In order to decide if full PPE is required, first aiders should conduct a dynamic risk assessment (mentally observing, assessing and analysing the situation and environment) to determine the level of PPE required.

Renewing First aid Certificates

People holding a First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at work or Emergency Paediatric First Aid at Work qualifications nearing expiry date might experience disruption to access to requalification as a result of Covid- 19 outbreak. The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. The HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

Anyone taking advantage of this extension should be able to clearly describe their reasons for delaying requalification training and demonstrate steps they have taking to undertake the training.

Return to classroom based first aid training

From 15 June non-essential first aid training will begin as long as all Government restrictions and the strict classroom requirements/guidelines are followed.

Risk Assessment should be conducted of venues looking to host first aid training sessions, ensuring the following requirements are met:

- Access to the toilets
- Limiting numbers depending on access routes, the size of the training room and the effect on maximum number of learners
- Learner arrival at the venue to ensure social distancing is maintained
- Movement around the venue and building has been considered and suitable measures taken

Interrupted first aid training

If due to coronavirus you have not be able to complete training for your first aid qualification in the usual timeframe, training can restart at a later date as long as:

- a full recap of training delivered before the interruption is done before moving onto undelivered modules
- the awarding body is content that you can show:
 - a full understanding of all aspects of the course content
 - the knowledge required and competencies at the end of the training

Should you have any queries in relation to this addendum, please contact the Federation Health and Safety Team.