



## FIRST AID POLICY

### 1. Introduction

- 1.1. This policy outlines the College's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### 2. Aims

- To identify the first aid needs of the College in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is always available, while people are on school premises, and off the premises whilst on school visits.

### 3. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Upper School and Junior School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the College's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Health & Safety at Work (General) (Guernsey) Ordinance 1987, using the RIDDOR process.

### 4. Personnel

- 4.1. **The Principal** is responsible for the health and safety of College employees and anyone else on the premises including contractors.
- 4.2. **The Principal** must ensure that risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- 4.3. **The Principal** should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 4.4. **The Principal**, supported by the Vice Principal Pastoral (VP Pastoral) First Aid Officer (Bursar) and ECJS Headteacher are responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the College's arrangements for first aid are made available to parents.
- 4.5. **Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.
- 4.6. **The Appointed Persons** need not be First Aiders but should have undertaken emergency first aid training. Each department\* should have an appointed person who will:
- Take charge when someone is injured or becomes ill.
  - Look after the first aid equipment.
  - Ensure that an ambulance or other professional medical help is summoned when appropriate.
- \*refers to departments within the whole of Elizabeth College e.g. Estates, Refectory, Acorn House etc, not Academic departments.*
- 4.7. **The First Aider** must have completed and keep updated a training course approved by the Health and Safety Executive (HSE). This is a voluntary post. He/she will:



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

4.8. In selecting first-aiders, consideration should be given to their:

- 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.
- Normal duties. A First Aider must be able to leave to go immediately to an emergency.

4.9. It is preferable that a male First Aider deals with male casualties and a female First Aider with females where possible, but in cases where this is not possible, they should ensure that another member of staff is available to chaperone.

## 5. Procedures

5.1. **Policy review:** Reviews are required to be carried out at least annually, and when circumstances alter.

5.2. **Practical Arrangements at the Point of Need:** The guidelines are at Annex A.

### 5.3. Re-assessment of first-aid provision

- As part of the College's annual monitoring and evaluation cycle:
- The (VP Pastoral) and ECJS Headteacher assisted by the First Aid Officer will review the College's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The First Aid Officer monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The First Aid Officer also monitors the emergency first-aid training received by other staff and organises appropriate training.
- The Appointed Person checks the contents of the first-aid boxes. (See Page 4)

### 5.4. Providing information

- The Principal and Headteacher ECJS will ensure that staff are informed about the College's first-aid arrangements.
- The Bursar and ECJS Headteacher will brief the key elements of this Policy to all new staff as part of their induction programme.
- The (VP Pastoral), ECJS Headteacher and Bursar will give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

## 6. Provision

6.1. The Principal, (VP Pastoral), ECJS Headteacher and Heads of Department\* will consider the findings of their risk assessments in deciding on the number of first-aid personnel required. The College is



a low-risk environment, but the needs of specific times, places and activities will need to be considered, in particular:



- Off-site PE & Games
- Educational Visits & Trips
- Science labs
- DT/Art rooms
- Adequate provision in case of absence, including trips

6.2. Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on College premises. During the School working day, a certified First Aider should always be present.

## **7. First Aiders**

7.1. The recommended number of certified First Aiders is one per 100 pupils/staff. There must always be a certified First Aider on-site when students are present. During the College working day, a certified First Aider should always be present. The list of current qualified first aid trained staff is at Annex D (separate lists for US and ECJS). This list ensures a spread across departments with higher numbers in the departments perceived to have higher risk, namely PE, Adventure Training, Science and DT.

## **8. Qualifications and Training**

8.1. First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

8.2. Appointed Persons should undertake one-day emergency first-aid training.

8.3. Specialist training in first aid should be arranged in a three-year cycle.

## **9. First Aid materials, equipment, and facilities**

9.1. The Heads of Department\* must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available.

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

9.3. Each school minibus must carry a first-aid container.

9.4. All of the following must have first aid containers: Laboratories, Sports Halls, Kitchens, school vehicles, school main office, and Maintenance Workshops and other Departments\* subject to requirement and staff qualification.

9.5. First aid kits must accompany teachers off-site. These are available from the School Office.

9.6. Spare stock should be kept in school.

9.7. Responsibility for checking and restocking the first-aid containers:

- Senior School; First Aid Room (Administrator and/or Receptionist), Kitchen and classrooms (Caretaker).
- School transport (Caretaker).



- Departments, including the kitchens and Maintenance Workshops, Head of Department (Appointed Persons).

## 10. Accommodation

- 10.1. The Principal must provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

## 11. Hygiene/Infection Control

- 11.1 Basic hygiene procedures must be followed by staff and should now reflect the minimum ongoing Covid procedures.
- 11.2 Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- 11.3 Care should be taken when disposing of dressings or equipment.

## 12. Reporting Accidents

- 12.1. Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.
- 12.2. The Principal and Headteacher ECJS and designated SLT members of both the Upper School and ECJS must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, 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.
- 12.3. The following accidents must be reported to the HSE.
- Involving employees or self-employed people working on the premises:
  - Accidents resulting in death or major injury (including as a result of physical violence).
  - Accidents which prevent the injured person from doing their normal work for more than three days.
  - For definitions, see Annex A to the HSC/E guidance on RIDDOR 2013, and information on Reporting School Accidents.
- 12.4. Involving pupils and visitors:
- Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work i.e. if it relates to:
  - Any school activity, both on and off the premises.
  - The way the school activity has been organised and managed.
  - Equipment, machinery or substances.
  - The design or condition of the premises.
- 12.5. HSE must be notified of fatal and major injuries and dangerous occurrences without delay. Any pupil taken to hospital whether admitted or not should be considered by the Bursar for raising a RIDDOR report, which must then be raised within 7 days. HSE have requested RIDDORs are not raised on every hospital admission but are individually and subjectively assessed.
- 12.6. The Principal is responsible for ensuring this happens but may delegate the duty to the Health and Safety Officer (Bursar).
- 12.7. The Principal/Health and Safety Office must complete the online RIDDOR form and submit it to HSE.



## **13. Record Keeping**

- 13.1. Statutory accidents records: The Principal must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of seven years**.
- 13.2. (See DSS The Accident Book B1 510).
- 13.3. The Principal and ECJS Headteacher must ensure that a record is kept of any Incident and resulting first aid treatment given by first aiders or appointed persons. This should include:
- The date, time and place of incident.
  - The name (and class) of the injured or ill person.
  - Details of their injury/illness and what first aid was given.
  - What happened to the person immediately afterwards.
  - Name and signature of the first aider or person dealing with the incident.
- 13.4. The Principal and ECJS Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.
- 13.5. In conjunction with the Accident Report Form (copy attached at Annex B) the tick box must be filled to confirm whether the pupil was taken to hospital, which may lead to the RIDDOR report being raised if required.

## **14. First Aid Cover for Students from Other Schools**

- 14.1 In the event of a student from another school requiring first aid treatment or reporting sick they should;
- Where possible report immediately to the Main School Office.
  - If the student is unable to report to the Main School Office, a qualified first aider is to be summoned.
  - In the event of an emergency, the emergency services are to be summoned in the normal way.
  - If a student from another school receives first aid treatment or is sent home unwell, their own school office is to be contacted with the details.
  - Where an injury has been sustained at Elizabeth College a report of the incident should be sent to the relevant school's Principal.

## **15. Arrangements for Pupils with Medical Conditions – See Annex C**

## **16. Spillage of Bodily Fluids**

- 16.1. When a spillage occurs, you need to do an assessment of;
- The content of the spillage – does it contain blood, urine, vomit or faeces?
  - The size of the spillage.
  - The material on which the spillage has occurred – i.e. fabric, vinyl, metal.
- 16.2. Then inform the Main Office of what has occurred, and they will summon a Caretaker who is trained to deal with such matters.



Annexes:

- A. Practical Arrangements at the Point of Need
- B. Incident Report Form
- C. Pupils & Medicines
- D. List of qualified First Aid trained staff