

## **First Aid Policy**

This policy sets out the responsibilities of Bryn Melyn Care (the employer) and its employees who work or supervise at Smallbrook School and young people who receive education there. The policy aims to explain the basic procedures to follow in case of incidents leading to illness or injury at Smallbrook School that may require first aid intervention, whilst giving guidance on pre-accident intervention in order to minimise any potential risks that may lead to an injury requiring medical or first aid intervention. The procedures listed here will ensure that when staff or young people suffer injuries or fall ill in school, they receive immediate attention irrespective of whether the illness or injury is school related.

The last page of the policy names the qualified staff at school and the responsibilities they and the rest of the staff have in ensuring that the correct procedures are followed.

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified and risk assessments completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

### **1. Early Intervention**

#### **a) Knowledge of condition(s) likely to affect personal health**

Any staff or pupil's allergies/ medical conditions should be communicated to the head teacher, including visiting staff and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff/pupil's care team, with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be locked away safely in the medication cabinet which is in the pastoral/reception office. They should not be put in the first aid box or in a place where other people can access them.

It is obvious that first aiders need to be aware of staff and pupils who suffer specific health problems. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

As from 1<sup>st</sup> October 2017 the Human Medicines Regulations allow schools in the UK to obtain and hold auto injectors devices without a prescription to use in an emergency on children who are at risk of a severe allergic reaction (known as anaphylaxis) but whose own advice is not available or not working.

#### **b) Risk Assessments**

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the risks and implementing control measures before undertaking any activities. For classroom teaching, the teachers will assess the classroom space in line with the principles of PRICE in terms of managing the environment and applying structuring approaches.

In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce to risk to an acceptable level. For example, a science lesson may involve the use of chemicals. Safety measures may be:-

- to wear specialist clothing – goggles, gloves, etc
- to only have a minimal amount of the substance in use at any one time
- to keep the chemical locked away until ready for use
- to structure the rest of the classroom in a minimalist way
- to reinforce health and safety issues to the pupils before commencing the activity

Should the teacher feel that despite the above measures being applied, a pupil has shown signs in the lesson of non-compliance, then he/she may decide that the activity using the chemicals poses too great a risk to carry out or continue.

Risk Assessments at Smallbrook School form an important part of the early intervention methods used to try and avoid accidents occurring in and around the school environment.

## **2. Accident Documents**

The Smallbrook School Site Accident form are kept in the school office, the first aid boxes are kept in the kitchen, first aid room and science classroom, motor vehicle and construction classroom. Under health and safety law, a record must be kept of any accidents leading to injuries that happen on site. It is the responsibility of employees to complete an entry onto an accident form as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness(where relevant) should enter details on the injured persons behalf. The accident form is then given to the Business Manager or Deputy Head to submit onto Ofg Options Alcumus.. Where an accident occurs which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the Head Teacher should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

*Further need to report accidents, diseases and dangerous occurrences:-*

Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the senior person on site.

There is further information about RIDDOR and advice on reporting, record keeping and contact numbers in the first aid file in the staff room.

## **Confidentiality**

Under GDPR, personal information should be kept secure, so once a person's details have been recorded on to the accident form it is then filed in the accident book and the staff's personal file which are secured. The person responsible for securing the page is the Business Manager or Head Teacher, who has access to a lockable storage area.

## **3. Information**

Under health and safety legislation, appointed persons are required to be on site when there are fewer than 50 employees working on the premises.

Smallbrook School appointed Person is Darren Johnson and will complete the following:

- Looks after the first aid equipment, eg replenishing stock when required.
- Appointed persons should not attempt to give first aid for which they have not been trained.
- Appointed persons should be available at all times when people are on site and a qualified first aider is unavailable, which may mean appointing more than one.

First Aiders are recommended on site when there are more than 50 employees working on the premises.

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved by the Health and Safety Executive.

All First Aiders have the responsibility to:-

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.

Although Smallbrook School's staff numbers are less than 50, our policy is to have a minimum of one appointed person or one qualified first aider on site at all time. Additionally, residential care workers who are supervising the pupils are either appointed persons or qualified first aiders.

#### First Aid Boxes

First aid boxes on the Smallbrook School Site are kept:

Kitchen  
 First Aid Room  
 Motor Vehicle Workshop  
 Construction Workshop  
 Intervention Room  
 Pastoral/Reception Office  
 Business Manager Office  
 KS2 Classroom

As the school is classified as a low risk environment, the minimum stock of first aid items should be kept on site. This is as follows:-

- HSE guidance *Basic Advice on first aid at work*.
- Content Leaflet
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages

- 6 safety pins
- 4 medium sized (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings
- 2 large (approximately 18cm x 18cm) individually wrapped un-medicated wound dressings
- several pairs of disposable gloves
- non-alcoholic wipes
- 1 foil blanket
- 1 first aid finger dressing
- 1 micropause tape
- 1 vent aid
- 1 icepack
- 3 stero wash

**Tablets and medicines must not be kept in the first aid box**

**Burns Kit**

Burns Kits ON Smallbrook site will be kept:

Science Classroom

Kitchen

Construction Workshop

Motor Vehicle Workshop

**FIRST AIDERS: -**

Anna Rabbits

Antony Shaw

Damian Booth

Andy Lawson

Danny Hinson

Duncan Page

Louise Barker

Steve Fleetwood

Sam Geary

Zoe Thomason

Michelle Huxley

Jamie James

**Trained to Administer Medication**

David McMurtrie

Deborah Dalton

Steve Fleetwood

Anna Rabbits

Danny Hinson

**First Aid Facilities**

At Smallbrook School there is a first aid/medical room adjacent to the construction workshop. Within the First Aid Room there is a medical fridge for storage of medication if needed and a medication cabinet stored in Pastoral/Reception Office. All first aid boxes are checked on a monthly basis to ensure sufficient quantities of suitable first aid equipment are available and

nothing else is stored in them. Contents of the first aid boxes will be replenished as soon as possible after use in order to ensure there is always an adequate supply of materials. First Aiders who administer first aid must ensure they have replenished stocks if needed. Records of all cases treated will be made in the accident report log held in the school office.

### **Contacting Emergency Services**

Name of Establishment – **Smallbrook School**

Unit 1 – 4  
Sleap  
Harmer Hill  
Shrewsbury  
SY4 3HE

Telephone:- **01939 233042**

Name of Company – **Bryn Melyn Care**

Emergency Services (Police, Ambulance, Fire) – **999/112**

111 to call the NHS if you seek medical help or advice, but it is not life threatening.  
999 to call emergency services

Police (local) – **101 or 0845 458 0000**

If you would like any further information regarding First Aid or about the procedures set out in this policy, please speak to a qualified member of staff or refer to the information booklets held in the first aid file, located in the school office.

<b>Policy Reviewed By: C Seretny</b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<b>Next Review Date: October 2019</b>	<b>CRS</b>	<b>Oct 2018</b>
<b>Interim Review Comments: Added new first aiders and annotated.</b>		
<b>Policy Reviewed By: C Seretny</b>		
<b>Next Review Date: October 2020</b>	<b>CRS</b>	<b>Oct 2019</b>
<b>Interim Review Comments: No additional amendments required</b>		
<b>Policy Reviewed By: C.Seretny</b>		
<b>Next Review Date: October 2020</b>	<b>CRS</b>	<b>Oct 2021</b>
<b>Interim Review Comments: Additional first aiders added and additional Administration of medication added.</b>		
<b>Policy Reviewed By: D.Dalton</b>	<b><u>DD</u></b>	<b><u>15/02/2021</u></b>
<b>Next Review Date: February 2022</b>		
<b>Interim Review Comments: Staff has left the company.</b>		