



**THE COMPLETE
EDUCATION SOLUTION**

CREATING UNIQUE JOURNEYS FOR LIFE AND LEARNING

First Aid Policy

Approved by the TCES Operational Board
on behalf of Thomas Keaney, CEO and Schools' Proprietor

Date of next formal review, February 2024

This policy applies to all The Complete Education Solution
(TCES) schools and services

CONTENTS

INTRODUCTION	3
The Policy.....	4
FIRST AIDERS will	4
ALL STAFF will.....	5
TEACHERS will.....	5
OFFICE STAFF will	6
HEAD INJURIES	6
HYGIENE/INFECTION CONTROL	6
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES	7
Reportable Major Injuries:.....	7
Reportable Over-Seven-Day Injuries:	7
Reportable Dangerous Occurrences (near misses):	8
Reportable Diseases include:	8
Reporting an Incident:	9
Contents of a First Aid box	9
Guidance and Sources	9
The key principles of the policy - Legal context.....	10
List of Useful Guidance Documents	10

INTRODUCTION

The First Aid policy and procedures at TCES Group is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils, and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a 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.
- Numbers and locations of first-aid containers.
- Arrangements for off-site activities/trips.
- Out of school hours arrangements e.g., parents' evenings.

The head teacher is responsible for putting the policy into practice and for developing detailed procedures. The head teacher will also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid for pupils.

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 pupils are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils in 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 of trying to assist in an emergency.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First-aid provision will always be available while people are on school premises, and, off the premises whilst on school trips.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the staff will be aware of the support available and the procedures available to activate this.

THE POLICY

The purpose of this Policy is:

- To provide effective, safe First Aid cover for pupils, staff and visitors (including contractors).
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

The TCES Group will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981 by providing staff who have had approved training as First Aiders, approved by the Health and Safety Executive.
- Ensure all new staff are made aware of First Aid procedures in school.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by TCES Group] is always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits (see Appendix 1) are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Or met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Liaison **must** occur with the Head for cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in **the book provided with the first aid resources**. In the case of an accident, the Accident Book (DSS - The Accident Book B1 510) must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- A nominated first aider will ensure that the first aid box is kept clean and adequately stocked. (See Appendix 1).

ALL STAFF will:

- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that if it appears that an injury has caused a problem; the pupil **must** be referred to a First Aider for examination.
- *Ensure that, if a pupil bumps their head, the pupil sits down and that their parents are informed. Staff must recommend to the parents that they take the pupil to the hospital for a check-up.*
- Know their own work area intimately, paying special attention to potential hazards in the classroom and other areas.
- Promote accident prevention and safe working practice.
- Ensure that accident forms are completed appropriately.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when they first attend the school.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can

obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Send a pupil who has minor injuries to Reception if they can walk, where a First Aider will see them; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to the Head or Pupil Facilitator in School and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they have a first aid qualification, to treat any injured pupil. This should be done by telephone in the case of minor injuries or by an urgent message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to their respective teacher or learning support mentor in School.
- **WILL NOT** administer paracetamol or other medications.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g., internal) and the effects only become noticeable after a certain period. However minor, all Head Injuries should be monitored closely, and a head injury report form should be completed and given to the parents. It is highly recommended that any Head Injury patient should be referred for hospital treatment.

HYGIENE/INFECTION CONTROL

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings etc must be put in a yellow clinical waste bag and disposed of in the grey clinical waste box. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also go in a yellow bag and be disposed of in the grey clinical waste box. If possible, area should be bleached (dilute 1:10). Body fluid spillages on hard surfaces should be cleaned up then bleached (1:10). Exposed cuts and abrasions should always be covered.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

The Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR) require that employers report all fatal and specified major injuries, any injuries that result in the inability of an employee to work more than 3 days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the school must notify the Health and Safety Executive (HSE) immediately by the quickest practicable means. In practice, compliance with either of these provisions will normally mean a telephone call to the Incident Contact Centre (ICC) on 0845-300-9923 during normal office hours. The ICC operator will complete a report form over the phone and a copy will be sent to the school.

A schedule of injuries and conditions which are required to be reported is as follows.

Reportable Major Injuries:

- Fracture other than to fingers, thumbs, or toes.
- Amputation.
- Dislocation of shoulder, hip, knee, or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, indigestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Over-Seven-Day Injuries:

- If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working at the school, suffers an over-three-day injury it must be reported to the enforcing authority within fifteen days.

- An over-seven-day injury is one which is not “major” but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days.

Reportable Dangerous Occurrences (near misses):

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a well (other than a water well).
- When a dangerous substance being conveyed by road is involved in a fire or released.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- Unintended collapse of any building or structure under construction, alteration, or demolition where over five tonnes of material falls; including a wall or floor in a place of work, any false work explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.

Reportable Diseases include:

- Poisonings.
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmers lung, asbestosis, mesothelioma, pneumoconiosis.
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis, tuberculosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression.
- Illness and hand-arm vibration syndrome.

Reporting an Incident:

Detailed guidance is available at: www.hse.gov.uk/riddor/report

The approved forms to be used for making reports under the requirement of the regulations are:

- Form F2508, to be used for reporting deaths, injuries and dangerous occurrences.
- Form F2508A, to be used for reporting cases of disease and attached to the above.

CONTENTS OF A FIRST AID BOX

THE FIRST AID BOX MUST CONTAIN AT LEAST THE RECOMMENDED MINIMUM PROVISION AS REQUIRED BY THE HEALTH AND SAFETY EXECUTIVE.

The First Aid box must be clearly identified; a green box with a white + marked on it.

A **minimum** provision of first-aid items is:

- A leaflet giving general advice on first aid - Basic advice on first aid at work (1997).
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile non medicated wound dressings.
- Two large (approximately 18cm x 18cm) sterile individually wrapped non medicated wound dressings.
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

Medicines, creams, lotions, or drugs however seemingly mild must NOT be kept in these boxes or used in administering first aid.

GUIDANCE AND SOURCES

This policy has been developed after consulting:

- The Health and Safety (First Aid) Regulations 1981 which sets out what employers are required to do.
- Health and Safety Executive (HSE) Documents.
- The Education (School Premises) Regulations 1996.
- Health and Safety at Work Act 1974 (HSWA).

The key principles of the policy - Legal context

It is for schools and County Councils (CCs) to develop their own policies and procedures, based on an assessment of local need. Most schools will already have first-aid arrangements in place and will draw on existing good practice.

Schools must draw up first-aid policies and ensure that they are meeting their statutory duties.

They must:

- Undertake risk assessments.
- Ensure the policy lists the items which should be in a standard first-aid kit.
- Health and Safety Executive.

Web link: www.teachernet.gov.uk

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school.

The policy should be read in conjunction with the following TCES Group policies:

- TCES Group Health and Safety Policy.
- TCES Group Safeguarding Policy.

LIST OF USEFUL GUIDANCE DOCUMENTS

Department for Education & Employment (DfEE)

Circular 3/94 - The Development of Special Schools

Circular 10/96 - The 1996 School Premises Regulations

Circular 14/96 - Supporting Pupils with Medical Needs in School*

Supporting Pupils with Medical Needs - Good Practice Guide*

HIV and AIDS: A Guide for the Education Service

School Governors - A Guide to the Law

All these publications are available free of charge from:

DfEE Publications Centre

PO Box 5050

Sudbury

Suffolk CO10 6ZQ

Tel: 0845 6022260

Fax: 0845 6033360

** Joint publication with the Department of Health.*

Health & Safety Commission (HSC)/Executive (HSE)

Basic advice on first aid at work (1997)

IND (G) 215L - free leaflet or available in priced packs

ISBN 0 7176 1070 5

First aid at work - your questions answered (1997)
IND (G) 214L - free leaflet or available in priced packs
ISBN 0 7176 1074 8

First-aid training and qualifications for the purposes of the Health and Safety (First Aid) Regulations 1981 (1997)
ISBN 0 7176 1347 X £8.50

First aid at work - The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance (1997)
L74 ISBN 0 7176 1050 0 £6.75

5 steps to successful health and safety management: Special help for directors and managers
IND (G) 132L - free leaflet

5 steps to risk assessment: A step by step guide to a safer and healthier workplace 1994
IND (G) 163L - free leaflet or available in priced packs
ISBN 0 7176 0904 9

A guide to risk assessment requirements: common provisions in health and safety law (1996)
IND (G) 218 - free leaflet or available in priced packs
ISBN 0 7176 1211 2

Everyone's guide to RIDDOR '95 (1996)
HSE31 - free leaflet or available in priced packs
ISBN 0 7176 1077 2

Reporting school accidents (1997)
EDIS 1 - free information sheet

Workplace Health, Safety & Welfare Regulations 1992 (1995)
IACL97 - free leaflet or available in priced packs
ISBN 0 7176 1049 7

Workplace health, safety, and welfare - a short guide (1995)
free leaflet or available in priced packs - ISBN 0 7176 0890 5
Essentials of health & safety at work (1994)
ISBN 0 7176 0716 X £5.95

Signpost to safety signs regulations (1996)
IND (G) 184 - free leaflet or available in priced packs
ISBN 0 7176 1139 6
List of current health & safety legislation 1996: Book and disk
ISBN 0 7176 1311 9 £11.95

HSE priced and free publications are available from:

HSE Books
PO Box 1999
Sudbury
Suffolk CO10 6FS

Tel: 01787 881165

Fax: 01787 313995

HSE priced publications are also available from good booksellers.

Department of Health (DH)

Child Health in the Community: A Guide to Good Practice
Developing Emergency Services in the Community: The Final Report
EL (96)28 LAC (96)10 - Children's Services Planning: Guidance

These publications are available free of charge from:

Department of Health
PO Box 410
Wetherby
LS23 7LL

Fax: 01937 845381

Department of Social Security (DSS)

The Accident Book BI 510
ISBN 011 761 3843 £1.94

Available from

The Stationery Office, PO Box 276, London SW8 5DT

Tel: 0171-873 9090

St John Ambulance

First-Aid Manual - 7th edition

Emergency Aid Handbook

Emergency Aid in Schools - gives advice on basic first-aid procedures

Young Lifesaver Award Scheme - pack for teaching pupils aged 7 and above first-aid skills, including video, teachers' guide, and work sheets

These priced publications and first-aid equipment

are available from: PO Box 707a, Friend Street, London, EC1V 7NE

Enquiry line: 0171-278 7888