**ROSELYN HOUSE SCHOOL / THE RHISE SERVICE**

**FIRST AID POLICY AND PROCEDURES**

**THE PLACE FOR FIRST AID**

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

This guidance reflects consultation with the teacher unions, LEAs, health services and voluntary organisations. The guidance does not constitute an authoritative legal interpretation of the provisions of any enactments or regulations or the Common Law; that is exclusively a matter for the Courts.

**FIRST-AID PROVISION AT ROSELYN HOUSE SCHOOL / THE RHISE CENTRE COMPRISES:**

* Suitably stocked first-aid containers situated around the school and RHISE Centre.
* An appointed person to take charge of first-aid arrangements as nominated in the Health & Safety Policy which is Mrs Smith .
* Information for employees on first-aid arrangements (Induction and INSET).
* This provision has been supplemented by a regular risk assessment to determine if any additional provision is required.
* Risk assessments are made as required by careful consideration of each incident and discussion.
* First-aid provision available at all times while people are on school and RHISE premises, and also off the premises in school vehicles or personal vehicles if used for transporting students.

**RESPONSIBILITIES**

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 Headteacher, Deputy Headteacher and teachers, non-teaching staff, students and visitors (including contractors). The Employer is KS Education Limited who is primarily responsible for health and safety matters, with staff also having responsibilities.

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that Roselyn House School and The RHISE Service 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

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer’s responsibility to make sure that the statutory requirements for provision of first­ aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. (More information is given in the section on Insurance).

In practice, most of the day to day functions of managing health and safety are delegated to the Headteacher.

The Headteacher is responsible for putting the School's policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents/ carers are aware of the school’s health and safety policy, including arrangements for first aid.

Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at 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.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/ appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/ sick leave or off-site.

**WHAT ARE A FIRST AlDERS MAIN DUTIES?**

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

In school, the main duties of a first-aider are to:

* 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.
* enter details of injuries and treatment outcome in the appropriate record.
* administer medication and keep appropriate records.

**WHAT IS AN APPOINTED PERSON**

An appointed person is someone who:

* takes charge when someone is injured or becomes ill.
* looks after the first-aid equipment e.g. restocking the first-aid container.
* ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/ refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

* what to do in an emergency;
* cardiopulmonary resuscitation;
* first aid for the unconscious casualty;
* first aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

APPOINTED PERSONS AT ROSELYN HOUSE SCHOOL AND THE RHISE CENTRE ARE:

All employed staff (see training sheet).

We endeavour to train all staff as soon as possible following their induction period.

In addition to this we have staff specifically trained in paediatric first aid. This gives specific training in first aid from infancy up until the age of 18.

**FIRST AID-WHAT DO SCHOOLS NEED TO DO?**

Employers must provide adequate and appropriate equipment, facilities and qualified first-aid personnel.

“In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.”

Where first aid is provided for staff and students, schools should ensure that:

* provision for employees does not fall below the required standard.

The Headteacher should regularly review the school’s first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

KS Education Limited must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school’s first-aid needs.

A simple method of keeping staff and students informed is by displaying first-aid notices in staff/ recreation rooms. The information should be clear and easily understood.

Notices must be displayed in a prominent place.

Including first-aid information in induction programmes will help ensure that new staff and students are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

**INSURANCE**

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee.

KS Education Limited should make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. This is included in the public liability insurance.

**RISK ASSESSMENT OF FIRST-AID NEEDS**

Roselyn House School/ The RHISE Service includes staff, students and visitors when carrying out risk assessments for first-aid needs.

In addition we keep a check on current procedures and legislation.

In the event of someone having an accident whilst at school, they would first be assessed by the designated first aiders and if considered a serious accident then 999 would be telephoned and the injured person would be taken to:

**Royal Preston Hospital**

**Sharoe Green Lane**

**Fulwood, Preston**

**PR2 9HT**

**01772 716565**

If students are in the community, they would be taken to the closest Accident and Emergency Department.

This person would be accompanied by a member of staff with, where possible an information form and relevant people contacted immediately. The member of staff would stay with the injured person until they could arrive.

**SPECIFIC HAZARDS OR RISKS ON SITE**

For example; hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

Are there staff or students with special health needs or disabilities? What age range does the school cater for? Different first-aid procedures may apply to students due to size.

For example, the size of students may affect the type of first-aid procedures required, such as resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools.

**ACCIDENT STATISTICS AND MONITORING**

KS Education Limited monitor and evaluate all injuries. They will liaise with outside agencies where appropriate on specific issues.

Accident statistics can indicate the most common injuries, times, locations and activities at a particular area of the school, activity or site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

The Headteacher should consider the likely risks to students and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that: “Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category.” Roselyn House School has based provision on the results of their risk assessment. When considering how many first-aid personnel are required, KS Education Limited have considered:

* adequate provision for lunch-times and breaks. It is good practice to encourage lunch-time supervisors to have first-aid training;
* adequate provision for leave and in case of absences
* first-aid provision for off-site activities i.e. school trips. If a first-aider accompanies students off-site, will there be adequate first-aid provision in the school?
* adequate provision for practical departments, such as science, technology, home economics, physical education;
* adequate provision for out of hours activities e.g. sports activities, clubs;
* any agreements with contractors (e.g. school meals) on joint provision for first aid for their employees;
* adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

First Aid training is provided for all staff at INSET and first aiders are expected to demonstrate the following skills:

* 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 go immediately to an emergency.
* First-aid notices should be displayed which are clear and easily understood by all.

**QUALIFICATIONS AND TRAINING**

A first-aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

Training courses cover a range of first aid competencies. Standard first aid at work training courses do not comprehensively include resuscitation procedures for children, however we do ask trainers to cover it briefly each training session. KS Education Limited, as employer arrange appropriate training for their first-aid personnel.

First aid at work certificates are only valid for three years. Employers should arrange refresher training and re-testing of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. Roselyn House School AND The RHISE Centre will record all first aiders and certification dates. First Aid training is a mandatory training for staff at Roselyn House School / The RHISE Service.

**FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES**

Employers must provide the proper materials, equipment and facilities at all times.

First-aid equipment must be clearly labelled and easily accessible.

First-aid containers are situated:

* In the Admin Office at Roselyn House School
* In the school pantry at Roselyn House School
* In the staff office at The RHISE Centre
* In the kitchen at The RHISE Centre
* In all School vehicles

All first-aid containers must be suitably marked and labelled.

**Contents of a first-aid container**

Where there is no special risk identified, a minimum provision of first-aid items would be:

* A leaflet giving general guidance on first aid.
* Contents list.
* Individually wrapped small, medium and large sterile gauze dressings.
* Individually wrapped, sterile, triangular bandages.
* Safety pins.
* Sterile eye pads.
* Eye wash and eye bath.
* Plasters.
* Wipes.
* Adhesive tape.
* Disposable nitrile gloves (pairs).
* Crêpe rolled bandages.
* Finger dressings.
* Resus face shield.
* Alcohol-free cleansing wipes.
* Burn dressings.
* Distilled water, for cleaning wounds.
* Tweezers.
* Scissors.

The First-aider is the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There is extra stock in school which is controlled by the first-aider. Items should be discarded safely after the expiry date has passed.

**Travelling first-aid containers**

Before undertaking any off-site activities, the Headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, the following is a minimum stock of first-aid items for travelling.

* a leaflet giving general advice on first aid.
* six individually wrapped sterile adhesive dressings;
* one large sterile unmedicated wound dressing approximately 18cm x I 8cm~
* two triangular bandages;
* two safety pins;
* individually wrapped moist cleansing wipes; one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

This first-aid container shall be maintained in a good condition; suitable for the purpose of keeping the items referred to above in good condition; readily available for use; prominently marked as a first-aid container.

**Minibus first-aid containers**

Transport Regulations require that the minibus has on board a first-aid container with the following items:

* ten antiseptic wipes, foil packaged;
* one conforming disposable bandage (not less than 7.5 cms wide);
* two triangular bandages;
* one packet of 24 assorted adhesive dressings;
* three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
* two sterile eye pads, with attachments
* twelve assorted safety pins;
* one pair of rustless blunt-ended scissors.
* disposable gloves
* mouth mask for resuscitation

Staff using items **must replace them immediately** on return to school.

Employers must provide suitable and sufficient accommodation. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical and for the care of students during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. However, first-aid facilities may need to be made available quickly. Organisations such as HSE provide detailed advice on first-aid rooms.

The first aid room is situated in the Salon at Roselyn House School and the staff office at The RHISE Centre. The salon has a sink basin and is next to a toilet. The staff office at RHISE is opposite a toilet and kitchen with sink.

**HYGIENE/ INFECTION CONTROL**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Further guidance is available:

[www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/what-infections-are-how-they-are-transmitted-and-those-at-higher-risk-of-infection](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/what-infections-are-how-they-are-transmitted-and-those-at-higher-risk-of-infection)

**REPORTING ACCIDENTS AND RECORD KEEPING**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer 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.

The following accidents must be reported to HSE if they injure either the school’s employees during an activity connected with work, or self-employed people while 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 (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

An accident that happens to students or visitors must be reported to the HSE on Form 2508 if:

* the person involved is killed or is taken from the site of the accident to hospital; **and**
* the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

In HSE’s view an accident must be reported if it relates to:

* any school activity, both on or off the premises;
* the way a school activity has been organised and managed (e.g. the supervision of a field trip);
* equipment, machinery or substances;
* the design or condition of the premises.

These records must be kept for **a minimum of 3 years.** They may:

* be used for reference in future first-aid needs assessments;
* be helpful for insurance and investigative purposes.

In an emergency, the Headteacher/ Deputy Headteacher / Business Manager / RHISE/ RHS Co-ordinators should have procedures for contacting the child’s parent/ guardian/ carer/ named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents/ carers e.g. by sending a letter home with the child, or telephoning the parents/ carers.

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

* the date, time and place of incident;
* the name (and class) of the injured or ill person;
* details of the injury/ illness and what first aid was given;
* what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
* name and signature of the first aider or person dealing with the incident.

The log book is kept in the Business Manager’s office.

**RELEVANT DOCUMENTS**

1. Health & Safety Policy
2. Staff Induction Programme
3. School Prospectus
4. [www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education](http://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education)

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