



## First Aid Action Plan

The contents of this plan must be communicated to all employees.

### **What action employees need to take in the event of a medical emergency:**

- Phone **999** and request an ambulance – if unsure if an ambulance is required please summon a first aider for advice – see below.
- Provide the following information to the call handler:
  - Number and location of victim(s)
  - Nature of injury or illness
  - Hazards involved
  - Nearest entrance (emergency access point).
- Alert a trained first aider to respond to the victim's location bringing first aid kit.
- Complete an Accident Form and submit to Reception for processing.

### **What action employees need to take when require a first aider rather than an ambulance:**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. To do this phone **371100** or use the Radio to summon a first aider or raise the alarm using "On-Call"
- Only trained responders should provide first aid assistance
- Do not move the victim unless the victim's location is unsafe
- Staff should control access to the scene
- Take "universal precautions" to prevent contact with bodily fluids and exposure to blood-borne pathogens
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider/Head of House will recommend next steps to the parents
- Parents will be contacted regarding any head injury
- If emergency services are called, the Head of House will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and hand into reception for processing.

**Coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#).

They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits, this could be an external provider.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

#### Staff trained to administer first-aid

- Ernie Laws
- Victoria Cottam (Pupil Support)
- Wayne Hamilton (Science)
- Andy Wallace (Science)
- Emma Osmialowski (Careers)
- James Hutton (PE)
- Alex Gray (PE)
- Zach Adey (PE)
- Josh Tieixer (PE)

#### Location of First Aid Kits (Green Grab Bags)

- Student Support Office
- DT Staffroom
- English Staffroom
- Science Prep Room
- Sports hall – PE office
- Kitchen
- Briery – Main Office
- Limes – Tank/Boot cupboard
- Brookfield House

  

- Additionally, a wheelchair and blankets are stored in the Medical Room (Main reception)
- EVAC chair is stored on the ground floor corridor outside room 103
- Epipens for pupils with known anaphylactic risks are stored in the Pupil Support Office and Limes.
- Emergency In-halers for pupils with known complication due to asthma are stored in the Pupil Support Office and Limes

The contents of the first aid kits are reviewed/restocked each month with completion recorded in Every.

#### First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

#### Record-keeping and reporting

- A first aid slip will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury and a copy given to the pupil
- As much detail as possible should be supplied when reporting an accident or following first aid provision
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## Reporting to the HSE

The Business leader will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business leader will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## Notifying parents

Pupil support will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## Reporting to Ofsted and child protection agencies

The Designated Safeguarding Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify Sunderland Safeguarding Children's Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until - Training undertaken by First-Aiders is recorded in Every with refresher training every 3 years.

All staff undertake EPIPEN training every 2 years.

First aid trained staff meet once per cycle.

#### **Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher and Governing Body

#### **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Fire evacuation Plan