



# **First Aid Policy and Procedures**

## **Centre Academy London**

Implementation date: November 2017

Next review date: November 2018

Signed:

Dr Duncan Rollo  
Principal

Date:

Signed:

Miss Rachel Maddison  
Head of School

Date:



## Introduction

At Centre Academy London (CA London) we accept our responsibilities to our employees under the Health and Safety (First Aid) Regulations 1981. In addition, it is the policy of CA London that we will provide first aid support not only to staff but also students and visitors who become injured or unwell while at the school. CA London has therefore considered staff, students and visitors in producing this policy.

This policy and procedure document sets out the steps which should be taken in the event of an accident or medical emergency on CA London premises. We feel that through clear policies and procedures we can ensure any accident or incident is dealt with promptly and efficiently. It is essential for all staff members to be familiar with the steps set out here, this will help ensure the safety and care of staff and students.

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## First Aiders

The following are the current first-aiders at CA London:

- Ruth Alexander
- Alaudin Chilaev
- Jamyang Dorjee
- Rachel Maddison
- Kathy Manners
- Monika Meretighan
- Janice Parkin
- Robert Tait
- Samina Yar



All trained first-aiders will have a valid certificate of competence in either first aid at work or emergency first aid at work.

### **Appointed Person**

The school secretary is the appointed person in school. In this role they will track first-aid training, check first aid equipment and call the emergency services if required. In their absence, the office administrator will take on these responsibilities.

### **First Aid Provision**

CA London is spread out between the Annex and main building; to ensure there is adequate First Aid provision in each area of the school, there is to be a fully trained staff aider based in the Annex as well as the main building.

Teachers who send students to the office due to illness or minor injury must send them (or an accompanying partner) with an out of class pass from the teacher

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What the school will do to minimise impact or reduce the risk of serious damage or injury:

- Ensure that there are a minimum of three trained First Aiders on the school staff for each academic year
- Ensure that staff are fully updated with changes to medication or circumstances of students which may warrant enhanced supervision (such as current medical testing or conditions awaiting diagnosis)
- Ensure a list of contact and medical details are maintained and updated by the office
- Ensure an emergency 'Grab bag' is maintained in the front office. This should contain a full list of students, staff and medical details
- Ensure correct procedures for drills and evacuations are adhered to
- Emphasise the necessity of documenting all events pertaining to injury, harm or safety
- Ensure staff are familiar with – and use – the 'sending student to office' notes for reason of sickness or injury
- Ensure fire warden training is updated as necessary and relevant
- Ensure adequate risk assessment procedures are followed before visits external to the school, where necessary
- Always ensure that there are always two members of staff present for all off site visits, unless with the express knowledge and permission of the Head of School
- Ensure that written consent has been obtained by parents for whom children have off-site privileges



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### **First Aid Kits**

First aid supplies, including portable first aid kits available for use by first-aiders, are kept in the school office. There is an additional First Aid cabinet in the Annex.

Prescribed medication and painkillers are kept in a locked cabinet in the school office, along with details of students taking specific medications, and their correct dosage. Please see CA London's Policy on Illness and the Administration of Medicines for more details.

### **Medical Room**

All members of staff should be aware that the School Medical Room facilities are mobile; this means that in an emergency, the most likely rooms to be used as a medical room are the SENCO office or the library. These areas are both next to the school office. Students will be taken there if they have conditions or injuries which require privacy or the need to be laid down.

### **Off-site Visits**

When taking students off-site, risk assessments will be done to identify any specific medical/first aid requirements. As a minimum, however, the accompanying teachers will take a mobile phone, a portable first aid kit and any student specific medication.

### **Lone working**

The office maintains a list of room use with regards to completing registers for Fire Drills and emergency procedures, however, should a member of staff be working in the Annex on their own, we suggest they inform the office of their whereabouts.

### **IN THE EVENT OF AN ACCIDENT OR MEDICAL EMERGENCY**

- The closest staff member should assess the situation, following which they should seek the help of a first aider if needed. This can be through calling the office or sending another student to get help
- The first aider will assess the situation and, if needed, direct another staff member or a responsible student to obtain help from a colleague or the School Office. This may be a request to call the emergency services, in which case they will remain on the scene until help arrives. If possible, emergency services should be contacted by the School Office to ensure paramedics can be directed as quickly as possible once they arrive. If another member of staff contacts the emergency services, then the School Office should also be informed.
- All superfluous staff should escort other students from the area and supervise them in a different classroom
- The first aider will treat the injured parties as required

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- If emergency services are called, the school office or Head of School will contact parents immediately
- The student will be accompanied to the hospital by a member of staff
- If emergency services are not needed, however, the first aider feels the student is too unwell to remain in school, the Head of School and mentor will be informed. Following which the parents may be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- The school secretary, along with the responding staff members will complete an accident report on the same day, or as soon as reasonably practical after the injury

When responding to an accident, injury or medical emergency, the following apply:

**Make the area safe:** staff should ensure that they do not put themselves in danger.

Before helping they may first need to remove obvious dangers, firstly to themselves and secondly to the casualty. If it is not safe, they should wait for help.

**Limit any risk of cross-infection:** staff should ensure they use rubber gloves to clean up any areas in which there has been a spillage of bodily fluids. Absorbent sanitised material should be applied to the spillage before attempting to remove. (This is located in the locked cupboard at the base of the stairs). Soiled objects and items should be removed using equipment which is not used in classrooms or kitchen areas.

**Remain with the casualty:** staff should ensure they are in a position to observe any change in the casualty's condition, to reassure and be able to report to authorised personnel. If, however, you are alone, first shout for help whilst you assess the situation and remove any obvious dangers. If help is not forthcoming, you will need to tell the casualty you are leaving briefly to get help, and return as soon as possible.

## **Record Keeping and Reporting**

### **Accident Book**

If a member of staff has an accident at school an accident form is to be completed by person involved. If a student has an accident at school the school secretary, with support from the supervising teacher, should complete the accident form. Any relevant documentation should be attached to the form. The form is to be signed off by the Head of School. The school secretary should then file the form in current school accident folder.

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.

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## **Informing Parents**

Parents will be informed of accidents verbally or in writing whether serious or minor.

## **Reporting to Ofsted and child protection agencies**

In some incidences of serious accident, illness or injury to, or death of, a pupil while in the school's care Ofsted and the relevant Local Authority may also need to be informed. Should this happen the Head of School or Principal will do so as soon as is reasonably practicable, and no later than 14 days after the incident.

## **Reporting to the HSE**

All employers must report certain injuries, diseases or dangerous occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). In the event of a serious injury, including those caused by physical violence, or case of ill health at work, CA London will follow its legal obligation to report the incident. This will be done by the Principal or Head of School as soon as practicably possible and within 10 days of the incident via the online form:

- 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 scalping 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
- Certain occupational diseases
- 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, but including weekends and rest days)
- Where an accident leads to someone being killed or 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



- o An electrical short circuit or overload causing a fire or explosion

### **Appendix A - Legal Framework and Guidance**

Social Security (Claims and Payments) Regulations, 1979

Health and Safety (First Aid) Regulations, 1981

Management of Health and Safety at Work Regulations, 1992

Management of Health and Safety at Work Regulations, 1999

DFE First Aid in School Guidance, 2000

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

The Education (Independent School Standards) Regulations, 2014