



# First Aid Code of Practice

<b>Date of Review:</b>	<b>March 2021</b>
<b>Reviewed by:</b>	<b>Mr R Beattie/Mrs J McCauley</b>
<b>Agreed by Headteacher:</b>	<b>March 2021</b>
<b>Frequency of Review:</b>	<b>Annual</b>
<b>Date of Next Review:</b>	<b>March 2022</b>



## Contents

Cover	Page 1
Contents	Page 2
Policy Statement	Page 3
Introduction	Page 4
General Policy Guidelines	Page 4
Governing Body Responsibilities	Page 4
Fulltime First Aiders' Duties and Responsibilities	Page 5
Support First Aiders' Duties and Responsibilities	Page 6
Staff Responsibilities	Page 6
Administrative Staff Responsibilities	Page 7
The School Site	Page 7
Contacting a First Aider	Page 7
Insurance	Page 7
First Aid Facilities, Equipment and Material	Page 7
Control and Administering of Medicines	Page 8
First Aid Accommodation	Page 8
Hygiene/Infection Control	Page 9
Reporting Accidents and Record Keeping	Page 9
Record Keeping	Page 9
Central Recording	Page 9
Information to Parent/Carer/Next of Kin	Page 10
Taking Students to Hospital	Page 10

## Appendices

Appendix 1 – Site Plan	Page 11
Appendix 2 – Qualified First Aiders	Page 13



## **Policy Statement**

President Kennedy School's First Aid Code of Practice forms part of a wider whole school commitment to safeguarding students, young people and vulnerable adults in its care.

The policy sets out clear systems and processes for all who take on the responsibility for administering first aid at President Kennedy School.

## Introduction

- 1 It is a statutory requirement for an employer to ensure there is adequate First Aid provision for employees. President Kennedy School has a duty to ensure that every student, member of staff and visitor is cared for in the event of an accident/incident/near miss/assault.
- 2 President Kennedy School will discharge its duty of care through the provision of a Lead First Aider supported by a network of Support First Aiders. All First Aiders will be qualified in accordance with either the full or basic course as specified by the school.
- 3 The purpose of this Code of Practice (CoP) is to:
  - Provide effective and safe First Aid cover for students, staff and visitors;
  - Seek secondary First Aid where necessary or appropriate, e.g. hospitals;
  - Ensure that all staff, visitors and students are aware of the First Aid system in use;
  - Provide awareness of Health & Safety issues within school to prevent, where possible, potential dangers or accidents and to provide information and resources for Educational Visits;
  - Treat a casualty, relatives and others involved with care and compassion.

## General Code of Practice Guidelines

- To ensure primary care needs are met through the employment of a Lead First Aider and Support First Aiders available during core hours, core hours being Monday to Friday – 0845hrs to 1515hrs;
- To ensure that there are sufficient qualified First Aiders available for cover during the school day. The school day is defined as Monday to Friday – 0845hrs to 1515hrs;
- To ensure that First Aid information is readily and easily available and that all School users are aware of the way/s in which assistance may be sought;
- To ensure that First Aid Kits and resources for minor injuries are available for use throughout the site.

## Governing Body' Responsibilities

- 4 The Governing Body will:
  - Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
  - Monitor and respond to all matters of Health & Safety.
  - Ensure that all new staff are made aware of First Aid procedures within the School.

## Lead First Aider Duties & Responsibilities

- Ensure that their qualification is always up to date. Initial qualification will require attendance at the First Aid course. Thereafter a refresher course will apply.
- Ensure that First Aid cover is available throughout the core hours of the school day.
- To raise staff awareness of specific medical details in respect of individual students.
- Undertake their duties to the best of their abilities; ensuring safety guidelines are adhered to at all times. This will necessitate the wearing of PPE, i.e. protective gloves where any loss of blood or bodily fluid is evident.
- To call for additional assistance as required, e.g. other qualified First Aiders and/or Emergency Services.
- To assist other First Aiders as required.
- Ensure that First Aid Kits are always adequately stocked and re-stocked and the expiry dates of first aid supplies are checked regularly, disposing of out of date supplies where necessary.
- Ensure that any casualty who has sustained a severe head injury is seen by professionals; either by sending straight to hospital or requesting that parents collect their child for immediate transportation to hospital.
- Ensure that a casualty who has sustained a head injury is assessed by a First Aider and the parent/carer will be notified.
- To ensure that the parent/carer is informed when a student has sustained a minor injury, i.e. injury considered to be more than a 'bump/bruise'.
- Ensure that a student who is sent to hospital by ambulance is either
  - Accompanied by a paramedic/parent/member of Staff
  - Met at hospital by a parent/carer or nominated relative.
- Keep a detailed record of student, staff member or visitor attended to, including the nature of the injury and any treatment given. The details of which will be recorded in the First Aid Log and Accident Book and also on CPOMS, the School's child protection online management system.
- Ensure that all First Aid resources are cleared away after use. Items for disposal, e.g. gloves, are placed in a sealed bag and placed in the Clinical waste bin.
- First Aid staff will not administer paracetamol or other medication. First Aiders and Senior Staff can oversee students taking medication for a diagnosed medical condition if parental/carer consent has been obtained.
- Ensure that out of date medication is returned to parents/carers.

## Support First Aider Duties & Responsibilities

- Undertake their duties to the best of their ability, ensuring safety guidelines are adhered to at all times. This will necessitate the wearing of PPE, e.g. protective gloves where any loss of blood or bodily fluid is evident.
- To call for additional assistance as required, e.g. other qualified First Aiders and/or Emergency Services.
- To assist other First Aiders as required.
- Ensure that any casualty who has sustained a severe head injury is seen by professionals; either by sending straight to hospital or requesting that parents/carers collect their child for immediate transportation to hospital.
- Ensure that a casualty who has sustained a head injury is assessed and the parent/carer notified.
- Ensure that a student who is sent to hospital by ambulance is either
  - Accompanied by a paramedic/parent/member of staff.
  - Met at hospital by a parent/carer or nominated relative.
- Keep a detailed record of student, staff member or visitor attended to, the nature of the injury and any treatment given. These details must be logged in the First Aid and or Accident book and also on CPOMS, the School's child protection online management system.
- Ensure that all First Aid resources are cleared away after use. Items for disposal, e.g. gloves, are placed in a sealed bag and disposed of in the Clinical waste bin.

## Staff Responsibilities

5 Staff will:

- Familiarise themselves with this First Aid Code of Practice and ensure that they are aware of who the nominated First Aiders are.
- Familiarise themselves with the location of First Aid Boxes.
- Be aware of specific medical details of individual students, through care plans.
- Ensure that their students are aware of the First Aid procedure.
- Not move a casualty until they have been assessed by a qualified First Aider – unless the casualty is in immediate danger.
- Reassure but not treat a casualty, unless qualified to do so. In the event of a major emergency, staff can instigate simple airway measures if clearly needed.
- Always investigate instances where a student reports a minor injury, e.g. a bump and/or bruise. If in doubt, refer the student to a First Aider or call for assistance.
- Send students with minor injuries, to the First Aider – to be accompanied by either another student or member of staff.
- Ensure that the School has a current medical consent form (details contained on the annually updated student information sheet) for every student who is taken on an educational visit of any kind.
- Have regard for personal safety.

## Administrative Staff Responsibilities

- 6 School Reception Staff will:
- Ensure a qualified First Aider is directed to the appropriate department/area.
  - Support the First Aider in calling for the Emergency Services should the need arise.
  - Support the First Aider in completing the essential medical forms and in contacting parents/carers should the need arise.

## The School Site

- 7 The School is spread over a large area. The Lead First Aider and a Support First Aider can be located in the Student Reception office. There are also a number of Support First Aiders located within departments across the site. A site plan can be seen in Appendix 1 at the rear of this CoP.

## Contacting a First Aider

- 8 A First Aider can be contacted:
- a) Directly in the Student Reception office – Ext 2015/16
  - b) Main Reception desk – Ext 2001/02
  - c) Sending a student or member of staff to student reception.
- 9 The following details are to be given to ensure a prompt response:
- a) Location.
  - b) Name and age of casualty.
  - c) Extent of injury.

## Insurance

- 10 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. President Kennedy School has full liability insurance which will indemnify staff from claims arising from actions taken by staff within the scope of their employment.

## First Aid Facilities, Equipment & Materials

- 11 First Aid facilities are located in the Student Reception office. Equipment, resources and materials are available from the Lead First Aider or a Support First Aider in their absence. Additional First Aid resources are available in the following:

General Office	Ground floor
Technology (prep room G05)	Ground floor
Technology (workshop G06)	Ground floor
Technology (workshop G08)	Ground floor

Estates office	Ground floor
Humanities office	1 <sup>st</sup> floor
English office	1 <sup>st</sup> floor
Languages office	2 <sup>nd</sup> floor
Medical room	1 <sup>st</sup> floor
Maths office	2 <sup>nd</sup> floor
Science prep room	2 <sup>nd</sup> floor
Science office	2 <sup>nd</sup> floor

12 The First Aid kits will contain the following items:

- A leaflet giving general advice on first aid.
- Contents list.
- Medium dressing.
- Large dressing.
- Triangular bandage.
- Safety pins.
- Eye pad dressing with bandage (sterile).
- Assorted plasters.
- Moist cleaning wipes.
- Microporous tape.
- Nitrile gloves.
- Finger dressing with adhesive fixing.
- Mouth to mouth resuscitation device with valve.
- Foil blanket.
- Burn relief dressing
- Universal shears.
- Conforming bandage.
- Checklist signed and dated.

### First Aid kits for Educational Visits

13 Following HSE recommendations the mobile first-aid kit contains the following;

- A leaflet giving general advice on first aid.
- Contents list.
- Medium dressing.
- Large dressing.
- Triangular bandage.
- Safety pins.
- Assorted plasters.
- Moist cleaning wipes.
- Nitrile gloves.



- Mouth to mouth resuscitation device with valve.
- Foil blanket.
- Eye wash.
- Burn relief dressing.
- Universal shears.
- Conforming bandage.

With regards to the risk assessment, this may require that other first aid items are required.

## Control and Administering of Medicines

- 14 First Aid staff will not give a student a prescribed medicine. Parents/carers may request First Aiders/staff oversee their child taking a prescribed medicine for a diagnosed medical condition. Parental/carer consent must be given in writing to the school and must indicate the following:
  - a) Start and completion date of medication.
  - b) Time(s) at which the medication must be taken throughout the school day.
- 15 The school will, if requested, provide weekly tablet boxes for named students and will issue the box to the named student and oversee the taking of such medication, e.g. Ritalin. The school will secure tablet boxes and the like in a medicine cabinet located in the Student Reception office. Parents/carers are to ensure that they send in either a daily or weekly supply of medicine/tablets. Medicines will be kept in a secure student medicine cabinet/fridge located in the Student Reception office.

## First Aid Accommodation

- 16 First Aiders can be located in the Student Reception office or by contacting Main Reception or the General office. A list of First Aiders can be found at the rear of this CoP as Appendix 2.

## Hygiene/Infection Control

- 17 All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. First Aid staff have access to single-use disposable gloves and hand washing facilities. Staff are to take extreme care when dealing with blood or other bodily fluids and in the disposal of dressings or equipment. A clinical waste bin is provided on site.

## Reporting Accidents and Record Keeping – Statutory Requirements

- 18 Under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) it is a legal requirement to report certain accidents/incidents to the HSE.
- 19 Not all accidents/incidents need to be reported to HSE. Certain accidents/incidents will, however, need to be reported via the Health and Safety Section in accordance with RIDDOR guidance.
- 20 The HSE must be notified of fatal and major injuries without delay (e.g. by telephone). This must be followed up within ten days with a written report.

Other accidents do not need immediate notification, but they must be reported to HSE within ten days.

- 21 Failure to follow the above procedures is a serious breach of regulations which may result in significant fines.
- 22 Any accident to students, staff, visitors or members of the public arising out of or in connection with work e.g. the condition of the premises or equipment or the level of supervision **must** be reported to the School.

## Record Keeping

- 23 Accident Records in either written or electronic form must be kept in a secure location. Pupil Accident Reports must be kept until the pupil has attained the age of 25. For injuries at work to employees, visitors, contractors, members of the public over the age of 21, copies must be kept for a period of 12 years. The President Kennedy School Accident File is kept in a secure cabinet and electronically on the School's secure data management system (SIMS).

## Central Recording

- 24 The School is to keep a central record i.e. accident report form for all reportable accidents for first-aiders and appointed persons to log incidents.
- 25 Under The Data Protection Act 2018, incorporating GDPR, it is an offence to disclose personal information to a third party without the prior permission in writing of the individual or their parent/carer. It is therefore essential that all individual accident forms are kept in a secure location.

## Information to Parents/Carers/Next of Kin

- 26 In all cases the School will contact a student's parent or carer as soon as practicably possible. Parents may be asked to collect children and take them to their medical GP or to hospital.

## Taking Students to Hospital

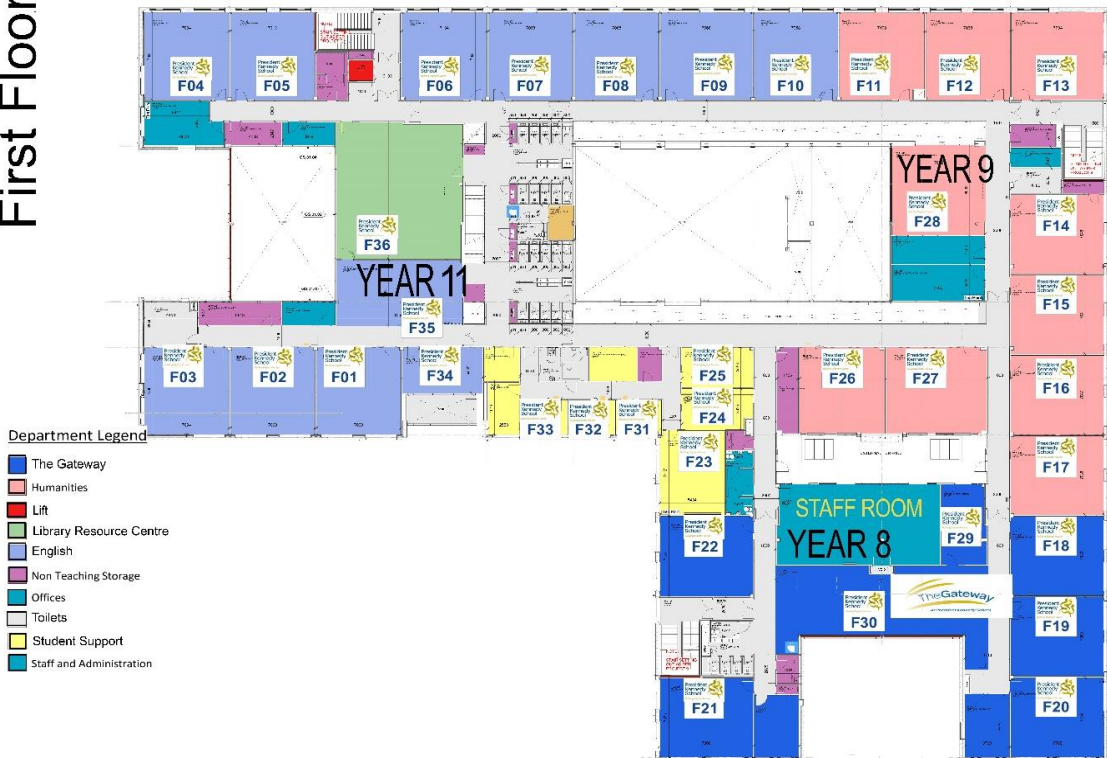
- 27 Parents will always be informed if their child is being taken to hospital. Dependent on the injury or illness, arrangements should be made for the parents to either take the child to hospital themselves or to meet the child at hospital. Medical treatment will not be delayed pending the arrival at school of parents.
- 28 A responsible adult will always accompany a student wherever possible to the hospital. Should a student require emergency medical treatment, e.g. operation, the hospital would, under normal circumstances, hold full responsibility for authorising of treatment.

## Appendix 1: First Aid Code of Practice - Site Plan

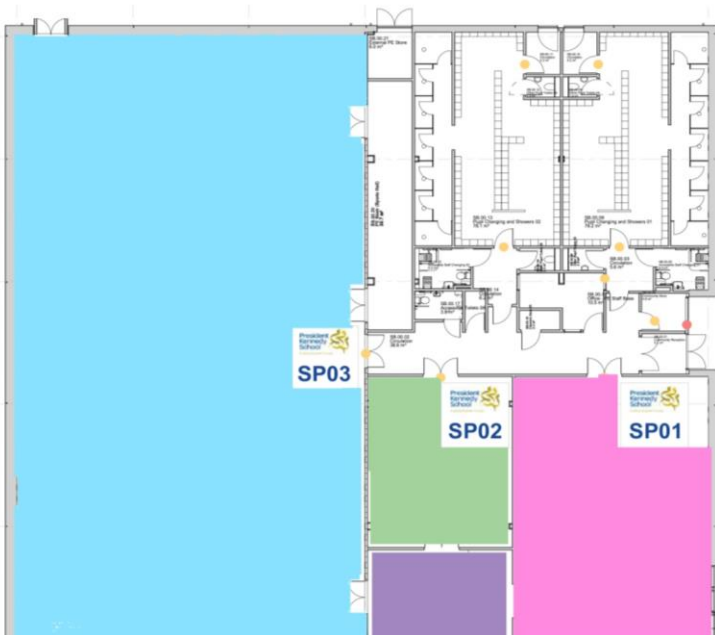
Ground Floor



First Floor



**Second Floor**



- Fitness and Exercise Studio
- Sports Hall
- Dance Studio
- PE Store



## Appendix 2: First Aid Code of Practice - Qualified First Aiders

Telephone: If you get no response from ext **2015/16**, please ring **2001/02**

Name	Dept	Ext	Qual
Mrs J McCauley	Administration (Lead First Aider)	2015	FAW/AED
Miss J Richardson	Administration	2002/16	FAW/AED
Miss K McDonald	Administration	2002/16	FAW/AED
Miss L Flavell	Administration	2206	FAW/AED
Mrs C Hemus	Administration/Cover	2003	EFAW
Mrs C Bunn	Evening Receptionist	2001/02	EFAW
Mrs G Lambert	Evening Receptionist	2001/02	EFAW
Mr D Keddie	Science Technician	2204	FAW/AED
Mr N Milliner	Site Services	2018	EFAW/AED
Mr J A Booth	Site Services	2018	EFAW/AED
Mr S Hewins	D&T Technician	2019	EFAW
Mr S O'Brien	D&T Technician	2017	EFAW
Mr R Beattie	Geography	2106/2116	FAW/AED
Ms M Kirkham	Technology	2017	FAW/AED
Mr S Garlick	P.E.	2051/2055	EFAW/AED
Mr P Secondino	P.E.	2051	EFAW/AED
Miss J Newbold	P.E.	2051	EFAW/AED
Miss J Truman	P.E.	2051	EFAW/AED

■ Teaching Staff

■ Support Staff

**FAW** – First Aid at Work

**EFAW** – Emergency First Aid at Work