

# BRYN TIRION HALL

## SCHOOL



# School First Aid Policy

Reviewed June 2018

Reviewed March 2019

Revised Feb 2020



# First Aid Policy

## Outcome

- For the organisation to ensure that there are adequately trained first aid members of staff
- To ensure the correct equipment is available, it is fit for use and in date.

## Policy Objectives

- This policy applies to all staff who work with young people/pupils and staff
- To demonstrate how we intend to fulfil our legislative requirements in relation to staff being First Aid trained.
- Ensure that there is clear guidance for all staff on expectations accompanying their role in relation to administering first aid.
- To ensure staff are aware of the first aid systems in place.
- To demonstrate the organisation's commitment to the safety of the service users, staff and visitors.
- Each first aid trained person will be aware of the locations of the first aid boxes and be knowledgeable of their content.

## Planning

- It is the aim of the organisation to ensure that all staff that work with the young people/pupils will be first aid trained. If a young person/staff members has special health needs then extra training will be provided to suit individuals.
- As part of the induction process, new staff as appropriate are given training to become first aiders and are trained in accident reporting

## First aid boxes

- Location of First Aid Boxes: - Staff offices, the main kitchen, all school vehicles and in individual classrooms.
- First aid boxes will be checked for suitability, dates and stock every term. Stock records are kept by staff and replenished as required.
- Each box will contain an inventory to ensure standards are followed.
- No medicine/tablets are kept in the checked) first aid boxes.

## Training

- Training is in-house and is qualified to REC governing levels in line with H&SE.
- Staff trained in Emergency First Aid at Work (6 hours) qualification. All PSW staff are trained as part of their initial induction. Other school staff undergo training as part of wider induction.

- Additional REC 2 first aid (16 hours) training is provided where required for group leaders who support adventurous trips.

### **The role of the first aider**

- Assess the situation, what has happened, count the casualties, look for history, signs and symptoms.
- First aid is defined as the initial “help given to a sick or injured person until full medical treatment is available if required”.
- Protect self and group from danger by assessing for further danger. A first aider must protect themselves first then others.
- A first aider must call for help if needed, this includes members of the public, colleagues and emergency services.
- Prioritise treatment by treating the most urgent thing first, making a dynamic risk assessment and prioritising using the ABCD guidance. Airways, Breathing and Circulation and Disfigurement
- First aiders must minimise infection risk by washing hands, wearing gloves, covering own cuts, dispose of waste carefully and use sterile, undamaged, in-date dressing.
- A primary survey will be completed by the trained first aider of the person needing assistance includes Danger, Response, Airways, Breathing and Circulation and Disfigurement
- A secondary survey will include the first aider looking for signs and symptoms, allergies, medication, past medical history, last meal and event history.
- When resuscitating follow the primary survey, look, listen and feel for normal breathing. Give 30 chest compressions and 2 rescue breaths. This process is repeated until medical help arrives, the person starts breathing or the first aider becomes exhausted. (5 initial breaths for a child)
- If a defibrillator (AED) is available, use and follow its instructions. Currently QEWC does not have access to a defibrillator.
- In the event of a casualty choking, the first aider will instruct the person choking to cough, if this is unsuccessful then 5 back blows are delivered (checking each time if the blockage has been released). If this is unsuccessful then the first aider is to deliver 5 abdominal thrusts. Repeat steps 2 and 3.

### **Safeguarding Procedures**

- If possible, the first aider should administer first aid in the presence of a witness (preferably another member of staff). Staff present should be recorded in the accident/incident form.

### **Incident reporting**

- Any accident at work must be recorded in the accident log on Schoolpod. This includes all accidents that the young people/pupils/staff have had.
- Accidents may need reporting to RIDDOR. The person in control of the building will follow the regulations instructions.

## Administration of Medicines

- The administration of medicines and creams are done by trained employees. All medication is kept in a locked cabinet. Records will be kept when administering them.
- Controlled drugs will be kept in a Bristol Maid cabinet. They will be dispensed by a trained member of staff and recorded using MAR sheets. Further details in the medication policy.

### Written in accordance with:

#### Health and Safety (First-Aid) Regulations 1981

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

#### RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

#### Children's Act 1989.

Registered providers need to ensure that their staff have the relevant skills and knowledge to be able to meet the health needs of children and young people/pupils, administer basic first aid and minor illness treatment, provide advice and support and where necessary meet specific individual health needs arising from a disability, chronic condition or other complex needs. At least one person on duty in a children's home must have a suitable first aid qualification.

Related Documents
Health and Safety (First-Aid) Regulations 1981
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Independent School Standards Wales 2003
The Children's Act 1989
Safeguarding Policy
Medication Policy