

First Aid Policy

Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	March 2017
Review Date:	March 2020
Accountability:	
Responsibility:	

DRAFT

Shooters Hill Sixth Form College First Aid Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Shooters Hill Sixth Form College, has sufficient numbers of trained First Aid at Work (FAW) first aiders for the number of employees and students in case any accidents / incidents should occur. Relevant staff are trained in the administering of life saving medications to specific employees and students. The college also has 14 members of staff trained in Youth Mental Health First Aid.

3.1 Appointed person and first aiders

The college's appointed person is Eva Cook, who is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid rooms and ensuring the cleanliness of these areas at all times
- Logging of all accident / incident forms onto the iTrent system
- Ensuring that all staff, students and visitors have clear guidance on who to contact should a medical emergency arise.
- Location and expiry dates of all AED defibrillators
- Maintaining an up to date Rota for first aiders on call
- Organising suitable training for new and existing first aiders
- Keeping HR informed of qualified first aiders
- Reporting RIDDOR to HSE when necessary

The college also has a designated person, Anne-Marie Bridges, who is responsible for overseeing the medical care plans and protocols for students that require life-saving medication.

First aiders are trained and qualified to carry out the role (see section 7 and appendix 1) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Ensuring that an ambulance or other professional medical help is summoned when appropriate including for those students with medical protocols
- Keeping (as appropriate) parents / next of kin / HR / Health & Safety Officer / SLT informed
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2), or logging information onto student MIS for minor injuries only and then forwarding this information to the Appointed Person

- Keeping the Appointed Person informed of any leave or unavailability to carry out first aid duties
- Replenishing stock in first aid boxes when used
- Informing the Appointed Person of any cleaning requirements following first aid treatment

3.2 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.3 The Principal

The Principal is responsible for the implementation of this policy, including:

- Working with the Appointed Person to ensure that an appropriate number of trained first aid personnel are present in the school at all times
- Working with the Appointed Person to ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

College staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in college are
- Ensuring they are clear about any students within their groups that have medical protocols in place and the correct procedures for those students should an emergency occur
- Informing the Appointed Person, Curriculum Leader and Student Support Office, of any specific health conditions or first aid needs
- Logging any disclosed medical information onto the student MIS

4. First aid procedures

4.1 In-school procedures

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
- 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 student is too unwell to remain in college, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider will contact parents immediately, or liaise with other relevant member of staff to contact parents
- 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 then forward to the Appointed Person.
- Should the casualty be one with a medical protocol in place then the first aider will send another member of staff to collect the protocol and medication. The first aider will remain with the casualty throughout. Where emergency medication is used, an ambulance must always be called.

4.2 Off-site procedures

When taking students off the college premises, staff will ensure they always have the following:

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

Risk assessments will be completed by the staff member who is organising the trip / visit prior to any educational visit that necessitates taking students off college premises.

The staff member overseeing the trip / visit is required to complete a check sheet for emergency first aid. This covers minor first aid treatment (e.g. applying a plaster). If an emergency should occur during the trip then the staff member must call either 911 or 999, and contact emergency contact for the student.

5. First aid equipment

A typical first aid kit in our college 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.

First aid kits are stored in:

- First aid rooms – D108 and Block A
- All science labs
- All construction studio's
- Catering kitchens
- Hair & beauty salons
- College mini bus
- Sports block main reception

AED defibrillators are located:

- Block D Main Reception
- A14 – Inclusive Learning Staffroom

Secured medication for students with protocols in place are kept in the following locations:

- Block D – D301 (Key to this locked cupboard is held at front desk)
- A14 – Inclusive Learning Staffroom

6. Record-keeping and reporting

6.1 First aid and accident record form

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- All accident forms completed will then be logged onto the Royal Borough of Greenwich iTrent system, and will be held there for the minimum of 3 years

6.2 Reporting to the HSE

The Appointed Person and Principal 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 Appointed Person 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 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
- 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 with serious injuries

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools and colleges 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>

6.3 Notifying parents

The first aider will inform parents of any accident or injury sustained by a student and any first aid treatment given, on the same day, or as soon as reasonably practicable. Please note parental contact is not required for minor injuries.

6.4 Reporting to Ofsted and child protection agencies

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

The Principal and Head of Student Services will also notify the Local Authority Safeguarding Team, of any serious accident or injury to, or the death of a student while in the college's care.

7. Training

All college 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Principal and Appointed Person on an annual basis. At every review, the policy will be approved by the Principal and full governing body committee. Monthly accident / Incident statistics are presented at all Health & Safety committee meetings for review and action. The business of the Health & Safety committee is reported on termly to the Finance and General Purposes sub-committee of the governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

1. **Appendix 1: List of qualified first aiders (*Including Buccolam & Adrenalin pen trained)**

Staff member's name	Role	Contact details
*Abu Kamara	Security	via walkie talkie
*Chris Barry	Science Technician	9705
Claire Feldman	IL teacher	9786
Debbie Cooney	Catering staff	9790
*Dumitru Marinuc	Science Teacher	9453
*Errol Redman	LSA	A14
*Eva Cook	Appointed Person / PA	9793
*Jay Martin	LSA	D301
*Jonathan Mainley	Art Teacher	9728

*Juliet Reid	H&B Teacher	9441
Kamran Shah	Sports Teacher	9457
*Kaz Kang	LSA	A14
*Liam Bradbury-Sparvell	IL Admin	9707
*Louis Wilbourne	LSA	9418
*Paul Devereux	Art Technician	9709
*Rachel Gordon	PA	9458
*Sonia Davis	SSO	9774

1.A: List of trained Adrenalin Injector & Buccolam administering staff

Staff member's name	Trained in administering	Review date
Eva Cook	Adrenalin pen / Buccolam	01/11/2018
Keris McNaught	Adrenalin pen / Buccolam	01/11/2018
Eleni Long	Adrenalin pen / Buccolam	01/11/2018
Nathan Belgrave	Adrenalin pen / Buccolam	01/11/2018
Ann Tucker	Adrenalin pen / Buccolam	01/11/2018
Joanne Dann	Adrenalin pen / Buccolam	01/11/2018
Kash Hussain	Adrenalin pen / Buccolam	01/11/2018

Kaz Kang	Adrenalin pen / Buccolam	01/11/2018
Linda Sully	Adrenalin pen / Buccolam	01/11/2018
Deanna Parker	Adrenalin pen	01/11/2018
Jill Morant	Adrenalin pen	01/11/2018
Paul Allaway	Adrenalin pen	01/11/2018
Eray Yildiz	Adrenalin pen	01/11/2018
Norah Echinem	Adrenalin pen	01/11/2018
Nnema Onwuemezi	Adrenalin pen	01/11/2018

1.B: List of trained staff for Youth Mental Health First Aid

Staff member's name	Trained in administering	Review date
Ann Pilgrim	Youth Mental Health First Aid	01/02/2019
Beata Buckowska	Youth Mental Health First Aid	01/02/2019
Claire Rackstraw	Youth Mental Health First Aid	01/02/2019
Dumitru Marinuc	Youth Mental Health First Aid	01/02/2019
Eva Cook	Youth Mental Health First Aid	01/02/2019
Jay Martin	Youth Mental Health First Aid	01/02/2019
Juliet Ray	Youth Mental Health First Aid	01/02/2019

Juliet Reid	Youth Mental Health First Aid	01/02/2019
Larrissa Alexander	Youth Mental Health First Aid	01/02/2019
Louis Wilbourne	Youth Mental Health First Aid	01/02/2019
Matthew Belson	Youth Mental Health First Aid	01/02/2019
Norma Wordsworth	Youth Mental Health First Aid	01/02/2019
Paul Deveraux	Youth Mental Health First Aid	01/02/2019
Sonia Davies	Youth Mental Health First Aid	01/02/2019

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2: Appendix 2: First Aid Form (copy of electronic form)



ACCIDENT / INCIDENT REPORT FORM 2017-18

Part A: First Aider details

1. What is your full name?	2. What is your job title?
3. What is your email address?	4. What is your telephone number?

Part B: About the incident

1. On what date did the incident happen?	2. At what time did the incident happen?
3. Address of where the incident happened	4. Location of where the incident happened

Part C: About the injured person

If more than 1 person was injured in the same incident, please complete the details asked for in Part C and Part D for each additional injured person

1. What is their full name?	2. Date of Birth
3. Home address including postcode	4. Age
5. Contact number	6. Male or female
Student / staff / contractor / visitor?	

Part D: About the injury

1. What was the injury? (e.g fracture, laceration)

Please select one option from the drop down list: **Choose an item.**

2. What part of the body was injured?

Please select one option from the drop down list: **Choose an item.**

For multiple injuries please add details below

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Please complete all areas of this form and return it to: Eva Cook: eva.cook@shc.ac.uk



ACCIDENT / INCIDENT REPORT FORM 2017-18

3. Was the injury:

Please select one option from the drop down list: **Choose an item.**

4. Did the injured person

Become unconscious?	Choose an item.
Need resuscitation?	Choose an item.
Remain in hospital for more than 24 hours (if known)	Choose an item.
None of the above	Choose an item.

Part E: About the kind of accident

Please select one option from the drop down list: **Choose an item.**

Part F: Describe what happened

Give as much detail as you can; for instance

- The name of any substance involved
- The name and type of machinery or equipment involved
- The events that led to the incident
- The part played by people

If it was a personal injury, give details of what the person was doing. Describe any action that has been taken to prevent a similar incident

Part G

1. Please indicate if any of the following was a factor in the incident



Age	Choose an item.
Disability	Choose an item.
Gender reassignment	Choose an item.
Marriage and civil partnership	Choose an item.
Pregnancy and maternity	Choose an item.
Race	Choose an item.
Religion	Choose an item.
Sex	Choose an item.
Sexual orientation	Choose an item.
None of the above	Choose an item.



ACCIDENT / INCIDENT REPORT FORM 2017-18

2. Details of first aid provided (please be as specific as possible)



3. Management action taken to prevent a similar incident

4. Has the incident been discussed with the injured party (YES OR NO)?

5. Was the incident / accident witnessed (YES OR NO)?

If yes please complete the following:

Full name of witness 1	
Address of witness 1	

Full name of witness 2	
Address of witness 2	

