



NORTON COLLEGE

**First Aid Policy**

Member of Staff Responsible: Business Manager

Approved on: 25<sup>th</sup> February 2020

Review Date: February 2023

Signed off by: Karron Young

Chair of Governors:

A handwritten signature in cursive script, appearing to read 'Karron Young'.

Date: 25th February 2020

## **INTRODUCTION**

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of person who are not employees, the purpose of this policy is to ensure that at Norton College there is enough first aid provision for employees, students and visitors at all times while people are on the school site. This is consistent with the regulations and guidance from the Health and Safety Executive and the schools obligations to children as being in *loco parentis*.

## **POLICY STATEMENT**

Norton College takes seriously its responsibility to care for the interests of its students in emergency situations. The school will provide awareness of health and safety on site and during off site learning, to prevent, where possible, potential dangers or accidents.

However, where accidents do occur, it is essential that Norton College has qualified staff and clearly defined procedures that can be called upon immediately to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

Norton College will appoint the appropriate number of suitably trained people as first aiders and appointed persons to meet the needs of its students and visitors. It will provide relevant training and ensure there is monitoring of training needs. Sufficient and appropriate first aid resources and facilities will be provided. Norton College will keep accident records and will report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

## **ROLES AND RESPONSIBILITIES**

### Headteacher:

The Headteacher will be responsible for ensuring that the policy is put into practice and that parents and carers are aware of the School's health and safety policy, including arrangements for first aid.

### Teachers and Support Staff:

Teachers and support staff are not required to give first aid as part of their conditions of employment. All staff are expected to secure welfare of students whilst they are in their care. The consequences of taking no action are likely to be far more serious than trying to assist in an emergency. Norton College staff should familiarise themselves with the first aid procedures in operation and ensure that they know who current First Aiders are. Staff should be aware from school records of specific medical details of individual students they teach or mentor.

### First Aiders:

A first aider is someone who has successfully completed a three day training course in first aid at work or a one day course in emergency first aid course.

Training must be refreshed every 3 years, refresher courses will usually last 2 days. If a first aider fails to attend and successfully complete a refresher course within the 3 year period he/she must complete the full course again.

The main duties of a first aider are to:

- Responding promptly to all requests for assistance

- Give immediate help to casualties with common injuries and those arising from specific hazards on the school site or during off site learning
- Ensure that an ambulance or other medical help is called when necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

### Appointed Persons

An appointed person need not be a first aider but is a member of staff who will take charge of the situation when someone becomes ill or is injured and immediately summons medical assistance. The appointed person looks after first aid equipment and ensures that an ambulance or other medical help is called when appropriate. It would be appropriate for the appointed person to have received at least basic emergency first aid training to help him/her cope with an emergency situation.

### **LEGAL POSITION**

Our duty to provide first aid is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and our personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- Size of the School
- Building layout
- Past history of accidents
- Proximity of business location to emergency medical services
- First aid cover in time of sickness or annual leave
- Out of school arrangements e.g. lettings

### **FIRST AID ROOM**

Norton College has a designated medical room near Main Reception which contains first aid equipment, a chair and a bed with a blanket. Hand washing and drinking water is available in an annex room situated next door. This is where First Aid is administered unless the patient cannot be moved from where the injury/illness happened.

### **REPORTING AN INJURY REQUIRING FIRST AID**

Staff should never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

Send for help to Main reception or for the nearest first aider as soon as possible either by person or by telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.

Reassure, but never treat, a casualty unless he/she is in possession of a current recognised first aid certificate.

Staff should never send a student who has a minor injury to main reception if they are able to walk, this student must be accompanied

### **FIRST AID RECORDS**

First aiders will record every case they treat as soon after the incident as practicable. Each record will include at least the name of the patient, date, place and time and circumstances of the incident and details of injury suffered and treatment given. It also records what happened to the patient immediately after treatment given, e.g. parents collect, returned to class. The records are kept centrally at main reception and a copy given to the Health and Safety Coordinator.

Records are kept of first aiders' certification dates.

### **COMMUNICATION WITH PARENTS/CARERS**

Where a student has been treated, the treatment will be reported to the parent/carer. Depending on the nature of the incident this could be by telephone or letter and may require immediate contact.

### **BUMPS ON THE HEAD**

Injuries to the head need to be treated with particular care. Any evidence of the following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- strange or unusual behaviour- such as sudden aggression;
- any problems with memory;
- persistent headache;
- disorientation, double vision, slurred speech or other malfunction of senses;
- nausea and vomiting
- unequal pupil size;
- pale yellow fluid or watery blood coming from the ears or nose;
- bleeding from the scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of the body;
- general weakness;
- seizure or fit.

A qualified first aider will know the procedure for dealing with a child who has a bump to the head and in any serious case the child will be taken to hospital either by a member of staff or the parent. However, sometimes the effects only become noticeable after a period of time- perhaps several hours.

Norton College has a system in place for monitoring the child and for informing parents. Any child who has had a head injury, no matter how apparently minor it appears should be given a 'bumped head' note to show each teacher for the remainder of the day. Each teacher whose lesson the child attends should then keep a look out for signs of drowsiness or distress. The student should take the note home to the parent/carer, advising that in case of undue drowsiness, sickness or dizziness they should contact their GP or local hospital A&E department immediately.

### **PROTECTION FROM DISEASES CARRIED IN BODILY FLUIDS**

There are a number of infectious diseases that can be transmitted by contact with blood and other body fluids. Many such diseases do not necessarily present symptoms in the person who is carrying the bacteria or virus that causes the disease. It is important that responsible hygiene procedures are always followed whenever any first aid is being given. Such procedures will include the use of single – use disposable gloves, plastic aprons, hand washing before and after giving treatment.

### **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhea and vomiting illnesses, such as norovirus.

A spillage kit is available in school to deal with such spillages, the site team should be contacted for this.

#### Spillage Procedure

- Cordon off the area where the spillage has occurred;
- Cuts and abrasions on any areas of the skin must be covered with a waterproof dressing; Use personal protective equipment to protect body and clothes from contamination; disposable gloves must be worn.
- Contaminated gloves, paper towels etc. should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external school waste.
- Wash your hands after procedure.

#### **RELIGIOUS AND CULTURAL CONSIDERATIONS**

Students' records on SIMS have an appropriate entry regarding this and this should be known to the first aider or member of staff who may have the duty of taking the child to hospital in an emergency if the parent is not available.

Dear Parent/Carer

Today, whilst in college your child received a minor head injury. We expect your child to recover fully, but occasionally complications do occur. If your child develops any of the following symptoms or if you are worried in anyway, **take your child IMMEDIATELY to the nearest hospital:**

- becomes steadily more sleepy or difficult to rouse;
- appears confused;
- is sick;
- complains of severe headache or visual disturbance;
- has any sort of attack you think is a fit.

Date..... Name of student.....

Mentor Group.....

Incident Comments:

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Signed by Member of Staff.....