

# Wellbrook School: First Aid Policy



**WELLBROOK**  
SCHOOL

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Reviewed by:	C. Howells
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Approved by:	S. Hughes
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## **Policy Statement**

At Wellbrook School, we strive to provide every child with the opportunity to unlock their potential. We honour and celebrate their individuality and tailor our instruction to their personal needs. Our goal is to nurture self-confidence and provide students with the support necessary to help them reach heights they didn't think were possible. We want parents to imagine the possibilities when they walk through our doors and be filled with hope as they see their children achieve beyond their expectations. We strive to be a place where children feel they belong and can thrive.

To facilitate this, pupils should be safe in school and when undertaking out of school activities. They should be able to go on exciting school trips that broaden their horizons, play freely in the playground, take part in sports and feel safe while doing so. Staff, other stakeholders and visitors should also be safe while they do their jobs, use our school facilities or are under our care.

For this reason, we have prepared a Health & Safety policy in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974. In addition to the Health & Safety policy, we have compiled this First Aid policy to outline how we will fulfil the requirements of the Health and Safety (First-Aid) Regulations 1981.

## **Responsibilities**

### ***The Proprietor***

Under the Health and Safety at Work etc Act 1974 (HSWA), the Proprietor has responsibility for making sure that the school has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/trips;
- out of school hours arrangements e.g., parents' evenings.

The Proprietor will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

It is the Proprietor's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. They will also ensure that any training provided has given staff sufficient understanding, confidence and expertise.

## ***The Headteacher***

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. The Headteacher will also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

## ***Teachers and other school staff***

Teachers and other staff in charge of pupils will use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Those who volunteer to be first aiders will complete adequate and appropriate training and guidance.

The Proprietor will ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

## **First-Aiders**

Our first-aiders are:

- S. Hughes
- C. Howells
- P. Ward
- J. Baker
- B. Bostock

First aiders are identified on our information posters at various key points throughout each school site, and the date of their most recent training date is listed on the school's single central record.

### *First Aiders Main Duties*

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

## **Training**

- All staff will complete Emergency First Aid training
- First Aiders will complete the more substantial First Aid Training

## **Our First Aid Provision**

- We have suitably stocked first aid boxes and travelling first-aid boxes which are checked monthly for stock, including expiry dates for equipment. Boxes are kept in the school office, first aid room, and other critical locations. Travel first aid kits are kept in the staffroom and must be taken on all visits, including local breaks to the park with pupils. Appendix 1 outlines a list of the minimum contents that we keep in first-aid boxes.
- All staff will consider the appropriateness of any first aid treatment, for example allergies such as latex and plasters
- We have suitably detailed and current risk assessments for all pupils in school and for specific trips and activities
- Our first aid and emergency procedure is clear and shared. See below
- The schools' designated first aid room is clearly marked by a sign on the door and it is a confidential room with access to running water and a fully stocked first aid supply. It is also very near to toilet facilities. Annex 2 has details about the first aid room.
- All first aid should be administered and dealt with, as far as practicably possible, in the designated first aid/medical room.
- All staff working at Wellbrook School know that when in doubt, calling 999 is the most appropriate and safe course of action

## Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs on school site or during school hours, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a first aider. If summoned, a first aider will assess the situation and take charge of first aid administration.

### **Ambulances**


The first aider/appointed person is to always call an ambulance for life-threatening emergencies: Call **999** in a medical emergency. This is when someone is seriously ill or injured and their life is at risk. Medical emergencies can include:

#### **Adults – call 999 or go to A&E now for any of these:**

- **signs of a heart attack**  
chest pain, pressure, heaviness, tightness or squeezing across the chest
- **signs of a stroke**  
face dropping on one side, cannot hold both arms up, difficulty speaking
- **sudden confusion (delirium)**  
cannot be sure of own name or age
- **suicide attempt**  
by taking something or self-harming
- **severe difficulty breathing**  
not being able to get words out, choking or gasping
- **choking**  
on liquids or solids right now
- **heavy bleeding**  
spraying, pouring or enough to make a puddle
- **severe injuries**  
after a serious accident or assault
- **seizure (fit)**  
shaking or jerking because of a fit, or unconscious (cannot be woken up)
- **sudden, rapid swelling**  
of the lips, mouth, throat or tongue

British Sign Language (BSL) speakers can [make a BSL video call to 999](#).

Deaf people can use 18000 to contact 999 using text relay.


 **Find your nearest A&E**

**Children – call 999 or take your child to A&E now for any of these:**

- **seizure (fit)**  
shaking or jerking because of a fit, or unconscious (cannot be woken up)
- **choking**  
on liquids or solids right now
- **difficulty breathing**  
making grunting noises or sucking their stomach in under their ribcage
- **unable to stay awake**  
cannot keep their eyes open for more than a few seconds
- **blue, grey, pale or blotchy skin, tongue or lips**  
on brown or black skin, grey or blue palms or soles of the feet
- **limp and floppy**  
their head falls to the side, backwards or forwards
- **heavy bleeding**  
spraying, pouring or enough to make a puddle
- **severe injuries**  
after a serious accident or assault
- **signs of a stroke**  
face dropping on one side, cannot hold both arms up, difficulty speaking
- **sudden rapid swelling**  
of the lips, mouth, throat or tongue
- **sudden confusion**  
agitation, odd behaviour or non-stop crying

British Sign Language (BSL) speakers can [make a BSL video call to 999](#).

Deaf people can use 18000 to contact 999 using text relay.

 **Find your nearest A&E**

Whenever the first aider is unsure of the severity of the injuries or is unsure of the correct treatment, they should call **999**.

If an ambulance is called then the first aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any child is accompanied in an ambulance by a member of staff until one of the parents or carers is present.

### **Managing bodily fluids**

First aiders must wear disposable gloves where bodily fluids are involved. Any dressings or materials which have been in contact with bodily fluids (such as blood or vomit) must be disposed of in the designated yellow bin in a first aid room. Bodily fluids spilt should be cleaned up and bleached or disinfected. If the spillage is significant, pupils and staff should be removed from the area (where necessary) and the school's premises staff should be called upon to clean the area professionally using the appropriate cleaning materials. Parents and carers will be notified as soon as practicable, for more information see the section below.

### **Reporting Accidents**

All accidents or administration of first aid will be recorded in the accident book (one for pupils, one for staff), which is located in the medical room.

### **Reporting to families**

In the event of accident or injury to a child at least one of the child's parents or carers must be informed as soon as practicable. In the event of a minor injury requiring first aid, a first aid notification letter will be filled out by the first aider who administered the first aid. This will be sent home to parents/carers at the end of the school day.

It will usually be followed up by a phone call home, if it is deemed appropriate and/or necessary. A copy of the schools' accident books will always be made available for inspection.

## Reporting to the Health & Safety Executive (HSE)

Wellbrook School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on **0845 300 99 23**):

Accidents where there is a fatality involving either a child or visitor or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The management or organisation of a social activity
- The way a school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises Accidents involving staff:

Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)

Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days

Certain cases of work-related disease - i.e., those that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

Certain dangerous occurrences (i.e., near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information, please see <http://www.hse.gov.uk/riddor/index.htm>.



## Annex 1

### *Contents of a First Aid Box*

There is no mandatory list of items for a first-aid container. However, the HSE recommend (and we have adopted this) that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

Equivalent or additional items are acceptable.

### *Contents of a Travelling First Aid Box*

Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

## **Annex 2**

### The First Aid Room

- Must be located close to a toilet
- Must have a sink with hot and cold running water;

### The room should also have:

- drinking water and disposable cups;
- soap and paper towels;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment (if necessary)
- a record book for recording incidents attended by a first-aider or appointed person.