



Rye College Policy

Policy Title:	First Aid
LT Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	Spring 2019
Review:	Spring 2020

Context

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes students. Responsibility for health and safety in academies, including the administration of first aid, lies with the employer. Aquinas Church of England Education Trust is the employer at Rye College.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Executive Head is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting students at college with medical conditions or dealing with administration of medication. Please refer to the college's separate policies for such arrangements.

This policy should be read in conjunction with the college's Administration of Medicines Policy.

Aims

The college aims to ensure that:

- All legal requirements for first aid are fulfilled;
- The college has sufficient members of staff trained and available to support the legal requirements for first aid coverage;
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

In discharging its duty of care the trust delegates to the Executive Headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the college and its layout and location;



- Specific hazards or risks on the site;
- Specific needs;
- Accident statistics;
- Selection of first aiders, and number required;
- Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the college premises, and also off premises while on school visits;
- Reassessment of first aid provision;
- Providing information as required;
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the college or by those who hire any of the college premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The college's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties;
- Any specific health and safety issues (e.g., hazards on the premises);
- First aid arrangements in the college.

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE);
- Be aware of the details of all first aiders and the location of all first aid boxes (see Appendix 1 at the end of this policy);
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at college;
- When necessary, ensure that an ambulance or other professional medical help is called;
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment;
- Ensure that an adult witness is present if tending an intimate part of the body;
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)';
- Record first-aid issues, accidents and illnesses in the approved manner. Initially in the triage file for minor injuries that do not require first aid, and then if first aid is required in the first aid book both of which are kept in the Student Hub.
- On a **monthly** basis, an appointed first aider, Ms Mills, will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the college has and their contents;
 - That there are sufficient first aid containers;
 - Travelling first-aid containers;



- First aid containers in public service vehicles;
- First aid accommodation.

All first aiders have a responsibility to inform Ms Mills when stocks need to be replenished.

The school's nominated First Aid Officer is Ms Mills.

Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers:

- A leaflet giving general advice in first aid;
- 20 individually wrapped sterile adhesive dressings;
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings;
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Procedure for sick students

Students who feel unwell should be taken to the **Student Hub** to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the **first aider**. If a member of the leadership team is not available, the **first aider** will make an informed decision. Unwell students must be signed out when leaving college for fire regulations.

Students with medical needs must be brought to the attention of the SENCo and relevant teachers and colleagues in team meetings, and to the attention of all supervisory colleagues and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

Care Plans for students with EpiPens are kept in the **Student Hub**. **Students carry their own EpiPens**. PE staff and staff supervising visits off-site should be particularly mindful of students with EpiPens.

This policy should be read in conjunction with the college's Risk Management Plan – Anaphylaxis.

Accident procedures

Outside of class time, students should be dealt with in the first instance by a colleague in the **Office**. However, if the injury requires first aid treatment, the student should be sent to the office to be dealt with by the medical officer or first aider.



During lesson times, if colleagues are unable to deal with the injury, then the student should be sent to the **Student Hub**, if necessary accompanied by another adult or in exceptional cases another student.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the general office. All head bumps or head injuries must be reported in the first aid record.

Where it is appropriate for the college to communicate directly with the student's parent/carer **the first aider or Student Hub will telephone home.**

If the medical officer believes that the injured person requires medical treatment, they will consult with the duty member of the leadership team (or other nominated person) and:

- Arrange for the emergency services (999) to be called if necessary;
- Arrange for parents or family to be informed;
- Arrange for the injured person to be transported to A&E by ambulance or by family.

All colleagues will be informed of first aid arrangements and made aware of this policy.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.

Reviewing

The college will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

DATA PROTECTION

Rye Community Primary College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix 1: First aiders

Our college has the following trained **first aiders**:

Name	Class	Qualification	Awarding Body	Date awarded:	Date Expired:
Jest Carpenter		FAW	St John's Am.	26/04/18	25/04/21
M. Playford		FAW	OFQUAL	14/12/18	14/12/21
Tracy Bate		FAW	OFQUAL	08/03/19	08/03/22
G. Williams		FAW	OFQUAL	08/03/19	08/03/22
J. Richford		FAW	OFQUAL	08/03/19	08/03/22
I Grove		FAW	OFQUAL	08/03/19	08/03/22
A Mills		FAW	OFQUAL	02/04/19	02/04/22
D Archer		FAW	OFQUAL	02/04/19	02/04/22
J Willett		FAW	OFQUAL	02/04/19	02/04/22
M Wright		FAW	OFQUAL	02/04/19	02/04/22
M Anderson		FAW	OFQUAL	10/05/19	10/05/22
V Gall		FAW	OFQUAL	01/05/19	01/05/22
S Rickard		FAW	OFQUAL	01/05/19	01/05/22
C Jordan		FAW	OFQUAL	01/05/19	01/05/22
J Jordan		FAW	OFQUAL	01/05/19	01/05/22

Location of first aid kits:

- Medical room
- Student Hub
- Staff room kitchen
- Studio kitchen
- Corporate / management kitchen
- Training room kitchen
- PE x 2 - male & female
- Art
- Resistant materials
- Cookery
- Science
- Staff room kitchen
- Studio kitchen