



# TIMU ACADEMY TRUST

## Policy Document for: First Aid

**Approved:** October 2020

**Due for Review:** October 2021

### Introduction

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the **Pupils with medical conditions** and **Administration of Medicines** policies.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in our schools, including the administration of first aid, lies with the Board of Trustees.

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 trustees are 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.

Our schools follow the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DFE's *Statutory framework for the early years foundation stage March 2017*.

This policy statement must be considered in conjunction with the Trust's **health and safety** policy.

### Objectives and targets

The trust aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school 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.

### Riddor reportable incidents

HSE set out the types of reportable injury which must be reported to RIDDOR. HSE set out guidance for schools and can be found on <https://www.hse.gov.uk/pubns/edis1.pdf>

Incidents involving contractors working on the premises are normally reportable by their employers. If a self-employed contractor is working in the school and suffer a specified injury or an over-seven-day injury, the Head of School will report this to RIDDOR.

All incidents can be reported online and there is a telephone service for fatal and specific injuries only.

## Record keeping

The Trust will keep records of any reportable death, specified injury, disease or dangerous occurrence which requires reporting under RIDDOR. Additionally any occupational injuries where a member of staff is away from work or incapacitated for more than 3 consecutive days – these do not need reporting but must be recorded in the accident book. All records must be kept for at least 3 years.

Any incident of physical violence which results in a minor injury to staff by a pupil will be recorded on an HS157 form which is held by the office. These are then held in a file by the HR Lead and kept locked away as they contain personal information.

## What should be reported to RIDDOR?

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

## Reportable specified injuries

These include:

- 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), which:
  - cover more than 10% of the body; or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- 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.

## Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work. These must be recorded on the HS157 form which is held by the school offices.

## Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

## Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## Incidents to pupils and visitors

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in the section about only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

## How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

## What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### **What about accidents to pupils in a playground?**

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- The condition of the premises or equipment was poor, eg badly maintained play equipment; or
- The school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

## **Roles and responsibilities**

### **Head of School**

In discharging its duty of care, the Trustees delegate to the Head of School 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 school 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 first aid training is up-to-date and sufficient for school needs.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.
- Ensuring that incidents involving pupils and staff is reported to RIDDOR

### **Site Manager**

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

### **First aiders**

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.
- Maintain fully stocked first aid provisions.
- 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.

- 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.
- Complete carbonated accident report slip with one copy going home.
- Complete accident/incident report form for more serious incidents or those where use of force to restrain a pupil has been used.
- Issue and affix wristbands for bumped heads.
- Report to the Head of School 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)'

## Hirers

When others use the premises, e.g. for extended activities at the school or by those who hire any of the school 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 school'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 (eg, hazards on the premises).
- First aid arrangements in the school.

## Maintenance of fully stocked first aid containers

On a weekly basis, a first aid trained member of the office staff will check the following and arrange for stocks to be replenished where necessary:

- The number of first aid containers the school has and their contents.
- That there are sufficient first aid containers.
- Travelling first-aid containers.
- First aid container in minibus.

## Procedure for sick pupils

- Pupils who feel unwell should be taken to the office by their teacher to explain the nature of their illness and the decision to send a sick pupil home will be made by the teacher and/or Office team.
- The Office will contact the parent/carer to ask them to collect their child as soon as possible
- Pupils sent home will be signed out for fire safety purposes.

See also the Covid-19 risk assessment for specified Covid symptoms and procedures.

- Pupils with medical needs must be brought to the attention of the SENCO, teaching team and year group lead, and be brought to the attention of all MDS staff and extended school staff.
- Healthcare plans are made available to the class teams and Child's Play staff
- Pupil EpiPens are kept in the first aid box in the classroom. PE staff and staff supervising visits off-site should be particularly mindful of pupils requiring EpiPens.
- Our schools hold salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed the use of the emergency inhaler and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (eg because it is broken, or empty).

## Accident procedures

- Outside of class time, pupils should be dealt with in the first instance by a first aid trained member of staff on duty. However, if the injury is more serious and requires first aid treatment, the pupil should be treated by the community lead first aider (and/or an office first aider if further assistance is required).
- During lesson times, if members of class staff are unable to deal with the injury, then the pupils should be referred to a community first aider. If the injury is more serious and requires first aid treatment, the Office must be contacted in case emergency services are needed

See also the Covid-19 risk assessment for specified procedures for seeking first aid.

- Community lead first aiders must follow up all incidents requiring first aid, including falls, within **2 hours** of a child returning to the classroom to ensure that there has been no deterioration in their condition.
- All accidents/injuries must be reported by the person who initially dealt with the incident using the carbonated report slips or the incident/accident report form as required. All head bumps/injuries must be recorded/reported and a wristband issued and affixed.
- A copy of the report slip will be sent home with the pupil.
- If the first aider believes that the injured person requires medical treatment, they will consult with the duty member of the Strat team and:
  - Arrange for the emergency services (999) to be called if necessary.
  - Arrange for parents to be informed.
  - Arrange for the injured person to be transported to A&E by ambulance or by parents.

See also the **first aid** risk assessment held on SharePoint.

### First aid waste and body fluid spillages

- All first aid waste should be placed in a sick bag and then placed in the clinical waste bin
- PPE should be worn
- In case of body fluid spillages, the site team should be contacted
- Blood spillages should be cleaned up using the blood spillage kit and then double bagged and disposed of in clinical waste
- Sharps must be placed in the sharps bin – apart from Epipens which are sent with the ambulance crew as needed
- Body fluid spillages other than blood (such as vomit, faeces etc) should be cleaned with the body fluid spillage kit and/or wipes, paper towels and appropriate disinfectant. Used products should be double bagged and placed in clinical waste. The site team will then do a full clean and apply deodoriser
- Mops should never be used for cleaning up blood or body fluid spillages

See the **cleaning premises** and **first aid** RA

### Defibrillator

Iwade and Bobbing Schools possess an automatic external defibrillator (AED) for emergency use.

### 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.

The school 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.