



# Griffin Schools Trust

## First Aid Policy

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## 1 Statement of Intent

The Griffin Schools Trust (GST) is committed to providing emergency first aid provision in order to deal with accident and incidents which may affect employees, students and visitors.

We are committed to:

- Providing adequate first aid provision for students, staff and visitors
- Ensuring the needs of the individuals are considered
- Providing specialist training for staff
- Ensuring students and parents are confident in the schools' ability to provide effective support to their child
- Ensuring procedures for providing first aid are in place and reviewed at least annually.

We will:

- Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy
- Ensure that every school is appropriately insured and staff are aware that they are insured to provide first aid and other medical support to students.

## 2 Arrangements for Implementation of Policy

### 2.1 The Head

The Head must nominate a person to take the lead role in ensuring there is sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors.

### 2.2 Health and Safety Lead

The Health and Safety lead is responsible for preparing accident reporting procedures and sharing these with all staff. Accident reporting procedures should be held in all department folders and form part of new staff induction.

The Health and Safety Lead is responsible for ensuring the First Aid Lead is able to meet all their responsibilities by monitoring the first aid provision within the school, including training, accident and incident monitoring.

### 2.3 First Aid Lead

The appointed First Aid Lead is responsible for:

- a) organising suitable and sufficient training to enable staff to administer first aid as required
- b) ensuring all staff training of online medical tracking system
- c) maintaining the list of qualified first aiders
- d) keeping records of qualifications held and expiry dates
- e) ensuring that lists of first aiders are kept up to date and displayed
- f) keeping a record of all treatment provided to students
- g) keeping the school accident record

- h) ensuring that the school has adequate first aid boxes
- i) ensuring that first aid boxes are kept fully stocked and are regularly replenished as required

Lists of first aiders and their contact details must be displayed in the school office, staff room, by the reception staff and in any common areas.

## 2.4 The First Aid Team

Each school must appoint qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible.

## 3 First Aid Equipment

### 3.1 First Aid Boxes

Must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation. Schools should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sports fixtures. First aid kits should also be carried on school minibuses.

### 3.2 Automatic External Defibrillators (AEDs)

AEDs are now considered part of the school's first aid kit and should be easily accessible and available in the 'ready' position at all times.

The AED must be registered with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found by following this link: <https://www.londonambulance.nhs.uk/calling-999/emergency-heart-care/cardiocarrest/shockingly-easy-campaign/>

AEDs should be strategically located to ensure they can be accessed quickly in an emergency. Schools with only one defibrillator should site their device no more than two minutes brisk walk from the location where they are most likely needed.

Regular recorded checks should be carried out to ensure the defibrillator is working properly, to include:

- Battery Checks
- Expiry dates on adult and junior electrode pads
- Expiry dates on emergency supplies stored with the defibrillator.

## 4 First Aid Training

The first aid lead is responsible for arranging all first aid training. To ensure organisations identify and select competent first aid trainers the Health and Safety Executive have produced a Guidance document which can be found by following this link <http://www.hse.gov.uk/pubns/geis3.pdf>

All first aiders should hold a valid certificate issued by the training organisation. Training is valid for 3 years, but where possible refresher training should be completed on an annual basis. Individuals with expired certificates will be required to complete the training again in full.

All first aid certificates should be held by the school health and safety Lead, with copies also retained on personnel files.

## 5 AED Training

Due to AEDs being incredibly simple and easy to use, training is not required. It is recommended however, that schools circulate the manufacturer's instructions of their AED to all staff and provide a short general awareness briefing session. The London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link and is an easy way to train staff. [http://www.londonambulance.nhs.uk/calling\\_999/emergency\\_heart\\_care/cardiac\\_arrest/how\\_to\\_use\\_a\\_defibrillator.aspx](http://www.londonambulance.nhs.uk/calling_999/emergency_heart_care/cardiac_arrest/how_to_use_a_defibrillator.aspx)

## 6 Administration of First Aid

In the case of a student accident or medical emergency, or a student with a medical condition requiring assistance, the following procedures must be followed in all schools:

- If the student can walk, the staff member on duty must take him/her to a designated first aid post or medical room and call for a first aider
- If the student is unable to walk the member of staff on duty must call for a first aider to attend the student's location
- The first aider will assess the situation and administer first aid as required
- The first aider must record the incident and any treatment administered on an accident form
- If the student has had a bump on the head parents must be notified either by phone or letter. In all cases, a record must be kept of when and how parents were notified.
- If the student requires hospital treatment the incident must be reported to the Health and Safety Lead
- The nominated Health & Safety Lead must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements
- If the first aider has been called because the student has been injured in an accident, full details must be reported to the nominated Health & Safety Lead immediately so the area can be cordoned off and any presenting hazards dealt with.
- Full details of the accident and the situation surrounding the accident should be recorded on the school's accident form
- Where appropriate an accident investigation should be conducted by the Health and Safety lead.

The First Aid Lead is responsible for ensuring that all First Aiders are aware of these procedures and for checking they are complied with.

## 7 Hospital Treatment

If a student has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:

- calling an ambulance; or
- taking the student to an Accident and Emergency Department. In either event the student's parents/carers should be contacted immediately.

Where a student has to be taken to hospital by a member of staff they should be taken in a taxi, not in staffs' personal vehicles.

When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required and remain with them until the parent/carer or a responsible adult arrives.

## 8 Administration of First Aid on Educational Visits

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with pre-existing medical conditions, or where there may be a need for emergency medication to be administered, a first aider should be in attendance. First aiders must also be in attendance on residential study trips, overseas trips and trips where large numbers are travelling.

An Emergency First Aid qualification is generally suitable for routine urban visits; however, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed or a student's medical condition warrants a higher qualified first aider.

Travel first aid kits should be carried by the first aiders, as well as spare medication for students, along with details of students with medical needs.

### 8.1 Residential Visits

If first aid is required at the residential centre/accommodation the resident first aider (where present) will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

Wherever first aid was required the Group Leader must record details of the incident and ensure that the school's accident record is updated, or on return. If the student has suffered a

bump on the head, a bump on the head note must be given to the student to take to their parents/carers on return.

## 8.2 Day Visits

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The Group Leader must record details of the incident and ensure that the Accident record is updated immediately, or on return to school. If the student has suffered a bump on the head a bump on the head note must be given to the student to take to their parents/carers on return.

This Policy applies to all off-site visits and must be read in conjunction with the Educational Visits Policy.

## 9 Hygiene Control

All staff should take precautions to avoid infection and must always follow basic hygiene principles.

Staff must have access to single use disposable gloves and hand washing facilities.

## 10 Insurance Arrangements

All schools are covered by public liability insurance which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

## 11 Reporting Accidents and Record-Keeping

Schools are required to keep records of all first aid treatment given. All accidents should be recorded using an Accident Form where it is deemed appropriate/necessary, schools should complete an Accident Investigation Form to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.

Accidents and incident data should be routinely monitored by the Health and Safety Lead for patterns and trends and to identify any problem areas. All such data should be shared with the Senior Leadership Team.

## 12 Retention of Accidents Records

Accident records should be retained for the following periods: - Adults – date of the incident + 6 years - Children – DOB of the child +25 years.