



**Cleve House  
International School &  
Preschool  
First Aid Policy**  
November 2023

For information and guidance and incorporating the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

**CHS & Preschool First Aid Policy**

<b>Policy Title</b>	First Aid Policy
<b>Function</b>	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status</b>	Approved
<b>Audience</b>	Students, Parents/ Carers, Headteacher, Teachers, Support Staff, Independent Schools Association etc.
<b>Ownership / Implementation</b>	The Headteacher has overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date</b>	September 2023
<b>Review period</b>	Annually
<b>Last Reviewed</b>	September 2023



## First Aid Policy Statement

The purpose of this policy is to ensure that appropriate First Aid arrangements are in place for students, staff and any visitors to Cleve House International School & Preschool (CHIS). This includes providing sufficiently trained employees for our business needs both on and off site and maintaining an adequate supply of First Aid equipment.

The School will provide sufficient information to staff to enable First Aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate First Aid cover will be provided.

This policy should be considered in line with our Safeguarding Policy, Health and Safety Policies, Administering of Medications Policy, and COVID 19 response procedures and risk assessment.

## Legal Position

CHIS is required to report any serious injuries, accidents, dangerous occurrences or diseases to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Riddor accidents must be reported to the HSE within 10 days of the accident, or within 15 days for over 7-day absence injuries (Staff). Under these regulations the School must report the following:

- Deaths;
- Major injuries; (As defined by HSE)
- Over 7-day injuries;
- An accident causing injury to students, members of the public or other people not at work and taken from the scene to Hospital;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have.
- Specified Occupational diseases

Definitions of a RIDDOR reportable major Injury are:

*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:*

o *covers more than 10% of the body*

o *causes 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:*

o *leads to hypothermia or heat-induced illness*

o *requires resuscitation or admittance to hospital for more than 24 hours*

**RIDDOR reporting is undertaken by the Office Manager and Headteacher**

## Roles & Responsibilities

The School's duty to provide First Aid at work is governed by the Health and Safety (First Aid) Regulations 1981 (amended 2013). These require CHIS to carry out a risk assessment in order to determine what First Aid facilities and personnel are necessary to meet the needs of the business. CHIS is also required to review this assessment periodically to ensure that current provision is adequate.

In order to comply with these regulations, the School's assessment has considered a number of factors, including the following:

- Subject taught;
- Type of activities run by or within any given subject;
- Building/s layout;
- Proximity of Cleve House International School to emergency medical services;
- Needs of travelling and/or lone workers;
- Provision during term time and holiday time;
- Type of skills likely to be required by both teaching and non-teaching staff;
- Students/Staff with medical conditions.
- Number of Staff
- Number of Students
- Age of Students

### Assessing the Required Number of First Aiders

The HSE has not set out how many First Aiders are needed in a School; but it does provide guidance about how to assess what is needed. First Aid provision must be 'adequate and appropriate in the circumstances. Each Academy must provide sufficient First Aid equipment, facilities and personnel at all times.'

According to our school roll size and the considerations outline above, it is advisable for CHIS to have **at least 2 appointed persons** with First Aid training. There should also be at least one person with an appropriate First Aid qualification on the school site at all times when children are present.

**First Aiders** (trained in either Emergency Aid or First Aid at Work) are responsible for:

- Responding promptly to all requests for assistance if able;
- Summoning further help if necessary;
- Looking after the casualty until recovery has taken place or further medical assistance has arrived from the Paramedic/Ambulance staff, reporting details of any treatment provided. When an ambulance is called this will be reported to the Office Manager and Headteacher in order that the necessary notification should be made to the Health and Safety Team regarding any RIDDOR incident as soon as possible;
- Accident Records completed, and Senior Operations Manager informed where applicable.

When a student has been injured or been involved in an accident, CHIS will be responsible for informing parents/ carer by telephone, e-mail or in person at the end of the school day.

**Appointed Persons** are responsible for:

- Taking charge when a person has been injured or falls ill, but not treating the person unless they have been trained to do so. Taking charge of an injured or ill person could involve calling for a first aider or for an ambulance if necessary;
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

## Procedures

The following are **general first aid related procedures** to be followed by all staff:

- If an employee or student has been taken ill, or has had an accident, staff will notify the Office Manager or one of the First Aiders as listed on the First Aid Notice for assistance. They will then notify the Headteacher as appropriate.
- Important - Staff should not attempt to give first aid treatment unless they have been trained to do so;
- If access is needed to a first aid kit for personal use, staff will not remove it from its designated place;
- Any loss or damage to First Aid equipment must be reported to the appropriate appointed person (see list at the end of the policy);
- If a First Aid kit is poorly stocked, this should also be reported to the appropriate appointed person;
- The Headteacher should appoint a designated person or first aider to check and restock first aid kit and equipment (this will usually be the Office Manager).

## Dealing with Visitors

It is CHIS policy to offer First Aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an accident/incident report is completed and logged with the Office Manager and Headteacher.

## Staff Training

All staff undertaking first aid duties on behalf of CHIS will be given full training in accordance with current legal requirements. Staff training in the use of the EpiPens and how to respond to other particular medical needs (e.g. asthma, diabetes) will also be provided as and when required. No training will be considered complete unless the course is attended from start to finish and the trainer considers the attendee to be competent following the course completion.

**First Aiders & Emergency First Aiders** will receive the appropriate First Aid training course. These persons can be called upon to attend students, staff and visitors to the School.

- A small number of staff will be trained to this level and then retrained at appropriate intervals. (based on our School risk assessments and any developing needs.)
- These persons may also receive annual refresher training.

To meet EYFS requirements you should have at least one 12 hour full paediatric first aid qualified member of staff available at all times including cover for sickness, holidays and trips. The 12 hour paediatric first aid trained staff can be supported by one day Emergency Paediatric First Aid trained staff.

**Administration of Medicine** training will be provided for identified staff who support students with medical needs/administer medications; this will be refreshed as appropriate and inline with statutory obligations. *Please refer to the Supporting Students with Medical Needs policy.*

All First Aid training will be delivered by a suitably qualified individual.

## First Aid Kit Contents

- There is no standard list of items to be held in a First Aid kit, although there is an HSE/BS standard guidance which can be followed if suitable.
- The choice and number of items in the kit need to be suitable for the risks of any given subject or activity. A table with a basic risk assessment for First Aid within CHIS has been provided (see *Appendix 1*), however, additional risks should be identified by individual Subject Leads/Coordinators or Activity Leads during specific risk assessments and this should be used to guide the choice of contents.
- As a basic guide and where there is no special risk, the minimum stock of First Aid items in a low risk situation (as advised by the HSE) would be:
  - A leaflet giving general guidance on first aid, e.g. HSE leaflet Basic advice on first aid at work;
  - 20 plasters, of varying useful sizes;
  - Two slings (preferably sterile);
  - One pack of gauze swabs;
  - Two sterile eye pads;
  - Four individually wrapped triangular bandages (preferably sterile);
  - Six safety pins;
  - Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
  - Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
  - One pair of disposable gloves.

Dependent upon the subject/activity type and risks associated, each department could also consider including the following:

- A disposable ice pack;
- An eye wash;
- Scissors which can cut through thick fabric;
- Burns dressings;
- Foil survival blanket;
- A resuscitation face shield;
- Nitrile gloves (medical gloves which are more resistant to puncture);
- Adhesive tape.

***Tablets or medicines should never be kept in a first aid kit.***

A spills kit (suitable for dealing with bodily fluid spills) should also be available.

Eye washes are not routinely kept in or near to a First Aid kit but should be used whenever a risk to eye health is present and a mains water tap is not or might not be in the immediate vicinity (in the event of trips and visits or off site activities). Wherever eye risks are present away from a tap, an eye wash should be provided.

Designated Individuals and First Aiders should check their First Aid kit regularly to ensure that sufficient items are available and have not expired.

First Aid kits need to be sited to ensure that they are available out of 'normal' hours for anyone who needs to use them. First Aid kits should also be located as close as possible to hand washing facilities.

### **Information for Employees**

CHIS acknowledges that First Aid arrangements will only operate efficiently where they are understood by both employees and others who may be working on School premises. These include part-time and temporary staff. For this reason, information on how to summon First Aid is provided for all new staff at induction.

**Student Medical Register**

This is updated as necessary. All Staff must appraise themselves of specific individual medical cases in school. Additional information can be found in the Office and any questions should be discussed with the Office Manager or Headteacher.

**Recording**

All staff are responsible for accurately recording information if they witness an accident or incident.

If First Aid is required this form can be completed by the first aider. Accident/Incident forms should then be taken to the Office.

If the case is reportable or requires hospital treatment, the relevant section of the form should be filled in. Record includes:

- Date, time and place of incident.
- Name and Class of injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class etc.)
- Initials of person dealing with incident/accident/illness
- Note any recommendations made to parent/carer



**Appendix 1****Risk Assessment**

CHIS has assessed the risk in each department or for each activity as follows:

<b>Department</b>	<b>Specific Risk/Risk Level</b>	<b>Level of training required (by at least one staff member) and any additional measures required</b>
General Academic and Support Departments (low risk)	Lower risk activities (teaching, training in classroom environments)	Emergency First Aid at Work (academic staff)
D&T / Art	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Eye washes and burns dressings in First Aid kits plus any other items considered necessary by the Subject Lead/ Coordinator. All staff should be able to assist in an emergency until First Aid support arrives.
Facilities Management	Higher risk activities, lone working, use of cellar	First Aid at Work. Emergency First Aid at Work. First Aid kits must contain all necessary items for work being carried out.
Sciences / Outdoor Learning	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Eye washes and burns dressings in first aid kits plus any other items considered necessary by the Subject Lead. All staff should be able to assist in an emergency until First Aid support arrives.
Sport (on and off site)	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Any additional First Aid training advised or required by the relevant sporting body. Additional items within First Aid kits should include ice packs and sprays plus any other items considered necessary by the Headteacher.
Lunch Building, Playground Equipment (see individual Risk Assessment), Playground	General public (before and after the school day), higher risk activities	First Aid at Work and Emergency First Aid at Work Defibrillator present and staff in its use. Ice packs plus any other items considered as necessary by the Manager.
Specific on or off-site activities/trips – medium to high risk activities	Falls, heat exhaustion, contact with water, hypothermia, road accidents	Emergency First Aid at Work /First aid at work Any additional First Aid Training advised or required by the relevant governing body. First Aid kits should include all relevant and additional items such as foil survival blankets and heat packs plus any other items considered necessary by the Activity Leader/Headteacher.
Lone workers (general)	Falling ill or being injured whilst alone at work.	Emergency First Aid at Work. Where work may not be carried out in easy reach of a First Aid kit, one must be carried with the lone worker.

**Appendix 2****Training Log**

<b>Name</b>	<b>Role</b>	<b>Training &amp; Date</b>	<b>Expiry</b>
Zoe Riach	F6 Teacher, DSL	First Aid at Work	January 2023
Karen Ashe	Preschool Manager	Paediatric First Aider (12 Hours)	March 2023
Paula Pugh	Housekeeper	First Aider	May 2023
Clare Fraser	Headteacher	Paediatric First Aider (12 Hours)	September 2023
Anne Scribbins	Office Manager	Paediatric First Aider (3 Hours)	September 2023
Samantha Pugh	SENCO	Paediatric First Aider (3 Hours)	September 2023
Lisa Cormack	Lunchtime Supervisor	Paediatric First Aider (3 Hours)	September 2023
Charlotte Scribbins	Lunchtime Supervisor	Paediatric First Aider (3 Hours)	September 2023
Tania Norman	Preschool Practitioner	Paediatric First Aider (3 Hours)	September 2023
Sabahat Hasson	F2 & F3 Teacher	Paediatric First Aider (3 Hours)	September 2023
Elodie Ward	<b>[Maternity Leave]</b>	Paediatric First Aider (3 Hours)	September 2023
Margaret Andow	Lunchtime Supervisor	Paediatric First Aider (3 Hours)	September 2023

**Emergency First Aider:**