

First Aid Policy

King's College London
Mathematics School

Monitoring and reviewing

	Name	Date	Role
Reviewed	Finance and General Committee	Spring 2021	Governors
Next review	Finance and General Committee	Spring 2023	Governors

The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the King's KCLMS London Mathematics School with regard to all staff, students and visitors.

This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.

Definitions

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

First Aiders are members of staff who have completed a First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

First Aid Guidance is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 3rd edition, 2013).

Appointed Persons are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

Staff means any person employed by KCLMS, volunteers, contractors and self employed people working on the premises.

The Health and Safety Officer is the Business Manager

Aims of this policy

To ensure that everyone at KCLMS has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on KCLMS site.

Who is responsible?

The Board of Governors has overall responsibility for ensuring that KCLMS has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Head delegates to the Health and Safety officer the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to KCLMS. The Head and the Health and Safety Officer will regularly (at least annually) carry out a First Aid risk assessment and review KCLMS's First Aid needs to ensure that KCLMS's First Aid provision is adequate.

The Head delegates to the School Administrator responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.

The Head is also responsible for ensuring that all staff and students are aware of, and have access to, this policy.

First Aiders: The Head is responsible for ensuring that KCLMS has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the advice given in Appendix 3 of the First Aid Guidance (see Appendix 1 of this policy for a copy).

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

Staff who have completed the necessary first aid training are listed in Appendix 2

The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Head.

The First Aiders will undergo update training at least every three years.

Essential First Aid at Work training is arranged for all staff at regular intervals.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on KCLMS premises: Anyone on KCLMS premises is expected to take reasonable care for their own and others' safety.

First aid boxes

First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid Guidance.

<http://www.hse.gov.uk/firstaid/legislation.htm>.

KCLMS requires the following items to be in the box as a minimum.

Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	2
Triangular bandages	2
Medium sterile dressings	4
Large sterile dressings	2
Safety pins	6
Disposable gloves	3

The person in charge of First Aid will determine whether there should be more than the minimum items.

First aid boxes are located at these positions around KCLMS site and are as near to hand washing facilities as is practicable:

- the Science Prep room;

- the first aid room in the Kennington Road site;
- 2 kits for offsite activities located in the Staff office and Administrator's office

If first aid boxes are used, they should be taken to the Health and Safety Officer who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the Health and Safety Officer, who will request the school administrator to order supplies when necessary.

KCLMS minibuses: KCLMS may from time to time hire transport. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078). See below:

Ten antiseptic wipes, foil packed;

One conforming disposable bandage (not less than 7.5 cm wide);

Two triangular bandages;

One packet of 24 assorted adhesive dressings;

Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm);

Two sterile eye pads, with attachments;

Twelve assorted safety pins; and

One pair of rustless blunt-ended scissors.

Off-site activities: First aid boxes for any off-site activities are kept in the Office Manager's office.

Information on students

Parents are requested to provide written consent for the administration of First Aid and medical treatment before students are admitted to KCLMS.

The Assistant Head PDBW (in consultation with the Head if necessary) will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at KCLMS to the Head, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of KCLMS community.

Procedures for students with medical conditions such as asthma, epilepsy, diabetes etc

The information held by the Assistant Head PDBW and the Office Manager will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders. Individual students usually have responsibility for keeping such equipment with them although they will be asked to provide spares for the school office. In other cases, the equipment will be kept, suitably labelled, by the school administrator.

KCLMS will hold a spare emergency asthma inhaler and administer it in line with *Department for Health Guidance for the Use of Emergency Salbutamol Inhalers in Schools (March 2015)*. The inhaler will be held in the School Office.

In the case of a student being present in the school with a medical condition such as epilepsy or a severe nut allergy for example, all staff would be trained in how to deal with an emergency situation, including use of an epipen, and a full risk assessment would be carried out in order to minimise the risks associated with the condition.

Procedure in the event of illness

Illness: If a student is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. It may be necessary to send the pupil home, or in a case where they are very unwell, ask a parent/carer to collect them.

Procedure in the event of an accident or injury

If an accident occurs, then the member of staff in charge (Head/Deputy Head) should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. Appointed Persons or First Aiders can also be called for if necessary.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances: If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Health and Safety Officer and take medical advice if appropriate.

First aid for Sport and Exercise

Offsite: When students travel offsite for Sport and Exercise, they will be supervised by a suitably trained person who is responsible for first aid. Any incident of first aid treatment must be reported and entered into the Accident log on return to KCLMS.

Reporting

The First Aider should enter the details of the first aid provision into the Accident log.

All injuries, accidents and illnesses, however minor, must be reported to the Health and Safety Officer and he/she is responsible for ensuring that the accident report forms are filled in correctly and that parents and HSE are kept informed as necessary.

The Management Information System: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded. The date, time and place of the event or illness must be noted with the details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

Accident report form: The Health and Safety Officer will fill in an accident report form for every serious or significant accident that occurs on or off KCLMS site if in connection with. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Assistant Head (PDBW) if necessary.

Reporting to HSE: KCLMS is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE. This should be done using the RIDDOR form (or can be done by calling the Incident Contact Centre (ICC) on 0845 300 99 23).

Accidents involving Staff which must be reported

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported 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;
- cases of work related diseases that a doctor notifies KCLMS of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving students or visitors which must be reported

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any KCLMS activity (on or off the premises);
- the way a KCLMS activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

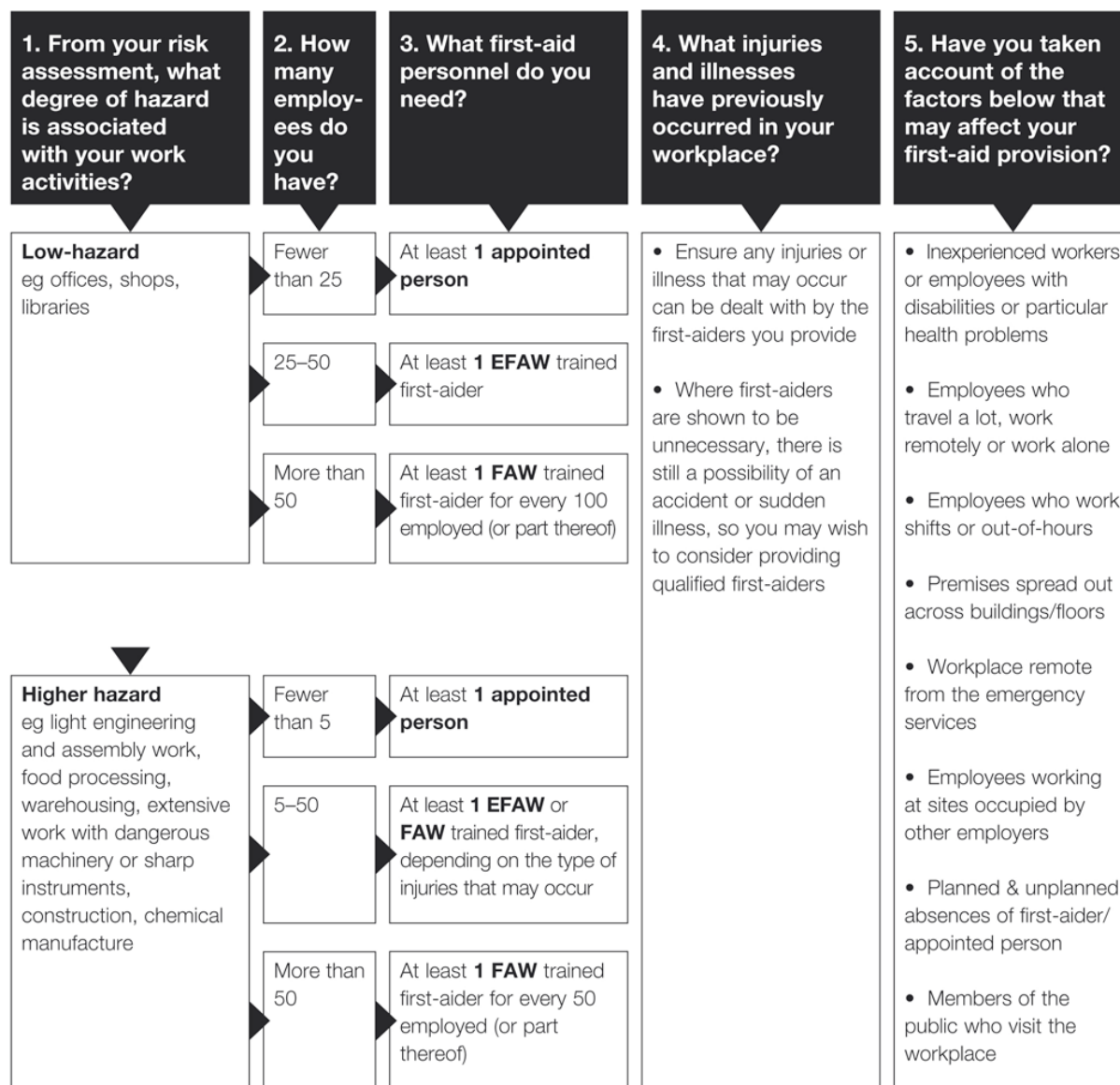
For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>.

Monitoring

The Head will organise a regular review of the Accident reporting log in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for

investigative or insurance purposes. In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Appendix 1



Appendix 2

The following staff have completed a First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

- Noel Duffy
- Toby Jones
- Kelly Barry
- Laura Nicholas
- Nora Kettleborough
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Other staff have had Schools Emergency First Aid at Work training with Green Cross training in November 2018 and January 2020