



# **Chepstow School**

## **First Aid Policy**

Key area of responsibility: Allison Crossland Business Manager

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## **Introduction**

1. Under the Health and Safety (First Aid) Regulations 1981, every employer must make adequate provision for first aid in the workplace. In addition to first aid equipment and facilities, this also includes the provision of first aiders. Although the regulations do not specifically cover students, those responsible for students have a continuing duty to provide adequately for them and any visitors on the premises. Therefore, where possible, it is sensible to combine first aid arrangements for employees with those for students.

## **Risk Assessment of First Aid Needs**

2. In guidance on First Aid for Schools (publishes by the DfEE as part of its health and safety good practice series) the DfEE advises that schools should take into account the following factors when assessing what first aid provision is needed.

The size of the school; there may be split sites and/or split levels

The location of the school; access to the school for emergency services

Student numbers and age ranges

Staff or students with disabilities or special health needs

Particular hazards, e.g. dangerous tools, equipment or machinery or hazardous substances

Working outside normal school hours e.g. caretakers

Accident records; these will help identify the level of first aid needed

Access the number of First Aiders that will be required to provide adequate and appropriate first aid cover.

3. The DfEE guidance points out that there are no national regulations for the number of first aiders in schools.

4. In Guidance on First Aid for Schools the DfEE advises that schools should also take into account:

The need for adequate first aid provision during breaks and lunchtime

Cover when first aiders are on leave or otherwise absent

Adequate first aid provision on school visits and at school if a first aider is away on the visit

Adequate first aid provision for practical departments and physical education

5. The Approved Code of Practice, First Aid at Work; Health and Safety (First Aid) Regulations 1981 and guidance gives the same advice. It is suggested by both the DfEE and the Health and Safety Executive that first aiders should include support staff, e.g. lunchtime supervisors, the school nurse.

## **First Aiders**

6. A first aider is someone who holds a current certificate, which shows that he or she has successfully completed a 'First Aid at Work' training course which has been approved by the Health and Safety Executive and who has agreed to be appointed by the employer as a first aider. Employers are obliged to provide first aid training for those they appoint as first aiders. They are not obliged to provide such training for anyone who requests it. DfEE guidance

document Guidance on First Aid in Schools advised that when selecting first aiders, governing bodies / Headteachers should consider the following factors:

Reliability and communication skills

Aptitude and ability to absorb new knowledge and learn new skills

Ability to cope with stressful and physically demanding emergency procedures

The individual's normal duties. A first aider must be able to go immediately to an emergency

Preference should be given to those involved in aspects of the school which carry a higher degree of risk e.g. D&T, Food Technology, Science, and P.E.

7. The initial 'First Aid at Work' training course is usually three days long. Candidates must pass an examination in the practice and theory of first aid. The qualification, which is gained, is valid for three years and must be renewed within three years by attending a two-day refresher or requalification course (or equivalent) and passing a further examination.
8. It is suggested that the training of first aiders should be staggered over the cycle of course requirements. This keeps knowledge and skills fresh and avoids gaps appearing in provision and erratic burdens on training budgets.
9. Emergency first aid training could be combined with the recommended annual practice of refreshing the major skills of designated first aiders, perhaps as part of an in-service training (INSET) day.
10. The cost of training and of first aid kits and materials is borne by the employer.

### **Appointed Persons**

11. An appointed person is someone who can take charge of a situation in the absence of the first aider and summon medical assistance. Appointed persons are not first aiders. However, they should receive basic training in emergency first aid which cover:

Resuscitation

Control of bleeding

Treatment of the unconscious casualty

Communications, contents of the first aid box, and treatment of the effect of particular hazards

12. In addition to the above, it is recommended for school staff, that they receive training in a number of common conditions which can affect students namely:

Diabetes

Asthma

Epilepsy

Anaphylactic Shock

Fractures and dislocations

13. Appointed persons are not an acceptable alternative to first aiders and the requisite number of first aiders should also be present. In exceptional circumstances appointed persons can cover the temporary absence of first aiders.

### **First Aiders and Appointed Persons**

14. The Leadership Team member responsible for Health and Safety will ensure that the required numbers are maintained by arranging training and refresher courses for existing first aiders and appointed persons.
15. See Appendix 1 for details of the location of First Aiders and Appointed Persons throughout the school.
16. First Aiders may be called upon to deputise for the Principal First Aiders in their absence.
17. Notices must be displayed informing staff who and where the first aider or appointed persons are.

### **Out of School Activities**

18. Where out of school activities involve additional risk it is for the Headteacher to ensure there is sufficient first aid provision. The Headteacher has delegated this responsibility to the Health and Safety Co-ordinator.

### **Contractors**

19. It is the responsibility of each contractor working on school sites to ensure that there is sufficient first aid provision.

### **First Aid Boxes**

20. There are 7 First Aid boxes located throughout the school, see Appendix 2. The principal first aider is responsible for checking and restocking. Each first aid box contains the following items:

A leaflet giving general first aid advice	
Individual moist cleaning wipes	6
Individual wrapped and sterile adhesive dressing	1
Triangular bandages	1
Sterile covering for serious wounds	2
Pack of assorted plasters	
Medium size sterile un-medicated dressings	3
Foil blankets	3
Large size sterile un-medicated dressings	2
Extra-large size sterile un-medicated dressings	2
Resuscitate (airway device for resuscitation)	1
Plastic disposable gloves	2
Sick Bags	
Body Fluids kit (kept by Site Supervision team)	

21. The last 3 items are included to reduce the possibility of cross-contamination. It is important to take particular care when dealing with bleeding to use disposable gloves. Blood stained dressings should be placed in sealed bags and deposited in the receptacles provided in girls' and ladies' lavatories. Male members of staff may pass the bag to the school nurse for disposal.

## **MEDICATION**

### **Administration of Prescribed Medical Treatments to Students**

22. In order to provide support and assistance to parents and allow students to continue their education without prolonged interruption, students can leave their medicines with the principal first aider. Students administer the medicine themselves, overseen by the first aider.
23. A request to undertake the administration of medicines or other forms of medical treatment can only be accepted if the Headteacher is satisfied that the function can be legitimately performed by persons without possession of medical qualifications. Schools will in all instances be acting "in loco parentis" and should not undertake anything which medically unqualified parents could not be expected to perform for themselves. In terms of medical qualification, it should be noted that "First Aiders" are in no different position from other staff in this respect.
24. The dispensing of medication is only allowed when parent's written permission has been obtained. A record (appendix 3) is completed before any student receives the medication. This checklist is then filed for future reference and a note made in the daily logbook. In the absence of a first aider, the Headteacher and members of the Leadership Team are the only persons allowed to make medication available.

### **Student Risk Assessments**

Students will require a risk assessment to be completed prior to returning to school following any serious illness / accident or any loss of balance / mobility or any other issue the school feels needs special measures to be put in place to ensure a student's safety or impact on learning. This will be carried out by the person deemed most appropriate.

### **Parental Consent**

25. All parental requests to schools for the administering of medicines or treatment to children should be made in writing, clearly specifying:-
- 25.1. Details of the illness / condition to be treated.
- 25.2. The instructions necessary as to the timing, quantity / degree, method and duration of treatment. Wherever possible, direct confirmation of these points should be obtained by the parent from the family doctor or medical consultant responsible for prescribing the treatment. Any not obtained by parents in this way should be handed in with the written request.

- 25.3. That the treatment may be administered by persons without medical qualification (again, if any doubt exists on this point, parents should be asked to obtain confirmation of this from the family doctor or consultant concerned which can then be provided to the school in writing).
  - 25.4. That the parents will immediately notify the school in the event of any change of circumstances relating to the treatment.
  - 25.5. An acknowledgement that the school cannot guarantee compliance with the treatment directions should unforeseen circumstances / difficulties arise and that the school will not be held liable for any shortcomings in treatment.
  - 25.6. Completion of form appendix 4 will comply with the above.
26. Specific written authorisation on the basis outlined above should be obtained on the occasion of each (separate) illness.
  27. Children with long-term illnesses or conditions should be the subject of periodic review with renewal of parental consent if necessary.

### **Delivery and Storage of Medicines**

28. The following guidance is given following consultation with Gwent Health Authority.
29. Headteacher should ensure that any medicines or other forms of treatment which they agree to administer, are dealt with as follows:-
30. Delivery should be made to the school preferably by the parent or by another responsible adult acting at the request of a parent. The medicine or other treatment should be either handed directly to the Principal First Aider or to another First Aider, see Appendix 1.
31. The medicines or other materials must be clearly labelled with contents, dosage / application instructions and the name and date of birth of the child (if necessary the address may also be added to avoid confusion).
32. All medicines or other materials for treatment of children should be kept in separate containers and stored in secure locked cupboards at locations not normally accessible to children.
33. A record must be kept at the school of all medicines etc. received, including dates and identity of child.
34. It is considered essential that a record should be kept of the dates and times when any medication is administered. It is also essential that any occasion of failure to administer (for whatever reason) is also recorded, and parents advised wherever possible.
35. If medication is destroyed or disposed of by the school, this should be recorded with the identity of the person undertaking the function.

### **Contacting the Principal First Aider**

36. The first aider on duty can be contacted on 5611/ 5480. In the event of an emergency cardiac incident telephone 07731 571848

### **Students visiting First Aid Room**

37. In the event of a student requiring medical attention, staff are to follow the procedure below:

- 37.1. Student sent to First Aider.
- 37.2. Homework diary completed with time of leaving class entered.
- 37.3. First Aider administers first aid if appropriate and returns student to class normally within 15 minutes.
- 37.4. First Aider enters details of visit in first aid log book & on Sims
- 37.5. If student is too ill to remain in school – parents to be contacted and request that they collect the student.
- 37.6. No student to be left alone at any time in the medical room.

### **Accident Procedure and Reporting**

38. In the event of an accident, staff are to follow the procedure below:

- 38.1. First Aider administers first aid if appropriate.
- 38.2. Details logged in logbook & on Sims
- 38.3. Accident form filled in immediately with staff member/student present if possible (Appendix 5)
- 38.4. If the accident takes place in a lesson, parents/carers need to be contacted regardless of the severity of the accident. The student is either returned to class if appropriate or parent/carer contacted to collect student. No student left unattended in Medical Room. Staff members return to work or make own arrangements to travel home.
- 38.5. Accident form given immediately to Health and Safety Co-ordinator.
- 38.6. Health and Safety Co-ordinator:-
  - 38.6.1. Check Accident Form fully completed.
  - 38.6.2. Take action to address any unsafe environment.
  - 38.6.3. Inform the Monmouthshire County Council Health and Safety Co-ordinator if the accident may be investigated by H.S.E. or the injury is reportable.
  - 38.6.4. Health and Safety Co-ordinator passes Accident Form to Headteacher for signature and other further information necessary.
- 38.7. Headteacher returns Form to Health and Safety Co-ordinator, the original sent to Monmouthshire County Council (if necessary) and copy to file.
- 38.8. Next day, First Aider:-
  - 38.8.1. Checks to see if staff member/student is in school.
  - 38.8.2. If absent, 'phone staff member/parent for update. Check if staff member/student may have to be detained in hospital for 24 hours. First Aider notifies Health and Safety Co-ordinator to commence RIDDOR action.
  - 38.8.3. If staff member/student is absent from school for 3 days as a result of an accident, Principal First Aider informs Health and Safety Co-ordinator to

commence RIDDOR action.

### **Students requiring Hospital treatment.**

39. Should any student require hospital treatment parents/carers will be contacted to accompany/meet the young person. In the event of non-contact a First Aider or a member of staff will accompany them. Under no circumstances will a student be sent on their own.
40. Should a staff member require hospital treatment, appropriate arrangements are to be made.
41. Chepstow School has an AED (Automatic Emergency Defibrillator) on site for use in the event of a non-breathing casualty. 6 staff are currently trained in the use of the Defibrillator.

### **First Aid / Accident Log Book**

42. Section 88 of the Social Security Act 1975 requires all employees to inform their employer, as soon as possible, when they have sustained an injury at work. They can if they choose, ask another person to report the injury on their behalf.
43. An employer is required to ensure that all injuries, regardless of how minor they may appear, are recorded in an Accident Book. The Accident Book is referred to as B1510 however there can be no objection to an alternative book being used, which is of a similar format and includes sections which require specific information to be entered.
44. Entries must be made as soon as practicable after an accident has happened and must be readily accessible at all reasonable times to any injured employee and any person bona fide acting on their behalf. The book should be preserved for a period of three years after the date of the last entry.
45. Every employer is required to take reasonable steps to investigate the circumstances of every accident recorded in the book. If there appears to be any discrepancy between the circumstances found and the entry made it is a requirement to record the circumstances so found.
46. The accident book may also be used by the employer to record injuries which the law requires to be recorded and reported to an enforcing authority – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

### **Information required for Accident Book.**

47. An Accident Book, if not the B1510, should be hard covered and contain at least the following sections:

Section 1 Full name, Address and Occupation of Injured Person.

Section 2 Signature of injured person or other person making the entry (if the entry is made by a person acting on behalf of the injured person the address and occupation of the person must also be given).

Section 3 Date when entry was made.

Section 4 Date and time of accident.

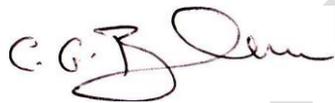
Section 5 Room or place in which accident happened.

Section 6 Cause and nature of injury (stating clearly the work or process being performed at the time of the accident).

The daily log book in use serves both purposes of First Aid and Accident Book.

Ratified by Governors at the Full Governors' Meeting on

Signed on behalf of Governors:

A handwritten signature in black ink, appearing to read 'C. G. Bridgeman', is written over a large, light grey watermark that says 'RATIFIED' diagonally across the page.

Name: Craig Bridgeman (Chair of Governors)

Date: 16<sup>th</sup> May 2016

**Appendix 1 – First Aiders and Appointed People (updated January 2017)**

**First Aiders**

GILL NEIL Expires 01/20 Qualified Nurse  
Principal First Aider

**SCHOOL STAFF WITH FIRST AID QUALIFICATIONS**

**1 DAY EMERGENCY FIRST AID COURSE**

	Expires
Helen Scudamore	05/17
Teresa Jones	05/17
Gill Thacker	05/17
Emily Powell *	05/17
Eleri Jones	01/18
Nicky Back	01/18
Jamie Goddard	01/18
Becky Urch	01/18
Noel Hine	01/18
Andy Haddock	01/18
Kate Loram	01/18
Laura Deavall	01/18
Andrea Cole	01/18
Nicola Phillips *	01/18
Sally Hughes	06/19
Ollie Knight	06/19
Cath Lewis	06/19
Sarah Stas	09/19
Laura Bridgeman	09/19

\* Currently on maternity leave

**3 DAY FIRST AID AT WORK COURSE**  
**(MEDICAL ROOM COVER)**

Hazel Trott	11/19
Deb Watkins	11/19
Angela White	03/17
Mia Blake	02/20

## Appendix 2

### LOCATION OF FIRST AID BOXES

#### FIXED FIRST AID BOXES

DT 7 & 8,  
DT 1, 2 & 3  
Upper Science Prep Room

#### PORTABLE FIRST AID BOXES

PE  
Community Minibus  
Trip Pack

RATIFIED

**Appendix 3**

**RECORD OF THE ADMINISTRATION OF MEDICATION TO STUDENTS**

DATE	DAY	STUDENT NAME	NAME OF MEDICATION	DOSAGE DETAILS	INITIALS



# Chepstow **School**

## **Ysgol** Cas~gwent

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**ADMINISTRATION OF PRESCRIBED MEDICATION**

**(PARENTAL CONSENT FORM)**

**NAME OF STUDENT**

**FORM**

.....

I ..... being the parent / carer of the student named above, give consent for my child to receive the accompanying medication whilst he / she is in school.

I accept full responsibility concerning the administration of this medication to my child.

I accept that the school will not be liable in any way for any consequence arising from the administration of, or the failure to administer (due to circumstances beyond our control) this medication to the child named above.

Signed .....

Name (Block Letters) .....

Date .....

Received (Staff Signature) .....

HEALTH & SAFETY RECORD  
ACCIDENT / INCIDENT REPORT

**Injured or Affected Person**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Form: \_\_\_\_\_  
Status: \_\_\_\_\_

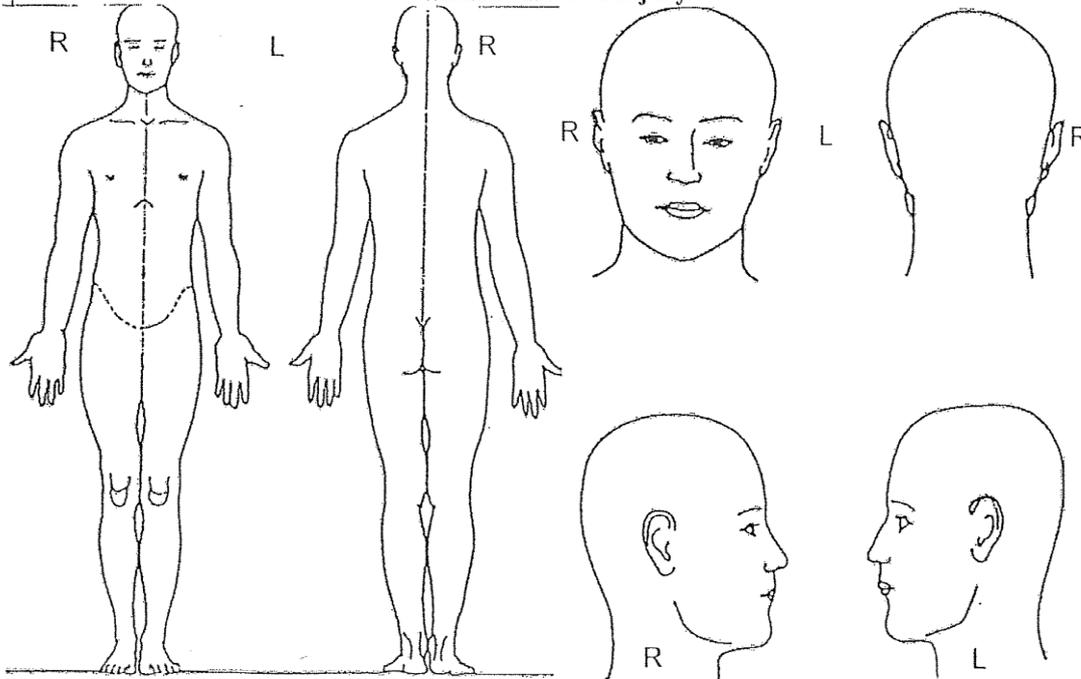
**Details of Accident/Incident**

Nature (state whether injury, near miss, other) \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Witness: \_\_\_\_\_

**Details of Injury / Condition**

Nature: \_\_\_\_\_  
Part of Body: \_\_\_\_\_

**Indicate Area of Injury**



Description of Injuries:

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident

Description of Immediate Action

Outcome

No Treatment  First Aid  Contacted Home  Collected from School

Back to Class  Resumed Work  Sent Home  Sent to Hospital

Follow Up

I give consent for these details to be shared with a third party if necessary.

Signature of Affected / Injured Person:

Report Completed By

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_