

# HAMPTON COLLEGE: FIRST AID POLICY

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## RATIONALE

Hampton College recognises that its responsibility for the safety and welfare of all students and staff is paramount.

Hampton College will conform to all statutory requirements and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all employees, volunteers and other workers.

Staff and students will be informed of First Aid arrangements during their induction and kept updated, as appropriate, in bulletins or staff briefings.

## **Legislation and guidance**

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## ROLES AND RESPONSIBILITIES

### **The Board of Trustees**

The Board of Trustees has overall responsibility for ensuring compliance with this First Aid Policy. In consultation with the Executive Headteacher and Local Governing Body, the Trustees shall ensure that there are effective and enforceable arrangements for the provision of first aid throughout the School, periodically assessing the effectiveness of this document and ensuring that any necessary revisions are made. The Board of Trustees delegates operational matters and day-to-day tasks to the Heads of School and staff members.

Health and Safety legislation places duty on employers for the health and safety of their employees and anyone else on the premises. At Hampton College, this includes responsibility for all teaching staff, support staff, students and visitors (including contractors).

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## The Heads of School

The Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all time, ensuring that they have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

## Staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

Adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every three years.

All staff are alert to behaviour and situations that could cause harm and will take action to prevent this. Any damage to the building that could be dangerous should be reported to a member of the Site Team.

All teaching staff are responsible for any defects in the equipment or damage to their classrooms should report such to the Site Team.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas. The school will use CLEAPSS guidelines when drawing up risk assessments for Science, Design Technology and other specialist subject teaching areas. [www.cleapss.org.uk/](http://www.cleapss.org.uk/)

All staff will be given a written list of students with pre-existing or known medical conditions with details of their needs and what to do in an emergency. It is the responsibility of all staff to make themselves familiar with the needs of students they teach, or oversee, both inside and outside of the classroom. An appropriate number of staff will receive training to meet the needs of students with specific medical requirements.

Staff are responsible for ensuring that they know who the first aiders are and that they follow first aid procedures. When an accident occurs within their lesson or area, they should ensure that the relevant paperwork is completed.

## Parents

Parents have the prime responsibility for their child's health and should provide the school with information relating to their child's medical condition. They should ensure that medication stored by the school is in date.

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## Lead First Aider

The lead first aider is responsible for keeping a record of all first-aid related incidents that occur within the School. She keeps a central record of all first-aid treatment given by a first aider. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. Parents of children with known medical conditions are to give their consent to the School's Lead First Aider for drugs to be administered, if necessary. This includes allowing use of epi-pens and inhalers stored by the school. The forms for parents to give that consent are in Appendix A.

## First Aider

First Aiders must complete a training course approved by the Health and Safety Executive (HSE). The main duties are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school. Including recommending that a student is sent home to recover.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome on the appropriate record.
- Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill.
- When necessary, complete an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix B)
- Recognise and respond to the emergency needs of students with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

First aiders are listed in Appendix C. Signs denote key first aid bases within the school.

## First aid Procedures

### In-school procedures

In the case of illness:

- If a student seeks medical support, the member of staff in charge of the student will note the request and send them to the nearest appropriate location.
- If someone is taken ill and cannot be moved, the first member of staff on the scene will summon help from a First aider.

In the case of an accident or injury at school:

- The injured party should be seen by a qualified First aider
- Parents or next of kin will be contacted, where this is deemed appropriate. This includes all primary aged students and all but the most minor injuries. Parents are always contacted if a student receives a bump to the head.
- If the injuries cannot be treated at Hampton College, arrangements will be made to transport to hospital. A member of staff will accompany the student if a parent is unable to be there.
- All witnesses must make a statement to help clarify the cause of the injury.
- The First aider will keep a record of any treatment given. This includes:
  - The date, time and place of the incident
  - The name (and class) of the injured or ill person
  - Details of the injury/illness and what first aid was given

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- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
  - Name of the First aider.
  - Who notified the parent and whether this was by letter, phone, email or in person.
- Serious accidents affecting employees, students or visitors must be reported to the HSE on Form 2508. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))

## Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

For Primary Phase trips, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits. This is a statutory requirement for Early Years Foundation Stage.

For Secondary Phase trips, a member of staff may assume the role of an Appointed Person if there is no First aider on the trip. The Appointed person will:

- Takes charge when someone is injured or becomes ill
- Looks after the first aid equipment e.g. restocking the first aid container
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

## Hygiene Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

## First aid equipment

A typical first aid kit will include the following:

- A leaflet giving general advice on first aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

No medication is kept in first aid kits.

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A list of the places where First aid kits are stored can be found in Appendix D.

## Record-keeping and reporting

### First aid and accident records

- A first aid, and accident form, where appropriate, will be completed by the First aider and member of staff responsible for the student at the time of the accident on the same day or as soon as possible after an incident resulting in an injury
- A copy of the first aid report form will be added to the student's electronic record at Secondary Phase, and placed on file at Primary Phase.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years
- Records will be analysed to look for trends and patterns. They may be used for reference in future first- aid needs assessments.

### Reporting to the HSE

The Site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
  - Specified injuries, which 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)
    - 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
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
  - Where an accident leads to someone being taken to hospital
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) - <http://www.hse.gov.uk/riddor/report.htm>

### Child Protection

If any concerns are raised that have Safeguarding implications (unexplained marks or scars), whilst a person is being treated for first aid, the First aider must inform a Designating Safeguarding Person who will take appropriate action.

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Physical contact with students during the treatment of minor injuries, illness or medical conditions may be necessary and may involve more than one First aider. Any treatment should:

- Not involve more contact than necessary
- Be carried out, where possible, in the presence of other staff or students
- Be recorded and parents should be informed.

## Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour and Exclusion Policy
- Administering Medication Policy

## Monitoring and evaluation arrangements

First aid and accident statistics are discussed at termly Health and Safety Meetings

## Policy review

This policy is reviewed yearly or sooner if there are statutory guidance updates.

APPROVED BY GOVERNORS:

M Patchett

9 October 2020

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SIGNATURE

NAME

DATE

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## APPENDIX A

### PARENTAL CONSENT FOR A CHILD TO RECEIVE OCCASIONAL PRESCRIBED MEDICATION IN SCHOOL

Please complete if applicable, giving as much detail as possible:

Pupil's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I consent to my child receiving the following prescribed medication/undergoing the following procedure in school:

Medication:			
Start date:		End date:	
Required dose:		Time to administer:	am / pm* <small>*delete as appropriate</small>
Storage instructions:			
Notes:			

I undertake to ensure that the school has adequate supplies of the medication/equipment.

I undertake to ensure that the medication/equipment supplied by me and prescribed by my child's doctor is correctly labelled, in date, with dosage and storage details attached, and the school will be informed of any changes.

I understand that the medication/procedure will be carried out by two members of staff who will assist my child in administering their medication correctly.

I understand that the school can only administer occasional medication, which has been prescribed by a doctor and that it is my responsibility to ensure that any medication/equipment is brought to school, and collected from school, on a daily basis if necessary.

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

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## HAMPTON COLLEGE (PRIMARY PHASE)

### STAFF LOG FOR ADMINISTERING OCCASIONAL PRESCRIBED MEDICATION IN SCHOOL

Pupil's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medication:			
Start date:		End date:	
Required dose:		Time to administer:	am / pm* <small>*delete as appropriate</small>
Storage instructions:			
Notes:			

#### Staff checklist

Is the medication labelled with a pharmacy label?	YES / NO
Does the named medication correspond with the parental consent form?	YES / NO
Is the medication in date?	YES / NO
Do the dosage instructions provided by the parent match the pharmacy label?	YES / NO
Are clear storage instructions provided?	YES / NO
Has the parent identified a clear time for the medication to be administered?	YES / NO
Have two members of staff checked all of the above?	YES / NO



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## Appointed staff

The following staff are willing to supervise or assist with the administering of medication for the named child and have ensured that the above checklist has been followed prior to medication being administered. The named staff will complete the log (overleaf) when the medication is administered.

Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:

## HAMPTON COLLEGE (PRIMARY PHASE)

### STAFF LOG FOR ADMINISTERING OCCASIONAL PRESCRIBED MEDICATION IN SCHOOL

Medication	Administered dose	Date	Time	Staff name, signature and date (1)	Staff name, signature and date (2)

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## Appendix B

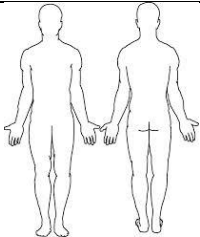
### HAMPTON COLLEGE ACCIDENT / INCIDENT REPORT FORM (STUDENT)

Centre:		<b>Distribution:</b> <input type="checkbox"/> First Aid <input type="checkbox"/> Business Manager <input type="checkbox"/> Student Services Team Leader
Person completing the form:		
Date:		

<b>WHEN</b>	Date of accident/incident:		Time:		AM/PM
	Period:		Lesson:		

<b>WHERE</b>	Accident/Place of accident:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	Where:		
	Light Conditions:	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Artificial	<input type="checkbox"/> Dark	<input type="checkbox"/> Bright
	Weather Conditions:	<input type="checkbox"/> Rain	<input type="checkbox"/> Snow/Ice	<input type="checkbox"/> Dry	<input type="checkbox"/> Windy	<input type="checkbox"/> Sunny

<b>CASUALTY</b>	First name:		Surname:		
	Year group:		Tutor Group:		
	Home address:			Date of birth:	
				Age:	
	Postcode:			Home Telephone:	

<b>INJURY DETAILS</b>	Injury Type:				
	Body Area Affected (Mark location on body):		Side of Body:	<input type="checkbox"/> N/A	
				<input type="checkbox"/> Left	
				<input type="checkbox"/> Right	
				<input type="checkbox"/> Both	
Cause of Injury:					
Detailed description of accident /incident:					

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<b>FIRST AID</b>	Was First Aid given:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What treatment was given:			
	If YES, by whom:			Were they a qualified First Aider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
	Were the Emergency Services called?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES which one(s)?:	<input type="checkbox"/> Ambulance		
					<input type="checkbox"/> Fire		
					<input type="checkbox"/> Doctor		
					<input type="checkbox"/> Police		
	Were the Parent/Carer contacted?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Paramedic		
Were they taken to hospital?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, who accompanied?:				
If taken to Hospital, which one?	<input type="checkbox"/> Peterborough City Hospital		Who were they taken to hospital by?:	<input type="checkbox"/> By Parent/Carer			
	<input type="checkbox"/> Other			<input type="checkbox"/> By Ambulance			
Were they detained?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	If YES, for how long?			

<b>WITNESSES</b>	Were witness statements taken?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If YES state names and departments:		

<b>FOLLOW UP ACTIONS</b>	Describe action to reduce re-occurrence (Teacher or SE to complete):		
	Name:	(Please print)	Signature:

### Hampton College Secondary Phase

- First Aid Room
- Student Services (Sirius / Vega)
- Student Services (Polaris / Rigel)
- Fire Evacuation Trolley
- Room 1
- Room 2
- Room 6
- Room 7
- Room 50
- PE Office
- PE out & About Bag
- Science Prep room
- Sixth Form Centre

### Hampton College Primary Phase

- Cloakroom in reception, 1 First aid box
- Lakes temp classroom year 1, 1 First aid box
- Year 1 Cloakroom 1 First aid box
- Year 2 Cloakroom 1 First aid box
- Year 3 Cupboard 1 First aid box
- Year 4 Cupboard 1 First Aid box
- Year 5 Cloakroom 1 First aid box
- Year 6 Cloakroom 1 First aid box
- Staffroom 1 First aid box
- First aid room 1 First aid box
- Admin office 1 First aid box & 1 Defibrillator expiry [12-2023](#)

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## APPENDIX E

Dear Parent/Carer

Head Bump

<Name of student> had a bump to his/her head today at <time>. Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

If your child displays any of the above symptoms (they may not all be apparent), you may wish to seek immediate advice from your GP or local A&E Department.

Yours sincerely