



Rugby School

## First Aid Policy

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September 2019

## **Responsibility for updating this policy: Health and Safety Officer**

### **Introduction**

This policy outlines the responsibility of the School to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually by the Deputy Head Pastoral and the Health & Safety Officer (HSO).

### **Aims**

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on School visits.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**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 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services.**

### **Personnel**

The Governing Body (GB) is responsible for the health and safety of their employees and anyone else on School premises.

This includes the Head Master, Chief Operating Officer, Deputy Head, Deputy Heads, Assistant Heads, Teaching Staff, Operations and Administrative staff, students and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are in place and appropriate.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment duties.

The Head Master and Chief Operating Officer have dual responsibility for ensuring that the policy is implemented and for developing detailed procedures.

The School should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and all other staff members are expected to do all they can to secure the welfare of the student, colleagues and visitors.

### **Responsible Person (RP)**

The Responsible Person does not have to be a First Aider or an Appointed Person. The RP is appointed by the School to ensure that a sufficient number of appropriately trained staff members are available at all times when students and members of staff are on School premises.

**An Appointed Person (AP)** need not be a First Aider, but should have undertaken emergency first aid training. The AP will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**A First Aider** must have completed and keep updated a training course that has been approved by the HSE. This is a voluntary post. A First Aider will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Procedures**

#### **Risk assessment**

Reviews are required to be carried out by department heads at least annually and when circumstances alter, Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Governing Body, Head Master and Chief Operating Officer.

Re-assessment of first-aid provision

As part of the School annual monitoring and evaluation cycle

- the department heads will review the School first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- the Responsible Person monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Responsible Person also monitors the emergency first-aid training received by other staff and organises appropriate training
- Appointed Persons will check the contents of the first-aid boxes in departments and Houses
- holders of personal first aid kits will be responsible for their content level

#### **Providing information**

The School will ensure that staff members and students are informed about the School first-aid arrangements.

The Health and Safety Officer will:

- update first-aid notice boards
- give all staff members' information on the location of equipment, facilities and first-aid personnel. **This will appear on the school Firefly website.**

### **Provision**

The School will consider the findings of the risk assessment in deciding on the number of first-aid personnel required.

The School is a low risk environment; however, the Head Master and Chief Operations Officer will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider (but not be limited to):

- All off-site games activities e.g. away matches
- All School trips
- Science labs
- DT/Art rooms
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events, societies and Houses.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons are **available at all times when people are on School premises or official School trips.**

### **First aiders**

The recommended ratio of certified first-aiders is one per 100 students/staff.

### **Appointed Person**

The School should appoint at least one Appointed Person per area.

In addition at least one member of the PE & Games, Drama, Art and Science Departments, and persons supervising School trips should be an Appointed Person.

A member in each of the catering departments (kitchens) will be an Appointed Person.

### **Qualifications and Training**

First Aid at Work qualified staff members will hold a valid certificate of competence (minimum 18 hours), issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

Training in First-Aid for Children should be arranged in a three year cycle for the above.

### **First-aid materials, equipment and facilities**

The Heads of Department must ensure that the appropriate numbers of first-aid containers according to the risk assessment of the School are available.

The Sanatorium will give guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- Each School bus and any other vehicle used for School purposes must carry a first-aid container
- First aid containers must accompany teachers and trip organisers off-site
- First aid containers should be kept near to hand washing facilities Spare stock can be obtained from ESPO on request [www.espo.org](http://www.espo.org)

Responsibility for checking and restocking the first-aid containers:

- in School, the nominated First Aider or Appointed person for that department
- on buses and School vehicles, the Porters or person using the vehicle
- for all off-site activities, a named member of the department arranging the activity

### **Ambulances**

If an ambulance is called then the Matron or First Aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address and/or GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.

Staff should always call an ambulance when there is a medical emergency and / or serious injury.

Examples of medical emergencies include:

- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and / or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture.

Arrangements should also be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time and they should remain with the student until parents/guardians arrive.

### **Accommodation**

The School must ensure that suitable accommodation is provided in sufficient numbers for medical treatment and care of children during School hours and at any other time when students or staff members are on School premises.

### **Medical Conditions**

Students with particular medical conditions such as; life threatening allergies, asthma, epilepsy or diabetes will be identified and personal arrangements will be made to support the needs of those individuals whilst maintaining confidentiality so far as is reasonable

### **Hygiene/Infection control**

Basic hygiene procedures must be followed by staff members.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment, especially 'sharps'. A medical waste facility is available in the San.

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

The First Aider should take precautions to avoid the risk of infection in the event of contact with blood or other bodily fluids including:

- covering any cuts and grazes on their own skin with a waterproof dressing;
- wearing suitable disposable gloves when dealing with blood or other bodily fluids;
- using suitable eye protection and a disposable apron where splashing may occur;
- using devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;

washing 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, they should take action to clean the affected area and report the incident to the School nurse and take medical advice (if appropriate).

The First Aider and/or Responsible Person will arrange for the proper containment, clear up and cleansing of the spillage site.

### **Reporting accidents**

All accidents and injuries should be reported by the casualty or their representative/supervisor via the appropriate form prior to leaving the School or, within 24 hours in the case of being taken to hospital via ambulance.

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The School must ensure that a record is kept of any reportable injury, disease or dangerous occurrence.

This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records. Once completed the report form must be sent to the Health and Safety Officer (HSO) in the Bursary.

Accidents, Incidents and some diseases must be reported to the HSE by the Responsible Person (HSO) or nominated person

For definitions and guidance on RIDDOR (1995) and information on Reporting School Accidents please refer to **appendix 1**.

### **Record keeping**

Statutory accident records:

The School must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of six years** (or longer in the event of exposure to hazardous substances - see Document Retention Policy for more details).

If the accident involved a person under the age of 18, the School should retain accident records until the injured person's 24th birthday in accordance with the School's Document Retention Policy (unless the School is confident that the risk of the injured person is low).

School's central record:

This can be combined with the RIDDOR records and the Accident Book, providing all legislation requirements are met.

The department heads must ensure that a record is kept of any treatment given by first aiders or appointed persons.

This should include:

- the date, time and place of incident

- the name, address or House of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.
- the name and contact details of any witnesses

The School must ensure that procedures for informing the parents of students involved in significant incidents are in place.

**Monitoring**

Accident records can be used to help the Head Master, Chief Operations Officer, Health and Safety Officer and San staff identify trends and areas for improvement.

Records could also help to identify training or other needs and may be useful for insurance or investigative purposes.

The School should establish a regular (at least annual) review and analysis of accident records.

**Authorised Compliance and Risk Committee**

**Date:**

**25 September 2019**

### **Appendix 1 - Definitions of accidents and guidance on RIDDOR 1995 and information on Reporting School Accidents.**

The following accidents must be reported to the HSE forthwith by the quickest practical means (usually by telephone) and a report sent to the relevant enforcing authority on the approved form (F2508) within 10 days:

- where any person dies as a result of an accident arising out of or connected with work
- where any person at work suffers a major injury (defined below) as a result of an accident arising out of or connected with work
- where a person not at work suffers an injury as a result of an accident arising out of or in connection with work, and that person is taken to hospital for treatment in respect of that injury

The following injuries must be reported as soon as practicable, and a report sent to the relevant enforcing authority within 15 days on the approved form:

- where a person is incapacitated for work of a kind which he/she might reasonably be expected to do, for more than 7 consecutive days (excluding the day of the accident but including days that would not have been working days i.e. weekends), because of an accident arising out of or in connection with work
- where an employee as a result of an accident at work, has suffered a reportable injury which is the cause of his/her death within one year from the date of the accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not it was previously reported
- where a person at work suffers from any of the reportable diseases as specified in schedule 3 of the regulations, and the work involved one of the activities specified in the corresponding entry. However, the School need only do this if a written statement diagnosing the disease has been prepared by a medical practitioner and submitted to the School

#### **A major injury is defined as:**

- any amputation
- any fracture other than to fingers, thumbs or toes
- any dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- a chemical or hot metal burn to the eye or any penetrative injury to the eye
- any injury resulting from an electric shock or electrical burn
- any person whose injury causes them to lose consciousness or require resuscitation
- any person who is admitted to hospital for more than 24 hours as a result of an accident or incident at the School
- any other injury leading to hypothermia or heat induced illness causing unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent or any subsequent acute illness which requires medical treatment as a result of this
- certain road accidents where persons are killed or injured

Reportable diseases include infections such as (but not limited to):

- Leptospirosis
- Hepatitis
- Tuberculosis
- Anthrax
- Legionellosis
- Tetanus

Other conditions are also reportable such as:

- Certain poisonings
- Occupational asthma
- Occupational cancer
- Asbestosis
- Mesothelioma
- Musculoskeletal disorders
- Hand arm vibration syndrome
- Pneumoconiosis
- Skin disorders such as occupational dermatitis, skin cancer, chrome ulcer and oil folliculate/acne

**Not reportable** are deaths or injuries which arise from medical treatment or examinations carried out by a registered medical practitioner or dentist. Nor is it necessary to report an occupational disease identified during health surveillance.

It should be noted that the term 'accident' also includes non-consensual physical violence at the School or when a person is partaking in official activities that are connected with the School but not on School premises.

#### **Activity area (non-curriculum) accidents**

Accidents of this nature due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment;
- inadequate supervision.

On having received the report the HSE can require further information about the reported incident. This may be further details about the circumstances which gave rise to the incident, details of safety systems, qualification, experience and training of staff members, protection arrangements, test and levels of exposure.

The Head Master and Bursar are responsible for ensuring that the reporting of accident, incidents and occurrences happens, but may delegate the duty to the Health and Safety Officer.

The Health and Safety Officer must ensure that the RIDDOR Form is completed and sent to the Administrator at Caerphilly on line via the HSE website.

HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG  
Website: [www.riddor.gov.uk](http://www.riddor.gov.uk) email: [riddor@natbrit.com](mailto:riddor@natbrit.com) Telephone: 0845 300 9923

The Administrator will report the incident to the local HSE and also to our insurers.