

**Outcomes  
First  
Group.**



**Belmont  
School**

# First Aid Policy

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**Belmont  
School**

First Aid Policy

## Document History

VERSION	COMMENTS/AMENDMENTS/REVIEW	NAME	DATE
1.0		C Bailey / R Hill	May 2021
2.0	Annual Review	C Bailey / R Hill	June 2022
2.1	Amendments to first aiders and kit locations	C Bailey / R Hill	June 2022
3.0	Annual review	C Bailey / R Hill	September 2023
3.1	Updated to reflect amendments to trained staff	C Bailey	November 2023

## Introduction

*This policy should be read in conjunction with the OFG “First Aid at work policy” (May 2022) and OFG FIRST AID AT WORK – STANDARD OPERATING PROCEDURE (SOP) – Sept 2023*

First aid can save lives and prevent minor injuries becoming major ones. Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The health and safety of the boys in the care of Belmont school is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to organise the provision of First Aid for the boys and staff both on and off the school premises.

It is assumed that all boys attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. School first aiders are there for accidents, emergencies and illnesses that occur during the course of the school day. The first aiders are deputised by the head teacher.

If a pupil is too unwell to remain in school then the office will contact his parents/carers so that he may be taken home, or to inform them should he need to be taken to hospital. Any pupil who has had an accident requiring urgent medical treatment will be taken by ambulance following a 999 call if deemed necessary. For less severe incidents pupils / staff requiring external medical assistance should initially attend the local “walk-in” centre Rossendale Minor Injury Unit, Rossendale Primary Health Care Centre, Rossendale BB4 7PL (01706) 253650.

## Legislation & Guidance

Outcomes First Group Limited (OFGL) recognises that prompt first aid/emergency aid treatment is instrumental in reducing the effects of injury or illness suffered at work and will comply fully with the provisions of The Health and Safety (First-Aid) Regulations 1981 and associated HSE Guidance.

The organisation’s policy therefore, is to provide adequate and appropriate equipment, facilities and trained personnel to enable first aid to be given to employees if they are injured or become ill

at work. The organisation is therefore committed to:

- Providing, on all company premises (and non-company premises where the Company is legally “in control”, where staff are employed), sufficient numbers of trained personnel, equipment and information available to ensure that someone competent in basic first aid or emergency aid techniques can rapidly attend an incident.
- Ensuring that appropriate first aid arrangements are made for peripatetic employees.
- Ensuring that appropriate first aid arrangements are made for the people we support and other members of the public.
- To provide information to employees on first aid arrangements.

### **What schools need to do**

The employer is responsible, under Health and Safety Act 1974 (HSWA), for making sure that the school has a health and safety policy.

This should include arrangements for first aid and cover:

- Number of first aiders / appointed persons;
- Numbers and locations of first-aid containers;
- Arrangements for off-site activities/ trips;

The Health and Safety (First Aid) Regulations 1981 require employers to assess the needs for first aid with regard to the workplace, the location, the numbers and needs of employees and the activities taking place. When deciding the level of First Aid required it should be borne in mind that the facilities and equipment should enable immediate assistance to be given to employees suffering from potential injuries or illness associated with the specific undertaking rapid summoning of an ambulance or medical assistance.

Typically, first-aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

The Regulations do not prescribe the level of First Aid facilities an employer must provide, because every work place has different hazards. The level of service provided must be appropriate to the risks identified in the workplace assessment, and separate assessments may be required for various parts of the premises, and off site activities dependent on the operations undertaken.

## **FIRST AIDERS**

**First aid** is defined as:

The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment or which does not require professional medical treatment.”

**A first-aider** is:

Someone who has undertaken suitable training and has an appropriate First Aid qualification and remains competent to perform their role. This means that they must hold a valid certificate of competence in either:

- First aid at work (FAW), issued by an accredited training organisation or recognised awarding body; or
- Emergency first aid at work (EFAW), issued by an accredited training organisation or a recognised awarding body.

The actual level of first aid provision at each workplace will be decided based on an assessment of need. To facilitate this the school conducts an annual first aid assessment.

## CURRENT SCHOOL FIRST AIDERS

The number of trained first –aiders at the school means that there is always at least one suitably qualified responder on site at all times.

The school maintains a record of first aiders and certification dates as part of its central training register.

Please refer to Appendix for latest list of trained staff

### **Teachers and other school staff**

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

The Head teacher will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders. They must also ensure that there are enough trained staff to meet the statutory requirements and assessed needs.

### **Main duties of the First Aiders**

At school, the main duties of a first aider are:

- 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 or arranged
- Any major concerns or injuries must be reported to the lead first-aider and appropriate member of senior management without delay.

It is a part of his/her responsibility to administer first aid and to organise (in consultation with senior management) a pupil's transfer to hospital in the case of an emergency. First aiders are usually on site from 8.00am, till 4.00pm.

### **Providing information**

- The school keeps staff and pupils informed by displaying first-aid notices in prominent locations throughout the site. Additional signage is also displayed on doors for rooms that also contain first aid boxes
- Information regarding first aid arrangements, including who the named first aiders are, is provided as part of the induction process for new staff and pupils.

### **First-Aid Materials, Equipment and First-Aid Facilities**

The school ensures that the proper materials, equipment and facilities are available at all times. First-aid equipment must be clearly labelled and easily accessible.

First aid containers marked with a white cross on a green background are sited in the following areas of the school:

<b>Secondary</b>	<b>Primary</b>
<ul style="list-style-type: none"> <li>• C10 (first aid room)</li> <li>• Main Office</li> <li>• C3</li> <li>• Pastoral Room</li> <li>• Kitchen</li> <li>• DT (M7)</li> <li>• Food &amp; Nutrition (Main building)</li> <li>• Science Lab (H2)</li> <li>• Admin Building (Kitchen)</li> <li>• Vocational Education Unit</li> </ul>	<ul style="list-style-type: none"> <li>• First aid room</li> </ul> <p>Given the compact size of the school all first aid kits are stored in the first aid room and cupboard in the hall both are available for distribution as required</p>

The school has a nominated person (s) responsible for inspecting the contents of all first-aid containers and ensuring they remain appropriately stocked at all times.

These are currently:

S CLARKE, P ANDREW (**Secondary**) / TEAM 1 (**Primary**) and is done so on a regular basis.

The school also ensures that first-aid containers are readily available during educational visits and off-site activities such as PE and outdoor education. In addition each of the schools minibuses is equipped with a first-aid container.

The actual level of first aid provision at each school/site is decided based on an annual assessment of need.

## Procedure for administering pupils with medication

The school has a number of pupils for whom medication must be dispensed each day. Please refer to the “Medication Policy for Day schools” (available upon request) for further details.

All records of dispensed medication are maintained in the school medication log book.

### **ACCIDENTS / EMERGENCIES / CALLING 999**

#### *Emergency*

In any emergency the first-aider plays the lead role within school. Responsibility for deciding to call the emergency services (999) lies with the first-aider and supersedes the decision of all other members of staff (including the head teacher). However it is good practice for a first aider to liaise with a member of management once the decision to ring 999 has been taken.

Before dialling 999 the first-aider **does not need the consent of parent/carer.**

It is, however, established school practice that in an emergency the head teacher (or other member of senior management) will ensure that parent / carers are informed as soon as possible.

All accidents that occur on school premises (or during school activities e.g. off-site trips) must be reported to the Head teacher (or other member of senior management). The accident must also be recorded in the accident book together with any relevant outcomes (see reporting and recording).

## Reporting and Recording

The school keeps a record of any first aid treatment given by first-aiders including:

- Date, time and place of incident
- Name (and class) of the 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, returned to normal duties, went back to class, went to hospital etc.)

- Name and signature of the first aider dealing with the incident

Additionally, the school also has a number of supporting documents and procedures to ensure that all incidents of injury, illness and first-aid treatment is reported and recorded.

Accident Book: The school maintains a record of any first aid treatment given by first aiders via the accident book. Responsibility for completing the book lies with the first-aider administering the treatment in consultation with the Assistant Head teacher – Operations.

Accident Recording: Copies of all accident report forms are stored electronically via the Info Exchange system (staff/visitors) and Sleuth (pupils). Responsibility for maintaining these records currently lies with: C Bailey.

Body Mapping: Any mark or injury sustained at school is recorded on a body map form, including treatment provided, and a copy kept in the central accident reporting file. Any body maps completed due to a negative incident and or RPI are also recorded electronically via the sleuth recording system.

Storage: Five Year Storage is provided in the office for Registers, Accident Reports, Medical Certificates, Parents' Absence Letters, Medical Attendance Sheets and Medical Cards.

Medical Forms: Medical forms are completed for each pupil by the parents/carers on admission to BELMONT school. This form describes any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions. These medical forms are in a locked filing cabinet and are updated as and when the need arises or circumstances change. This includes an annual request to refresh the latest requirements with parents/carers. School will then retain a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

### **Recording and reporting accidents**

All accidents to pupils, staff and visitors on the premises must be logged in the accident book and relevant electronic system – currently Info Exchange.

For more detailed information on accident reporting please refer to the following OFG policies & procedures:

- *Accident Reporting Policy (Guide to Accident Reporting & Simple Guide to RIDDOR)*
- *Accident/ Incident/ Near Miss investigation*
- *Accident, Incident and Dangerous Occurrence Reporting*

**CCTV** – In the event of an accident or incident occurring and witnessed in an area covered by the CCTV system, it will be archived as a record of the incident or accident should it be deemed necessary by a member of senior management

### **Special Arrangements**

In some cases children with medical needs may be more at risk than others. Staff may need to take additional steps to safeguard the health and safety of such children.

Ongoing risk assessment is carried out periodically and individuals with specific medical needs or requirements may have their own personal management plan.

The Head teacher (or a delegated member of senior management) is responsible for making sure that all relevant staff know about, and are if necessary trained to provide any additional support or care these children may require.

Information and guidance for dealing with children with conditions such as:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

can be found in the supporting “medical conditions in schools” guidance packs located in the first aid folder and also available electronically via the schools network.

### **Sick or poorly children**

Pupils who arrive in school unwell or develop illness or sickness during the day will not automatically be returned home. Initially students will be monitored by first-aiders and a view taken to the severity of their sickness. Liaison between senior staff and parents/carers will then dictate whether a child is returned home. No pupil is to be returned home without prior parental consent and confirmation that there will be someone at home to receive them. Pupils will also be monitored regarding the nature and frequency of sickness/illness including those who may be seen to feign or exaggerate feeling unwell. Any decision to return a pupil home due to illness must come from a member of senior management (ordinarily Pastoral Lead – **Secondary** / Operations Manager – **Primary**).

### **Transport to hospital or home**

Once it has been deemed necessary to take an individual home and / or to a medical facility senior management will determine how this will be done. Firstly parents/cares will be requested to collect their child. Should this not be possible staff will be delegated to transport (either home or to meet with parent/ carer at the medical facility).

School vehicles to be used wherever possible.

Any staff using their own vehicles must hold suitable business insurance.

The number of staff required to transport to be determined by a senior manager (e.g. second staff member may be required to provide support/comfort to the person).

### **General Pain Relief**

As a general rule the school will not issue general pain relief (such as paracetamol) to pupils apart from those with prior parental/ carer permission. However, given that many pupils live a considerable distance away from school it is often not possible for parents/carers to travel into school with general pain relief. Therefore, school will retain a stock of general pain relief. For any pupil requesting unauthorised or unscheduled pain relief the school must seek parental / carer authorisation prior to its administration. Written records of any pain relief are maintained in the school medication log book.

### **Head Injuries**

Any person (child or adult) receiving a bang to the head will immediately be seen by one of the school's first-aiders. The individual will then be closely monitored and supervised for any potential side effects or concussion.

Parents / carers will be informed (initially by telephone) and a 'bang on the head letter sent home that day.

The letter provides parents with

- details as to how the bump occurred
- information regarding any treatment provided
- advice and guidance regarding possible symptoms (which can often occur several hours after the incident)
- a recommendation to seek professional medical advice should they have any doubts or concerns.

Should the school first-aider be in any doubt about the condition of an individual following a bump of the head the injured person may be taken to the local walk-in centre or an ambulance called in more serious cases.

**NB in the event of a bump to the head it is essential that persons be constantly monitored and observed and not left alone or unsupervised.**

### **Pupils with medical conditions (check other schools/OFG angle)**

The school fully supports any pupil with a medical condition so that they can have full access to education and play a full and active part in daily school life. The school adopts the guidance and advice laid out in the DFE document "Supporting Pupils at school with medical conditions"

Any pupil with an identified medical condition will be subject to a multi-agency individual healthcare plan (IHP). The school works closely with parents/ carers and all relevant agencies in the development, implementation and review of the plan. It also will ensure that relevant staff receives suitable training in order to provide the necessary support to the individual pupil.

## Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and must take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Should staff be uncertain as to how to deal with an incident of blood or body fluids they should exercise caution and immediately consult with a first-aider and/or the facilities management team.

In summary:

- accidents involving spillages of blood should be dealt with using normal first aid procedures (including wearing disposable gloves)
- blood spill kits are located around the site and available from the facilities manager/team
- staff and pupils should be prevented from moving in and around the affected area
- normal cleaning methods using detergent and hot water are sufficient for most spillages
- soiled waste should be disposed of using normal waste disposal procedures.
- Medical waste – bags / bins

If an incident occurs in an establishment where body fluids have been exchanged (for example during playground or sports field injuries or biting incidents) the first aider needs to be told who is affected meaning they can then assess the need for expert medical advice whilst also ensuring the head teacher remains informed.

Further advice on infection control is available in the OFG Control of Infection Policy

## Automated external defibrillation (AED)

The school has 3 AED's. These are currently located as follows:

**Secondary:** Staff room/Office (Coach House)

**Primary:** First Aid Room

**Vocational Unit:** Outside Vocational Lead's Office

Although the device is self-teaching providing step by step guidance for those using it we the school does have a number of AED trained staff.

## Safeguarding

If any concerns are raised that have Safeguarding implications e.g., unexplained marks or scars whilst a person is being treated for first aid, the First Aider must inform the designated safeguarding lead (DSL) who will take the appropriate action.

All staff at the school receive regular Safeguarding training as part of our INSET/ CPD programme. The school also has a number of designated officers including: Sam Townend / Dean Rainford (**Secondary**) / Michelle Jolly and Nicola Haworth (**Primary**)

## All Staff

All members of staff should:

- Familiarise themselves with this policy and the first aid procedures in operation
- Ensure they know who the first aiders are
- Be aware of specific medical details for individual pupils they may work with



- Never move a casualty until they have been assessed by a qualified first aider (unless the casualty is in immediate danger)
- Reassure but never treat a person unless they are certified to do so
- Have regard for personal safety
- Be aware of the location of defibrillators within school

## Insurance

First aiders are fully indemnified by the school against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the school's guidelines for the administration of first aid. All suitably trained staff providing first aid are covered by the insurance arrangements for the Company.

## Monitoring and Review

This policy is subject to annual review unless changing circumstances require an earlier review.

### **MISSION STATEMENT**

*Belmont school aims to provide the best education continuous provision for boys aged 5-18.  
An educational journey with us follows a broad and rich curriculum that allows children to be aspirational whilst embracing their individuality and learning to manage their diagnosis of special educational needs.*

*We aim to enhance life experience and instill a desire to achieve*

# FIRST AID



## CURRENT FIRST AIDERS

SECONDARY	PRIMARY
S. Moorhouse – Lead trainer	Jack Little
H. Brophy	Danielle Clarke
D. Lennon	Danielle Jones
M. Blain	Lucy Harper
C. Wilcock	Marie Macken
D. Pennington	Phil Lambert
S. Hanley	
N. Stocks	
S. Clark	
H. Guiver	
L Lorraine	

### Non-First Aiders

Staff conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of individuals. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### Procedure for administering medication

Please refer to the medications policy (available upon request) for further details. All records of dispensed medication are maintained.

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world