



Glenwood School

Together we will;
respect, achieve and make good choices

Glenwood School First Aid Policy

October 2020

This policy outlines the School's responsibility to provide adequate and appropriate first aid to learners, employees, parents/carers, visitors and contractors and the procedures in place to meet that responsibility. The policy is reviewed annually.

Aims

To assess the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To provide the appropriate number of suitably trained staff as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed annually.
- To provide sufficient and appropriate resources and facilities.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all employees regarding first aid.
- To undertake a risk assessment of the first aid requirements of the school.

Qualifications/Courses

First Aid at Work – 3 day course

The First Aid at Work training course provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work. This course gives both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations. *This course covers first aid for adults only (aged 8 years and above).*

Emergency First Aid at Work – 1 day course

This course is for emergencies only, this basic one-day course meets regulatory requirements. *This course covers basic first aid for adults only (aged 8 years and above).*

First Aid for Childcare Practitioners – 2 day course

This course focuses on emergency scenarios that face professionals working with young children and infants aged up to 8 years. *This course covers first aid for children only (0-8 years)*

Personnel

The LA and the Governing Body are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.

The Governing Body ensure that the insurance arrangements provide full cover for claims arising from actions of employees acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher ensures that the policy for First Aid is available to all employees, volunteers, contractors and parents/carers.

At Glenwood, in line with the much larger school building from September 2019 each learning corridor has its own trained first aider to ensure responses are timely and effective. In addition to the four "central" staff these staff have completed the three day course.

First Aiders are assigned to each class corridor as follows:

- Red Corridor – Rachel Shute
- Yellow Corridor – Amanda Whittet
- Blue Corridor – Leanne Bailey
- Purple Corridor – Kerrie Smith
- Green Corridor – Sarah Kelly

Additional First Aiders are:

- Samantha Evans (Reception)
- Karen Cavalla (Finance Office)
- Charlotte Ikoroha (Finance Office)
- Alex Clegg (Site Office)
- Caroline Bailey (The Glen)
- Joanne Chubb (The Glen)
- Coral Hill (The Glen)

A list of other qualified First Aiders is stored on the SIMS system.

Additional Training.

Sessions for all staff are held annually to cover specific training requirements eg CPR, administration of emergency rescue medication for epilepsy and anaphylaxis and choking.

A number of employees (names available from Reception) are holders of the Rescue Test for Supervisors of Swimmers with Disabilities qualification. This accredited course includes CPR.

Some staff are trained in the use of the defibrillator

All class based staff receive annual training on Infection Control and Handwashing Techniques.

School Nurse

Glenwood has one qualified Nurse who works part time. She attends to the learners' medical needs and any learner emergency. All learners' medical notes are located in the medical room and are accessible to the School Nurse.

Main Duties of a First Aider

The main purposes of First Aid are:

- To preserve life
- To limit the effects of the condition
- To promote recovery.

When necessary, ensure that an ambulance or other professional medical help is called

To attend training sessions as required to ensure their knowledge to kept up to date

First Aiders are required to follow the procedures outlined in this policy

First Aiders ensure first aid supplies in their boxes are maintained, correctly in date and checks recorded.

First Aid Equipment and Facilities

First Aiders will ensure that their First Aid boxes are correctly stocked following the HSE recommendations.

Every minibus (including the school car) has a first aid box – these are checked regularly by Amanda Banks (Glenwood driver) with records filed. Classes not using a school vehicle will take a First Aid bag from the Front Office when going offsite; this will be returned at the end of the trip. These first aid bags will be checked and updated by Samantha Evans

First Aid boxes are located in Reception, Medical Room, swimming pool, Premises Room, the main kitchen and Learner Corridors and within the main offices in both houses at The Glen.

Basic hygiene procedures must be followed by employees administering First Aid treatment
Single-use disposable gloves must be worn when treatment involves blood or other body fluids

Information on First Aid arrangements

Information regarding first aid is available in the Staff Handbook.

The front office has a list of all current first aiders. Signs are displayed around the school and within the main offices in both houses at The Glen with names of first aiders and the location of the nearest first aid box.

Record Keeping, Reporting Accidents and Statutory Requirements

Staff record all injuries and first aid treatments in the relevant 'Record of First Aid Incidents Book' (allocated to each corridor; Reception, Site Office and main offices within both houses at The Glen also have a record keeping book). The Headteacher will check and sign off all 'Record of First Aid Incidents' books termly.

Employees are aware of how to report and record incidents/accidents. The books are labelled and First Aiders are aware that completed books need to be returned to Reception where a new book will be issued. Old Books will be archived and destroyed in accordance with GDPR regulations. The Governing Body implements the LA's procedures for reporting all accidents to employees, learners, volunteers and visitors and all incidents of violence and aggression.

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting accidents and injuries to staff, learners and visitors.

A member of the Senior Leadership Team will be informed of any First Aid treatment so that they can decide on how the parent/carers will be informed and how the incident should be recorded. At The Glen, all senior staff are qualified first aiders. They are responsible for managing first aid incidents and notifying the residential care manager out of usual school hours.

First Aid Treatment

If a learner has a minor cut or abrasion, First Aid treatment is to be given. Minor cuts, abrasions and bites should be washed thoroughly with soap and water. Wipes are also available. Disposable gloves should be used on all occasions involving any open wounds or body fluids.

Human Bites (that have broken the skin)

Unless bleeding freely, in which case hold under warm running water, a bite should be thoroughly washed and rubbed to encourage it to bleed.

Medical Advice should be sought from your, or the learner's, GP or other medical practitioner.

The person who has bitten should be encouraged to spit any blood out of their mouth.

If there is an accident in school which requires medical attention, or if you are concerned, notify a member of the Senior Leadership Team or senior member of the residential team at The Glen immediately. School procedures will be followed.

Administering First Aid Off-Site

First Aid provision is available including when learning in the community.

The level of first aid provision for an off-site visit or activity will be based on the risk assessment

All adults present on the visit should be made aware of the arrangements for First Aid

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the learner's parents can be informed

Hygiene & Infection Control

All first aiders must ensure their own personal safety is protected. Gloves must be worn when providing treatment to a casualty who may be bleeding so other open wounds.

All waste must be disposed of using yellow bags (located throughout school and The Glen). The Site staff may be required to ensure the area is cleaned appropriately. Out of usual school hours, residential staff at The Glen will do this using the spillage kit provided.

All staff should be fully immunized including BCG and should be vaccinated against Hepatitis B. Most G.P. surgeries make a charge for this service. Staff are advised to request that surgeries invoice the school.

Staff are informed of the advised vaccination upon employment and sign to show that they have been made aware.

Defibrillator

Glenwood has an Automated External Defibrillator (AED) on site. This is located in Reception (Front/Office). This will be taken immediately to a casualty who is unconscious/developing breathing difficulties/heart problems or at the request of a first aider.

Policy Date: October 2020