



Brian Jackson College

First Aid Policy

Heckmondwike and Huddersfield

Staff Responsible: Head teacher

Links with other policies:

This first aid policy is linked to the:

- YCC Health and Safety
- Infectious Control procedures
- Risk Assessments

Aim

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The Trustees are required to develop policies to cover both the Heckmondwike and Huddersfield provision. This should be based on a suitable and sufficient risk assessment.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

The Head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met. All displays and notices are kept up to date and reviewed when any staff changes have occurred.

The manager with the delegated function must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location, the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the College's first-aid needs.

In School procedure:



In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Deputy Head/inclusion manager will contact parents immediately.
- The first aider/Deputy Head will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Off-site procedures

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

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

Risk assessments will be completed by the Deputy Head prior to any educational visit which necessitates taking the pupils off site.

There will be at least one first aider on school trips and visits.

The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do. The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them.

Brian Jackson College will:

- Provide adequate and appropriate equipment, facilities and qualified first aid personnel and will ensure provision for employees does not fall below the required standard.
- Keep a central record - B1510 statutory accident book for all accidents.



- Contact parents/carers immediately if their child is involved in an accident and a record will be kept of any parental notification.

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/trips;

First Aid

The main first aid box for use is held in the medical/sick room at either site. If you have an accident you must by law fill in the Accident Book held in reception at either site.

First Aiders

There is a number of qualified first aiders who are named on all our first aid notices displayed at both of our provisions in Heckmondwike and Huddersfield.

All first aiders are identified at the start of everyday during morning briefing.

The appointed first aiders main duties and responsibilities are to:

- Take charge when someone is injured or becomes ill;
- 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.
- Look after the first-aid equipment eg restocking the first-aid container;

Reporting to the HSE

The Head Teacher/Deputy head will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The Head teacher/deputy head will report these to the Health and Safety officer as soon as is reasonably practicable and in any event within 10 days of the incident.



Notifying parents/carers

The Deputy Head/Inclusion manager will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies:

The Head teacher/Deputy head will notify Ofsted of any serious accident, illness or injury to, or death of a pupil whilst in the schools care. This will happen as soon as is reasonably practicable, and no later than 14days after the incident.

The Head teacher/Deputy head will also notify Kirklees Safeguarding board and Duty and advice of any serious accident or injury to, or the death of a pupil while in schools care.