



FIRST AID POLICY

November 2018

General Statement of Policy

This policy is based upon the Health & Safety at Work Act 1974 and First Aid Provisions Regulations 2001 which require building owners to complete and agree:

- Risk Assessments of Events and Current systems/procedures
- Schedule of trained staff
- Training Programme
- A First Aid Register.

It is the responsibility of the Management Committee to ensure adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

The terms of this policy refer to the German School Association.

In order to ensure adequate First Aid provision it is the school policy that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified First Aider is always available during normal school hours.
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in offsite activities and visits.

Responsible Staff

The School staff that have responsibilities for the provision of First Aid are:

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|---------------------|------------------|
| Headteacher | Mr C. Nitschke |
| Facilities Manager | Mr P.T. O'Brien |
| Head of Sport | Mrs R. Schneider |
| School Receptionist | Mrs C. Gruber |

Responsibilities

The Facilities Department should seek to:

- Ensure First Aid needs are assessed and addressed.
- Ensure sufficient numbers of suitably qualified First Aiders are available at school during school hours
- Identify First Aid training needs and arranging attendance on external courses
- Maintain a record of all First Aid training undertaken by school staff
- Liaise with the Health and Safety Committee on First Aid issues
- Organise provision and regular replenishment of First Aid equipment via the Health and Safety Audit programme
- Maintain records of accident reports

The School Receptionist is responsible for:

- Informing parents of any incident where significant injury or illness has occurred

Qualified First Aiders are responsible for:

- Responding promptly to calls for assistance
- Providing First Aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given on Accident Forms

The Head of Sport is responsible for:

- Ensuring appropriate First Aid cover is available at all sports activities
- Ensuring First Aid kits are available for all practice sessions and matches

All staff are responsible for:

- Acting in the capacity of responsible adult in the event of an emergency
- Accurately recording all accidents on Accident Form
- Carrying out risks assessments for any off-site trips, and ensuring adequate First Aid provisions are taken. (First Aid Kits are available from the school nurse.) It is preferable that a qualified First Aider accompanies any school trips

First Aid Risks

The Facilities Department carries out regular assessments of First Aid needs. The assessments take account of:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special needs

The assessment identifies:

- How many First Aiders are needed during the school day
- Out of hours and off site arrangements
- High risk areas
- First Aid equipment needed
- Location of First Aid equipment
- Necessary First Aid notices and signs
- Good practice in record keeping
- Numbers of pupils, staff and visitors on site.
- Layout and location of grounds
- Specific hazards

Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons and at break times. Out-of-hours and off-site activities may

present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Many school activities take place outside of normal school hours. First Aid provision must be available at all times while people are on the school premises and when on school trips or visits. Games/PE staff will require additional training due to the number and nature of out-of-hours activities for which they are responsible. In school holidays there should be a qualified First Aider available during working hours.

Provision of First Aid and equipment

The School has a well-equipped Medical Room located in Douglas House. It is open throughout the school day from 7.30am until 4.30pm to deal with everyday accidents and injuries.

Trained Staff

The School holds a First Aid Register of all trained personnel covering (a) First Aid at Work staff, and (b) Appointed Persons.

Training

Those staff who have First Aid responsibilities will receive appropriate formal re-qualification training plus in-house informal refresher training on various First Aid Skills.

A qualified First Aider is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance or Surrey First Aid, and must be renewed every three years. The Facilities Department will arrange for staff to attend the First Aid at Work and re-qualification courses as required.

An appointed person is someone who has attended a minimum of a 6 hour First Aid training course delivered by Surrey First Aid (renewable every 3 years) and is competent to give Emergency Aid until further help arrives.

Appointed Trainers

The German School Association has appointed Surrey First Training and other firms on occasions as their specialist advisers and trainers for First Aid.

First Aid Kits / Boxes

First Aid boxes are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of first aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing).

Information

It is essential that there is accurate, accessible information about how to obtain Emergency Aid. All new staff and pupils should be provided with information about how to obtain First Aid assistance. This should include:

- Location of the Medical Room
- Procedure for dealing with an accident
- Names of qualified First Aiders and Appointed Persons
- Location of First Aid kits
- How to call an ambulance in an emergency

Allergies and Medical Conditions

Pupils: The School holds details of pupils and staff that have certain allergies or medical conditions which may require local immediate treatment, e.g. Food allergies or diabetes. This information will be treated as confidential.

Staff: Subject to staff making their own medical condition known to the School, this information is also retained and treated as confidential.

Dealing with Spillages/Blood

In the case of a spillage of bodily fluids and/or blood, members of staff administering first aid should use disposable gloves and dispose of waste and gloves in a secure manner.

Emergency Procedures

- Depending on the severity of the injury or illness, a casualty should either go to the First aid Room at the next appropriate opportunity, e.g. break or lunchtime, or immediately. During lessons times pupils may be accompanied by a responsible friend if appropriate.
- In the event of a severe illness or injury an ambulance should be called to attend without delay. One of the qualified First Aiders should also be contacted.
- Whenever possible someone should remain with the casualty until help arrives.
- If an ambulance is called, a responsible adult should go to the front of school to give directions to the ambulance crew.
- Parents /next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given.

Emergency Medical Parental Consent

The current parent's terms and conditions allow the Headmaster or her appointed staff to take any necessary action or provide any necessary medical permission to a hospital if the

parents/guardians cannot be contacted. In this event, due consideration would be given to the recorded ethical or religious background.

Reporting Accidents

Accidents and major incidents are recorded on School Accident Report forms by the member of staff who witnessed the accident or who first responds to the incident and should be submitted within 24 hours. The completed form is circulated to the Health and Safety Management for information and comment. This information forms part of the Annual H&S Report which is audited by the H&S Committee. These reporting arrangements are to ensure compliance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 19956 (RIDDOR)*.

Review Process

This Policy and the associated First Aid Register will be reviewed regularly by the School's Health & Safety Committee taking into account any changes in legislation or School procedures.

Records

The records required to be retained will be incorporated in the First Aid Register.

Audits

The Health & Safety Committee will arrange random German School Association audits on the various aspects of this Policy to ensure the Policy is being implemented across the School by those with First Aid responsibilities. Any breach in the Policy implementation will be addressed immediately.

Distribution

This Policy will be issued to all staff.

Public Medical Outbreaks

In the event of a public medical outbreak (e.g. SARS early 2003 and Swine Flu 2009) the School will adopt the advice at the time from (1) Health and Safety Executive, (2) Public Health Laboratory Service, (3) Department of Health and (4) Department of Education and Skills. Using this advice, the available members of the Health and Safety Committee will discuss, agree and publish a relevant policy statement for staff and pupils. Any such policy statements will be revised as necessary.