



MOUNT  
KELLY

# **First Aid Policy**

## **(Incorporating Accident and Incident Reporting Policy)**

**This policy applies to all pupils including those in the EYFS**

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Document Approval			
Name	Position	Signature	Date
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The policy covers Mount Kelly Foundation, Mount Kelly Enterprises Limited and Mount Kelly Swimming. Unless specifically stated, these are referred to as ‘the School’ throughout this document.

Revision History			
Revision	Amendment Date	Changed By	Comments
1	14 <sup>th</sup> October 2016	Rob Read Health & Safety Officer	Front sheet format change, revision history section been added, Some text removed, been added and format changes
2	20 <sup>th</sup> October 2017	Peter Littlewood	Removed reference to First Aider being responsible for first aid box. This is now covered by School Nurse. Removed chapters B-G which are now in Medical Procedures
3	14 Mar 19	Chris Watts	Updated legislation, in particular replaced RIDDOR 1995 with RIDDOR 2013. Updated hyperlinks. Minor spelling and punctuation corrections.

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## 1 INTRODUCTION

The policy below sets out the methods in which Mount Kelly and Mount Kelly Enterprises Limited intend to make provision for first aid. Unless specifically stated, these are referred to as ‘the School’ throughout this document.

The first aid procedures outlined in this policy document are subject to review at periodic intervals by the Governors of Mount Kelly. The Directors of Mount Kelly Enterprises Limited are also Governors of the School.

This policy satisfies the requirements under a general duty to provide a safe place of work, with suitable arrangements, including welfare, Section 2 of the *Health and Safety at Work Act 1974*. Provision for First Aid is also a requirement under the *Health and Safety (First Aid) Regulations 1981*, as written.

Mount Kelly must ensure that there is adequate first aid provision for persons who may become ill or are injured, as part of their undertaking for the School. Therefore, it is the responsibility of the Bursar, assisted by the Health and Safety Officer and the School Nurse, who must assess the nature of activities within particular areas of the School when determining the number of first aiders to appoint.

Mount Kelly is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work and providing these personnel with sufficient equipment to ensure that they are able to carry out their duties competently.

First Aiders will be provided with information and training on first aid to ensure that the statutory requirements and the needs of the School/their Department are met.

Should persons have concerns about the provision of first aid within the organisation, they should inform:

- The Bursar; and/or
- The Health and Safety Officer; and/or
- Their Head of Department

These concerns will be investigated and an assessment will conclude if any rectification is required.

## 2 ORGANISATIONAL RESPONSIBILITIES FOR THE PROVISION OF FIRST AID

### 2.1 The Governors of Mount Kelly and the Directors of Mount Kelly Enterprises Limited

- The Governors accept full responsibility for Health and Safety within the School. This includes the provision of first aid. They will constantly monitor the effectiveness of the implementation of the policy and will revise the policy when necessary.
- The Governors will ensure that all changes in policy are drawn to the attention of all concerned.

### 2.2 The Bursar

The Bursar is responsible to the Governors for the implementation of this policy. The Bursar is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Governors any relevant changes in legislation.

The Bursar has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

Assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint. The School Nurse and School Health and Safety Officer will assist with this.

Ensure sufficient training is provided for all appointed first aiders, and that requalification courses are organised within three years of their original certification, with additional annual refresher training, or as required.

Monitor all first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used.

Encourage as many teaching staff as possible to have some basic first aid training.

### 2.3 First Aiders

First Aiders are qualified personnel who have received training and passed an examination in accordance with current legal requirements. Incorporated into this will be requalification training at regular intervals (currently every three years) and an examination to ensure that their skills are maintained, with additional annual refresher training, as necessary.

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of any deterioration in the injured person's condition. However, Mount Kelly has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the School premises but in association with School business.

For the full responsibilities of a First Aider please refer to Appendix A.

First Aid Co-Ordinators (The School Nurse and the Health and Safety Officer)

2.4 The School's First Aid Co-ordinators responsibilities include:

- Keeping a current and up-to-date list of First Aiders along with the date of their qualification and a copy of their certificate
- Keeping up-to-date all information regarding the location of first aid boxes
- Regularly assess and report back the School/Department's first aid requirements and identify any suitable volunteers for first aid training
- Regularly check that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places
- Arrange training for appointed personnel, both initial, requalification and refresher training courses, and be available to provide advice in between formal training
- Order replacement provisions when requests are made from First Aiders
- Collate accident report forms and produce termly feedback
- Ensure accidents that fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are reported to the HSE. For the school's full procedure on reporting accidents please refer to appendix five and the Accident and Incident Reporting Policy.

## 3 MOUNT KELLY ENTERPRISES LIMITED

To update, instigate, and ensure compliance with their specific First Aid Policy, in line with the Schools' requirements.

## 4 ARRANGEMENTS AND GUIDANCE

### 4.1 First Aid Boxes

First Aid boxes are provided by Bursary as an integral part of the building. However, the policing and up-keep is the responsibility of the nearest School Nurse through the Matrons.

If a person requires the use of any provisions held within a first aid box, then they should contact their nearest First Aider, who should then contact the School Nurse for items to be replaced.

The majority of first aid boxes will contain the minimum supplies that are recommended by the *Health and Safety (First Aid) Regulations 1981*, and the newly implemented BS8599 Standard. However, some First Aid boxes will rely on a risk assessment within that area to determine if any extra items are required i.e. Gymnasium.

Only specified first aid supplies will be kept; no creams, lotions or drugs, however seemingly mild, will be kept in these boxes. With the exception of matrons, no first aiders should be administering drugs, creams or lotions to members of staff, pupils or members of the public. All matrons have lockable cupboards in which they keep medication for the pupils. As part of their agreement with the school, parents agree to the administration of drugs to pupils, both those prescribed and taken on a regular basis, and also non-prescription drugs such as paracetamol and cough medicine.

#### 4.2 First Aiders

The role and responsibilities of the First Aiders are listed in APPENDIX A.

The ability to call 999 is part of everyone's duty not just that of a First Aider – if any member of staff feels that the injury or illness requires an ambulance, it is part of their duty of care to call 999, and not rely on someone else to do it for them.

#### 4.3 Requirements for Excursions

There are first aid kits located in all school-owned minibuses. However, the member of staff leading the excursion should ensure these are in place and are fully stocked before leaving the school site. The school only uses reputable vehicle hire companies from the local area, who all have first aid kits present on their vehicles.

If attending the premises of a third party, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises. However, if the excursion organiser does not feel confident that first aid arrangements have been met by the third party they should make their own arrangements; take a sufficiently stocked first aid kit and ensure a first aid trained at least to a basic level member of staff attends the excursion. If they are not happy with arrangements provided by the third party and do not feel in a position to make their own arrangements that would cover them to an adequate level, then the excursion should be cancelled. All first aid provisions for excursions are covered in the risk assessments completed by staff prior to the excursion. These are checked by the Health and Safety Officer to ensure all arrangements, including those for first aid, are sufficient. Please refer to the Off Site Risk Assessment Policy for further information.

#### 4.4 Requirements for Sports Matches

At least one matron, first aid qualified, or a representative from a group such as St Johns, is present at the pitch during all on-site rugby matches. For all other matches matrons are available on site. They will take sports first aid kit to the sports field or Astro-turf pitches with them. In addition, all sports teaching staff also have their own first aid kits, and they should take these with them to both home and away matches. Not all away matches have external first aid cover and it is therefore important that teaching staff who teach a sport should have at least basic first aid training; ideally they should attend the one-day Emergency First Aid training course.

## 5 RECORDING OF ACCIDENTS

All accidents must be recorded, however minor, in line with the Accident and Incident Reporting Policy, and parents suitably informed either by phone or by report as soon as possible.

Accident Books are held in each First Aid box and each Matron, the Head of Sport, the Health and Safety Officer and the Receptionist. It is the responsibility of employees, pupils and visitors to complete an entry in the accident book as soon as possible after the incident has occurred. Where the injured person is unable to complete their own details of the accident, then the First Aider in attendance and/or witness where relevant should enter details on the injured person's behalf. All completed entries should be torn from the accident book and given to the Health and Safety Officer. The Data Protection Act requires all entries in accident books to be confidential and to be locked away by the record holding person.

Where an accident results in a person being taken to hospital, or in an inability to continue to attend or subsequently becomes absent from work as a result of the accident then the Bursar, Health and Safety Officer and School Nurse should all be notified **immediately**.

For the purpose of maintaining first aid supplies, First Aiders should keep a record of those supplies that are used for treatment purposes and re-order from the School Nurse as soon as possible.

Any person who suffers an injury as a result of an accident that occurred off the School site whilst undertaking their role for Mount Kelly should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

## 6 SAFE SYSTEM OF WORK

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available throughout the Mount Kelly:

- First Aiders should inform the school Health and Safety officer that their training certification period is nearing expiry.
- Heads of Department must ensure that persons are familiar with the identity and location of their nearest First Aider and first aid box.
- The names and locations of First Aiders and equipment must be displayed adequately throughout the School. Ensure that this information is updated to reflect any changes that may take place.
- Maintain easy access to a First Aider and first aid box.
- Ensure that all persons are familiar with requirements of this Policy through information, instruction and training.

## 7 ACCIDENT AND INCIDENT REPORTING POLICY

### Accident/Incident and Dangerous Occurrence Reporting Procedures and Investigation (RIDDOR)

This policy is written as an extension of the School's Policy Statement for Health and Safety, and should be read in conjunction with that policy.

#### 7.1 Policy Statement:

Mount Kelly, Mount Kelly Enterprises Ltd, hereafter known as the "School", will ensure, so far as is reasonably practicable, that all accidents and "near-miss" incidents are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated and reasonable measures put in place to prevent recurrence.

#### 7.2 The definition of an accident:

"An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap"

#### 7.3 The definition of an incident:

"An individual occurrence or event."

#### 7.4 Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure all accidents, "near-miss" incidents and dangerous occurrences are recorded.
- To ensure that the enforcing authority is informed of "notifiable" accidents and dangerous occurrences. (for a full list, please consult the First Aid policy, or visit <http://www.hse.gov.uk/riddor/what-must-i-report.htm>)
- To undertake suitable and sufficient investigations following accidents, "near-miss" incidents and dangerous occurrences.
- To conduct regular statistical analysis of accidents and "near-miss" incidents, and to note any significant findings, and report them to the Principal.

#### 7.5 Reporting Procedure

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a legal duty on employers, self-employed people, and people in control of premises to report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

#### 7.6 The Employer must report:

- Deaths
- Major injuries; this includes fractures and dislocations
- Over-seven-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.



#### 7.7 When do they need to make a report?

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0345 300 9923. In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre. Cases of over-seven day injuries must be notified within fifteen days of the incident occurring. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease. In the first instance, the Health and Safety Officer is responsible for making contact with the Authorities.

#### 7.8 How do they decide whether an accident "arises out of or is in connection with work"?

An accident will be reportable if it is attributable to:

- Work organisation for example the supervision of a field trip.
- Plant or substances for example lifts, machinery, experiments.
- The condition of the premises.

The Health and Safety Officer will conduct an investigation if required, and will base the report to the Authorities on those findings, and those of the accident form.

#### 7.9 What about Sporting Accidents?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being taken to hospital for treatment are reportable internally; this includes any visiting pupil or visiting staff member to our premises. They will no doubt fill in their own accident report upon their return to their own premises, but if the accident occurred here, then it must be reported.

#### 7.10 Who makes the report?

Any accident/incident that requires a pupil, employee or visitor to be taken to hospital by car/ambulance or who requires an appointment to see a Doctor must be recorded on a school accident form and submitted to the Bursary/Health and Safety Officer as soon as possible. From these reports, contact will be made to the Authorities if needed.

The Matron who accompanies the person to hospital will complete the accident form.

If a member of staff accompanies the person, or has witnessed, or is asked to by the person accompanying the injured party, for example from an away match, it is their responsibility to complete the accident form. If you are in any doubt as to who writes the report, please contact Health and Safety Officer on 01822 813176 immediately.

It is important to remember that accidents resulting in injury can lead to a legal claim for compensation if the School is deemed negligent. For those injuries that involve persons under the age of 18, the claim can be made any time before their 21st birthday, so for younger pupils this is not unfeasible to be ten years or more after the accident occurred. It is therefore vital that all paperwork is thoroughly completed, including the details of the injury and how it was treated. If there is insufficient space on the form, then continue on to the back of the pre-printed form. On some occasions the Health and Safety Officer may request further information or a full account of the event, including lesson plans and details of the health and safety advice given as part of an accident investigation.

#### 7.11 What about First Aid treatment given to a pupil/staff member?

Any accident/incident that requires First Aid treatment by an appointed person, or First Aider, must be recorded in the Accident book, by the person giving the treatment. These are located in each First Aid

box, the Reception, Common room, Pool. Treatment given by Matrons will be reported by the Matrons. This includes Staff members, pupils and visitors.

If you are in any doubt as to the severity of an injury, or what should be done next, please call 999, followed by both the School Nurse and the Health and Safety Officer immediately.

#### 7.12 Responsibilities:

- The Bursar, Health and Safety Officer and Senior Management Team will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The Principal / Department will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- The Health and Safety Officer will ensure that an appropriate system for reporting and investigating accidents, “near-miss” incidents and dangerous occurrences is in place.
- The Principal / Department will ensure that all accidents, “near-miss” incidents and dangerous occurrences are reported to the Health and Safety Officer.
- The Health and Safety Officer will ensure that “notifiable” accidents and dangerous occurrences are reported to the enforcing authority.
- The Principal / Department and the Health and Safety Officer will ensure that accidents, “near-miss” incidents and dangerous occurrences are investigated and appropriate action taken to prevent recurrence.
- The Health and Safety Officer will ensure that audits are carried out periodically to ensure the effectiveness of any control measures as implemented.
- Employees, pupils, visitors, contractors and others will ensure they report accidents, “near-miss” incidents and dangerous occurrences to their line managers/Heads of Department, or responsible adult.

#### 7.13 Arrangements:

- Accidents/Incidents will be recorded in the Accident Report Book. This is located in the Main reception, every First Aid box and in all Matrons offices.
- Investigations of accidents, “near-miss” incidents and dangerous occurrences will be investigated and the investigation recorded and held in the Health and Safety Officers office.
- The Principal / Department will liaise with the Health and Safety Officer during accident and incident investigations.

## **8 REVIEW OF POLICY**

The Governors will review this policy statement annually, and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils or in the light of managerial and legislative changes.

# APPENDICES

## APPENDIX A RESPONSIBILITIES OF FIRST AIDERS

### ***FIRST AID PRACTICE***

- Be readily available.
- Follow the principles and practices as laid down by the first aid course they attended and any associated manuals.
- Comply with the aims of first aid:
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery.
- Quickly and accurately assess the situation.
- Identify the disease or condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- Arrange, without delay, for the transfer of a casualty should it be required to their GP, Hospital Accident and Emergency Unit or home, according to the seriousness of the condition.
- Stay with the casualty until they are handed over to the care of a Doctor, Paramedic, the Hospital Accident Emergency Unit or other appropriate person.
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress any patient unnecessarily.
- Safeguard the patient's clothing and possessions.
- Respect the patients' confidentiality at all times, and not to discuss the patients' condition with anyone other than the Bursar and/or Health and Safety Officer and/or the Emergency Services.
- Maintain the highest practicable level of cleanliness whenever treating a patient.
- Complete an accident form and give this to the Health and Safety Officer.
- Know your own work area intimately, paying special attention to potential hazards in that area and to know the correct treatment for injuries common to your area.
- Promote accident prevention and safe working practice.

### ***PERSONAL***

- Be physically fit enough to fulfil the role as a first aider.
- Attend refresher courses as necessary.
- Inform the Health and Safety Officer of any change in your circumstances, e.g. location of office, extension number, name, etc.
- Readily produce their certificate of competence when requested to do so by an authorised person.

## **APPENDIX B EYFS FIRST AID STATEMENT**

The School nurse or assistant matron is on call 24 hours a day and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

There are a number of members of the teaching staff and support staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, if a child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). First Aid boxes are always taken when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

As per EYFS requirements, a Paediatric First Aider must be on site at all times any EYFS pupil is on site, and also attend every off site excursion, ensuring sufficient cover for both internal and external needs.

Records are kept of all accidents and injuries, and there is a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

The school will always contact parents if a child suffers anything more than a trivial injury, or if he or she becomes unwell, or if there are any concerns about his or her health. Parents should contact their son or daughter's House Master/Mistress or Head Matron at any time if they wish to discuss any concern that they may have relating to their child's health.

Mount Kelly Foundation is committed to a workplace free of injuries. Given the diverse nature of the operations undertaken across the Foundation involving a heat source outside of the classroom, each operation will have a Hot Work policy in place which ensures that employees or visitors to the operation are protected from potential from heat related injuries and that the site is protected from fire. It is required that all employees and visitors to our operations familiarise themselves with our policies and adhere to those policies.