



FIRST AID AND ACCIDENT REPORTING POLICY

Adopted: Autumn 2012
Amended: Autumn 2014
To be reviewed: Autumn 2016

General Statement

The Board and Head teacher of Sharm International British School accept their responsibility under the Health and Safety (First Aid) Regulations 2013 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

There is a commitment to reporting accidents and recognising their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The ultimate person responsible for reporting accidents is Mrs Karen McNeely. The appointed first aider is Mrs Dorian Manning.

Implementation

The school's arrangements for carrying out the policy are as follows:

- The Head is responsible for approving, implementing and reviewing the policy
- Place individual duties on all staff
- To report, record and where appropriate investigate all accidents
- Record all occasions when first aid is administered to employees, pupils and visitors, excluding minor cuts and grazes.
- Provide equipment and materials to carry out first aid treatment
- Establish a procedure for managing accidents in school which require first aid treatment
- Provide information for employees on the arrangements for first aid
- Undertake a risk assessment of the school's first aid requirements

Arrangements for First Aid

The school will provide materials, equipment and facilities for First Aid administration. The locations of First Aid containers are listed in the school's Health and Safety manual. The contents of the First Aid containers will be checked on a regular basis.

In addition to the items set out for the First Aid box in school, the following items will be provided:

- Disposable drying materials
- Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta etc.
- Household bleach or similar effective solution for cleaning sinks, bowls and soiled surfaces etc. (For storage see risk assessment for storage of hazardous materials in Health & Safety manual).
- Covered bin with liner for disposal of waste.
- PAIN KILLERS in controlled circumstances for staff only.

In compliance with the Education (School Premises) Regulations 2012, the school will ensure that any treatment will be administered and recorded in the medical room. This facility will contain the following and be readily available for use:

- Sink with hot and cold running water;
- Drinking water and disposable cups;
- Paper towels;
- Smooth-topped working surfaces;
- A range of First Aid equipment (at least to the standard required in First Aid Boxes) and proper storage;
- Chair;
- A couch or bed, pillow and blankets;
- Soap;
- An appropriate record keeping facility;
- Thermometer;
- Stethoscope;
- Blood pressure cuff

Appointment of First Aiders

Mrs Manning is the appointed person for first aid in school, including the EYFS. Her duties include:

- To take charge when someone is injured or becomes ill;
- To look after the first aid equipment e.g. restocking the first aid supplies;
- To ensure that an ambulance or other professional medical help is summoned when appropriate.

The appointed person need not be a first aider, however they will support any member of staff who is a qualified first aider, i.e. undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirements placed upon them to provide first Aid for employees, the school accepts its responsibilities towards non-employees and will undertake to provide adequate provision of first aiders through risk assessment.

In implementing the outcome of the risk assessment, the board acknowledge that, unless first aid cover is part of a member of staff's contract of employment, those who agree to become first aiders do so on a voluntary basis.

In determining who should be trained in first aid, the Head teacher will consider each individual against the following criteria:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Must be able to leave normal duties to go immediately to an emergency.
- Amount of time on site

Information on First Aid Arrangements

The Head will inform all employees at the school of the following through the Health & Safety policy:

- the arrangements for recording and reporting accidents;
- the arrangements for first aid;
- those employees with qualifications in first aid;
- the location of first aid boxes

Provision away from School

The school's policy is to carry out a risk assessment for each school visit and journey and the provision of first aid is always covered therein.

Accident Reporting

The Board will implement procedures for reporting;

- All accidents to employees and pupils;
- All incidents of violence and aggression

The Board is aware of the statutory duty in the UK under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non working days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury, such as fracture, amputation, and dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils, an accident will only be reported under RIDDOR when:
 1. it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
 2. it is an accident in school that requires immediate emergency medical treatment at hospital.

We will seek to apply the same responsibilities here in Sharm – as far as is practically possible.

Accident Forms

Statutory accident forms should be filled in for staff, even in more minor instances where the Health and Safety Executive does not need to be informed. The forms should be completed in accordance with RIDDOR guidelines, and are located in the medical room.

Pupil accident forms should be completed for head injuries, suspected damage to joints / bones and serious grazes. The guidance below should be followed for head injuries. The accident form should show the progression of the pupil's treatment from beginning to end, to provide a record of how the school has dealt with the situation. Relevant staff should be made aware of the accident. All accident forms should be completed within 12 hours and kept for 3 years.

Pupil Head Injuries

The school recognises that accidents involving the pupil's head can be problematic, because the injury may not be evident and the effects only become noticeable after a period of time. An accident form should be completed within 12 hours of an occurrence and filed in the medical room. In all instances, even when emergency treatment is not required and a child is not poorly enough to be sent home, a completed 'Head Injury' form should be sent home, to make the parent/carer aware of the accident. The form should be acknowledged with a signature from the parent / carer and a copy of the form filed with the acknowledgement in the pupil's file.

Transport to Hospital

The Head will determine what is a reasonable and sensible action to take in the circumstances of each case. Where the injury is an emergency, an ambulance will be called, following which the parent will be called. Where hospital treatment is required but it is not an emergency, the Head will contact the parents for them to take over the responsibility of the child. If the parents cannot be reached, the Head may then decide to have the pupil taken to hospital. Two members of staff will accompany the injured child, one to drive and one to supervise the pupil.

Procedure for Dealing With and Disposing of Bodily Fluids

The most important way of reducing the risk of exposure to Hepatitis B and HIV/AIDS is by ensuring that safe systems of work and good personal hygiene measures are followed, where employees may come into contact with blood or other bodily fluids, as detailed below. Employees must wear disposable gloves and apron when cleaning any bodily fluids (spillages of blood, vomit, urine and excreta). Other persons should be kept away from the contamination until it is effectively dealt with. The following action should be taken in the event of spillages:

- Soak up the spillages using paper towels
- Clean the area with hot water containing soap or detergent
- Clean the area with a bleach or disinfectant solution - use as directed by manufacturer and recorded in the COSHH assessment form (N.B remember to add the bleach to the water, not water to the bleach - to avoid splashes)

'Solids' should be carefully disposed of and flushed down the toilet.

Dressings, gloves, and aprons should be carefully disposed of in sealed plastic bags as clinical waste. Small quantities of waste can be placed in the units located in the female toilets (discretion should be used when entering female toilets).

Personal Hygiene

It is important that any employee who may clean up bodily fluids should follow good personal hygiene practice at all times, in order to reduce the risk of exposure to all infections. The following precautions should be taken:

- Care should be taken when removing contaminated aprons and gloves
- Wash hands thoroughly with hot soapy water and dry well

- Always ensure that any abrasions or cuts are covered immediately with a suitable and waterproof dressing
- Any employee who has a skin condition on the hands, arms, or face, e.g. eczema, psoriasis or dermatitis, should avoid contact with blood and seek advice from a doctor.
- First aiders carrying out any procedures involving wound cleaning or cleaning blood spillages should follow the above guidelines and infection control procedures taught on the first aid course
- If clothing becomes contaminated with blood or other bodily fluids, it should be sponged with cold water, then laundered separately in a hot wash - the sponge should be disposed of as clinical waste

The following information is taken from the draft Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2005, produced by The National Network of Investigation and Referral Support Co-ordinators:

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability or learning difficulty should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded. In addition, the views and/or emotional responses of children with special educational needs, regardless of age and ability, must be actively sought in regular reviews of these arrangements.

This means that adults should:

- adhere to the school's guidelines
- make other staff aware of the task being undertaken
- explain to the child what is happening
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents

Reference

Guidance and Information Sheet No. 55 – Universal precautions for dealing with bodily fluids, Issue 1 2001

The National Network of Investigation and Referral Support Co-ordinators- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2005

