



PRISM Independent School

First Aid Policy and Guidelines

Policy Statement

This policy reflects the requirement for provision of First Aid as outlined in the PRISM Independent School Health and Safety Policy. This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at PRISM Independent School through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.

'First-aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981

Overview of First Aid Provision

1. PRISM Independent School will ensure that there is adequate First Aid provision for its employees if they are injured or become ill at work.
2. PRISM will ensure that all employees are aware of First Aid provisions made for them. However, all employees have the responsibility to take reasonable care of themselves and others.
3. The Senior Leadership Team will be responsible for ensuring compliance with the above. This includes regular review of the First Aid provision and ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

All schools MUST:

- provide a sufficient number of suitably stocked first-aid boxes (as determined by the risk assessment)
- have an 'appointed person' whose duties are:
 - to maintain first-aid boxes;
 - to take charge of an emergency situation;
 - subject to agreement, to administer emergency first aid if trained to do so;
 - ensure that an ambulance or other medical help is called when appropriate
- provide adequate information for staff on first aid arrangements
- provide a suitable medical room at each site

Names of PRISM appointed person(s); Charlotte Newby and Ellie Morris.

First aiders

PRISM will ensure that a minimum of 50% of the staff team at each site are who are in receipt of up-to-date training approved by the HSE. First aider's duties are to:

- complete training approved by the HSE;
- 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.

Careful consideration will be given to ensure that there is adequate first aid provision at all times while there are people on-site, including for staff working after hours, and for off-site school visits.

Medical room

Each site has a room that will be made available for the administration of first aid and for the care of sick or injured pupils whenever needed. Each room is close to pupil toilets and contains a sink. At each site, the room has a dual purpose, but its function as a medical room should take precedence whenever required.

Site	Location of medical room
Main	Small room off main corridor next to pupil toilets
Farm	Small room off main corridor of main building

First aid kits

These shall be marked with a white cross on a green background.

Site	No. of kits	Specific locations of kits	Kit contents	Person responsible for stocking kit
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Main	1	Reception	<ul style="list-style-type: none"> • a leaflet giving general advice on first aid; • 20 individually wrapped sterile adhesive dressings (assorted sizes); • two sterile eye pads; • four individually wrapped triangular bandages (preferably sterile); • six safety pins; • six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings; • two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; • one pair of disposable gloves. <p>Equivalent or additional items are acceptable.</p>	Rayne Stead
Farm	2	Medical room	<ul style="list-style-type: none"> • a leaflet giving general advice on first aid; • 30 individually wrapped sterile adhesive dressings (assorted sizes); • two sterile eye pads; • four individually wrapped triangular bandages (preferably sterile); • six safety pins; • six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings; • four large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; • six pairs of disposable gloves; • antiseptic wipes or spray • eye bath • saline solution • tweezers <p>Equivalent or additional items are acceptable.</p>	Carol Cooling

Infection and hygiene control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. On the Farm site, extra precautions should be taken by staff and pupils to avoid the spread of infection from animals and soil. This includes regular thorough hand washing and access to anti-bacterial gel.

Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Single use disposable gloves and aprons are available at each site for this purpose. Hand washing and decontamination must be meticulous so that cross contamination is avoided. Care must be taken to ensure safe disposal of cloths, mop-heads, disposable protective clothing etc. Items should be bagged up at the location of the incident and disposed of appropriately.

Where staff suspect they may have become infected they must seek immediate medical attention from their own GP.

Recording and reporting incidents and accidents

Schools must keep a record of all accidents, injuries, illnesses and near misses in the accident book. Records should include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- and a brief description of the nature of the event or disease.

Some accidents, injuries, illnesses and near misses that occur on the premises or in connection with a school activity are required by law (under RIDDOR 95) to be reported to the Health and Safety Executive (HSE). These include:

- Accidents resulting in death or major injury where a pupil or visitor is taken to hospital (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

Fatal and major injuries and dangerous occurrences must be reported to the HSE immediately by telephone and then followed up within 10 days with a written report on Form 2508. Other reportable occurrences must be reported within 10 days using Form 2508 (this can be found on the HSE website at: <https://www.hse.gov.uk/forms/incident/index.htm>).

Accident and incident records should be kept for at least 3 years.

Recording minor first aid incidents and treatment

Staff at Prism Independent School should keep a record of any first aid treatment given by first aiders and appointed persons. Details should be entered into the first aid records book available at each site. This should include:

- The date and time of the incident;
- The name (and group) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (e.g. went back to class, went home etc.);
- Name and signature of first aider or appointed person dealing with incident.

The senior leadership team at Prism Independent School should monitor entries to the first aid records book and respond as appropriate to any developing trends.

Contact with parents/carers

In all cases where first aid has been administered, parents and carers should be informed at the end of the school day. In more serious cases, parents should be contacted immediately and advised of the need to take the child to a doctor. In emergency cases, an ambulance should be called and the parent informed immediately. A member of staff must take the signed consent form with them, but cannot give permission for any treatment at casualty (blood transfusions etc).

Arrangements for offsite activities/ trips and out of hours provision

First aid risk should be assessed within the overall risk assessment procedure for the visit and consideration given to the number of first aiders and the first aid equipment that could be required. Where no special risk exists, a minimum first aid kit for travelling should be sufficient. This contains:

- a leaflet giving general advice on first aid. See list of publications in Annex A;
- six individually wrapped sterile adhesive dressings;
- one large sterile undedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;

- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

On offsite activities and trips, first aid should be administered by a qualified first aider only. Where doubt exists as to how to deal with an incident, the emergency services should be called. Emergency telephone numbers for all staff and young people involved in the activity will be held by the activity leader as well as at reception at the Main Site. Details of incidents will be recorded as soon as possible on return in the appropriate book.

First aid information

First aid information must be displayed in a prominent position at each site, giving brief practical details that will assist efficient action in first aid incidents. Signs should include:

- Names of qualified first aiders/appointed persons, including where they can be located
- Location of first aid kits
- Contact and location information for the emergency services.

Parental Responsibility

It is the responsibility of all parents to share accurate information on their child's medical needs (including food management) before entry to the school and to inform school of any changes as they occur in a timely manner.

To help with all student and staff health and well-being, we would ask parents to keep their child at home if they are unwell and to pick their child up from school if they are asked to, unless they are unable to do so. We would also ask that all cases of head lice be treated immediately following the recommended procedure.

Information available to Parents/Carers

The Head Teacher must provide parents/carers with information about Prism Independent School's Health and Safety Policy, including the arrangements for first aid, on request.

