

TCS First Aid Policy

Policy responsible: Welfare Officer

Approved by: Finance, Community and Business

Statutory/Discretionary: Statutory

Review cycle: Annual

Last reviewed:

Responsible Manager: **Jon Beck**, Headteacher



1. Introduction

Policy Statement

Testbourne Community School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Testbourne Community School is held by the headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require the m

2. First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Emergency School First Aiders

At Testbourne Community School, there are 16 emergency first aiders who are as follows:

- Keith Alderman, Head of Year 11
- Evie Bates, Librarian
- Nicky Chewins, PE Teacher
- Adrienne De Noia, Catering Manager
- Beth Freemantle, Second in Humanities
- Lucy Knab, Head of Humanities
- Ryan Lester, Associate Assistant Headteacher and Head of PA
- James Lovegrove, Inclusion & Engagement Leader
- Sharon McIver, Food Technician
- Joan O'Connell, Head of H&SC
- Ellie Parry, Dance Teacher
- James Smith, Head of PE
- Liz Vallance, PE Teacher
- Val Wall, Senior Science Technician
- Adrian Watkins, Head of DT
- Adam Tiley, Head of Year 8
- Richard Wilson, Associate Assistant Headteacher and Head of Science. They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders

At Testbourne Community School, there are 2 qualified first aiders who are as follows:

- Bev Aitkins, Welfare Assistant

- Julia Horne, Science Technician

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

3. First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 19 first aid kits on the premises
 - These first aid kits will be situated at ...
 - Dance Studio
 - Textiles Room 5
 - Medical Room x2
 - Medical Room x3 travel kits
 - Medical Room fire drill kit
 - Fitness Gym
 - Main office –community users
 - Canteen
 - Performing Arts
 - Woodwork Room 31
 - Food Tech Room 33
 - Science Rooms-43,44,46,47,48,49
 - Science Prep Rooms 1 &2
 - Kingfisher Building
 - P.E Block x 4
 - DEFIBRILLATOR - Outside fitness gym
 - In addition to the above, there are basic First Aid kits in every classroom
- 3 travel first aid kits in vehicles
 - These travel first aid kits will be located in each vehicle
 - HT69 UCS School Minibus
 - GY58KKZ Community Minibus
 - MV16RFE Community Minibus

It is the responsibility of the emergency/qualified first aiders & first aid trained teaching staff to monitor first aid stocks & liaise with the lead first aiders to replenish accordingly, recording findings on the Children's Services First Aid Kit Checklist, CSAF-003 (Appendix). Completed checklists are to be stored in the medical room. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed, chair, telephone, first aid kit, running water, wheelchair

4. Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration and emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a first-time seizure, anaphylactic shock or severe asthma attack
- Where repeated seizures last longer than 5 minutes
- Hyperglycaemia & Hypoglycaemia Emergencies

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- It is considered to be a serious (or more than minor) injury. Telephone numbers will be used to contact parents and a message will be left should the parents not be contactable. In the event that parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with parents every hour. In the interim, we will ensure that the first aiders or another colleague remains with the child until the parents can be contacted and arrive.
- Requires attendance at hospital or external agency. Telephone numbers will be used to contact parents and a message will be left should the parents not be contactable. Messages will also be sent via email and/or text).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

- Head Injury – a major head injury will require attendance at hospital or external agency and will be dealt with as above.

5. Out of hour and Trips

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Community Manager who will ensure that these arrangements are recorded in the lettings and hire agreement.

The first-aid arrangements for school organised trips and visits are included in the risk assessment (EVOLVE). These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

6. Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified or emergency school first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

There are two levels of reporting

- Medical Room Visit Log (bump book) 2020/2021 – mainly used by the Welfare Assistant & FA On Call Rota for minor injuries. This is reviewed monthly to identify patterns and/or concerns.
- Accident/Incident Reporting Form 2020/2021 – used for both students and staff, which is reviewed within no later than 3 days after the incident. This is to enable reporting to the HCC CSHST or HSE (RIDDOR) for serious incidents.
- The relevant accident/incident reporting form **MUST** be completed
- In the event of an ambulance being called, the outcome **MUST** be followed up with the student/member of staff on their return.

- A risk assessment/PEEP MUST be raised, as necessary
- A qualified FA must be advised of all the above, including any medications that are to be administered at school, with parental consent.

We report to HCC CSHST for **all** incidents with adults and **if** students **only** received treatment at hospital when they **directly** visited hospital from school site. This is monitored and reported by the Site Manager and Head's PA. The Headteacher receives a copy of the report as they are submitted.