



# The WASP Centre

## First Aid Policy

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## **1. Purpose**

The WASP Centre is committed to ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at WASP, in accordance with the health and safety legislative requirements.

This document is a set of guidelines regarding the management of First Aid within the WASP Centre and during offsite provision.

These guidelines have been developed in conjunction with:

- Health and Safety (First Aid) Regulations 1981.
- DFEE Guidance on First Aid for Schools
- The Education (School Premises) Regulations 1996
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety at Work Act 1974
- Data Protection Act 1998

This policy is available on the school website, the shared staff area and on request from the Headteacher or the Centre Manager in hard copy format. It should be read in conjunction with the following policies and resources:

- Health and Safety Policy and Risk Assessments
- First Aid Risk Assessment
- Safeguarding Policy and Child Protection
- Safe Touch Policy

## **2. Principles**

The WASP Centre's arrangements for carrying out this policy include the following key principles:

- Trust Board's duty to approve, implement and review this policy
- duty to report, record and, where appropriate, investigate all accidents
- recording of all occasions where first aid is administered to employees, student's and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record of that training
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school.

## **3. Responsibilities**

### **• 3.1 Trust Board**

The Trustees and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, students and visitors within the centre. The Trustees are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **• 3.2 Headteacher**

In conjunction with The Health and Safety (First-Aid) Regulations 1981 the Headteacher will ensure the facilitation of adequate and appropriate equipment, facilities and qualified first aid personnel. In-line with the recommendations of The Health and Safety Commission (HSC) a first aid risk assessment has been developed in conjunction with this policy and takes into consideration staff, students, and visitors. In order to provide first aid for students and visitors, the Health and Safety Team will undertake a risk assessment to determine, in addition to the Appointed Person, the number and relevant training of First Aiders required. In implementing the outcome of the risk assessment, the Trust Board acknowledges that, unless first aid support is part of a member of staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

- **3.3 Health and Safety Team**

The Health and Safety Team will inform all employees of the following:

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

In addition, the Health and Safety Team will ensure that signs are displayed throughout the Centre providing the following information:

- those employees with first aid qualifications
- the location of first aid boxes

#### **4. First Aid Personnel**

The number of first aid personnel has been determined by the Headteacher, in conjunction with recommendations from the Health and Safety (First Aid) Regulations 1981 alongside the First Aid Risk Assessment (ANNEX A). It is determined that at least one first aider must be present onsite with students and also accompany them during offsite activities.

- **4.1 Appointed Person**

The Headteacher will appoint an appropriate Appointed Person and the relevant section of his/her job description is described below.

In general, the Appointed Person will:

- take charge when someone becomes injured or ill
- look after the first aid equipment, including restocking when required
- check all first aid materials are within their 'use by' date
- ensure that an ambulance or other further professional medical help is summoned when appropriate
- oversee records of all first aid incidents at the Centre
- manage records of first aid training

The Appointed Person does **not** have to be a first aider, and they should **not** give first aid treatment for which they have not been trained.

- **4.2 First Aiders**

First Aiders must hold a current certificate to prove completion of a training course approved by the Health and Safety Executive (HSE).

In general, the First Aider will:

- 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.

#### **5. Practical First Aid Arrangements**

- **5.1 First Aid Equipment**

First aid boxes alongside ice packs are located as follows:

- 1 x kit in Reception
- 1 x kit in Main Kitchen

- 1 x kit in the Higher Needs Provision
- 1 x kit in the Science Classroom
- 1 x kit in the Workshop (Cage)

Eye Wash Stations are located as follows:

- 1 x Science Classroom
- 1 x Main Kitchen

In addition, there are travel kits for offsite activities in each minibus. The contents of these boxes vary and are checked on a regular basis by the Appointed Person.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident. If the contents of the boxes become depleted, staff should complete a replenish request form and submit this to the Appointed Person.

- **5.2 First Aid/Medical Facilities**

In compliance with The Education (School Premises) Regulations 1996, the Trust Board will ensure that a suitable area will be made available for medical treatment.

Where possible the facility should contain the following for use:

- sink with running water
- drinking water and disposable cups
- paper towels
- range of first aid equipment and proper storage
- chairs
- soap
- clean protective garments for first aiders
- suitable refuse container (foot operated) lined with appropriate bag
- appropriate record keeping systems and facilities
- telephone

## **6. Administration of First Aid and Medicines to Students**

The WASP Centre acknowledges that there may be a need to administer First Aid not only to students but to staff and visitors. All First Aid will be carried out by trained First Aiders and will not exceed the level of their training.

The WASP Centre also acknowledges that students may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury.

Administration of medication will be on the basis that the parents/carers of the student adheres to the following safety guidelines:

- First Aid trained WASP Centre staff will administer low level pain relief medication (*paracetamol, ibuprofen*) during school hours, provided parental permission has been obtained during student induction or verbal permission is sought prior to administering.
- On the occasion where a student is required to take prescribed medication within school hours, the medication itself must be clearly labelled for the individual student and must be securely stored by a member of staff. Alongside the medication parents/carers must provide a signed, dated, written letter stating the name of the medication and the dosage requirements.

## **7. Transport to Hospital or Home**

The Appointed Person will determine the sensible and reasonable action to take depending on the circumstances of each case. - Where the injury is an emergency an ambulance will be called, following which the parents will be called. - Where hospital treatment is required but not in an emergency, the Appointed Person will contact the parents in order for them to take over responsibility for the student.

## **8. Reporting Accidents and Record Keeping**

### **• 8.1 Reporting and recording an accident (internally)**

The WASP Centre is required to maintain a record of injuries and accidents to employees, students and visitors. These records are to be retained in the main office for a minimum of three years. In order to comply with the requirements of the Data Protection Act, copies should not be retained for longer than necessary.

The Accident Report Book is held in the First Aid area and should be completed following all accidents and dangerous occurrences regardless of whether first aid has been administered.

Information should include:

- the date, time and place of incident
- the name of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must also be reported to the Health and Safety Team or through the Appointed Person. The requirement applies to accidents involving staff, students, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved.

### **• 8.2 Reporting to Parents/carers**

If a student receives more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to the main office so that parents/carers may be informed. More serious accidents are reported to parents by the Appointed Person.

Students who begin to feel unwell during the school day should be sent to the main office if unable to participate in class activities. The Appointed Person will decide whether or not parents need to be informed or be asked to collect them from the centre.

### **• 8.3 RIDDOR**

The Trust Board is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive (telephone 08453009923) 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 into hospital for an excess of 24 hours
- Death of an employee
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine

For non-employees and students an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury or
- it is an accident in school which requires immediate emergency medical treatment at hospital

The Appointed Person (after checking with the Headteacher), is responsible for notifying the Health & Safety Executive Incident Contact Centre in applicable cases. (HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. Tel 0845 300 9923, Fax 0845 300 9924, e-mail [riddor@natbrit.com](mailto:riddor@natbrit.com).)

Where an employee, student or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known.

It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

### **9. Arrangements for students with particular medical conditions**

Parents/carers are required to give details in writing and discuss with the staff any long term health care needs. This will ensure that the WASP Centre; has the necessary medication and that the appropriate information is recorded and held on Individual Health Care Plans (IHCP) – ANNEX B for specific students.

Staff are informed of students with medical conditions or allergies and all information is available in the case of an emergency in the Health & Safety resource area.

- Students suffering with asthma are required to have an in-date inhaler/reliever in school – IHCP and Risk assessment must also be in place
- Students suffering with allergies who have been prescribed epi-pens are required to have an in-date epi-pen plus Piriton in school - IHCP and Risk assessment must also be in place

### **10. Communicable Diseases**

The WASP Centre should be informed immediately by parents if a student has been diagnosed with a communicable disease. Parents/carers of students who may have been in contact with this student will then be informed.

### **11. Return to WASP after Illness**

If a student is ill/unwell he/she should remain away from school until able to fully participate in the school day. In particular, if he/she has had diarrhoea or vomiting within the last 24-hour period or has had a higher than normal temperature, this must be registering with the 'normal' range for a 24-hour period before returning to school.

### **12. Review of First Aid Policy**

The Health and Safety Team and staff will review the First Aid policy on an annual basis and make recommendation, where appropriate, to the Trust Board for changes to this policy.