



## FIRST AID POLICY



MAY 2020

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## > 1. Aims

This policy will outline the use of first aid, and everything associated at Merrywood House.

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work-place and working environment, both physically and psychologically, for all its employees, volunteers, visitors and other workers. The school also recognises its paramount responsibility is for the safety and welfare of all the children at our school.

This policy should be read in conjunction with Merrywood's Health and Safety Policy which also contains details which are more applicable to staff members and guidance on when and how to report accidents.

## > 2. Provisions

The first aid provision at Merrywood House includes:

1. A fully stocked and labelled first-aid box in our first aid therapy room/ school office at Merrywood House.
2. Trained First Aiders at each site to take charge of first-aid arrangements and administration.
3. Defibrillator and trained staff members on site.
4. Basic first aid training for all staff at Merrywood House.
5. Information for employees, children, parents/carers on first-aid arrangements.
6. On-going risk assessments carried out periodically for all activities.
7. First aid provision available at all times while people are on school premises, and on off- site visits where a risk assessment has indicated this might be necessary.
8. All accidents and incidents will be fully investigated.

The First Aid room will contain:

1. Comfortable chairs
2. Bed in case of needing to lie down
3. First Aid box fully stocked.
4. A bin with a disposable bag in it.
5. Information about key children with medical needs/requirements Any accidents are investigated.

## > 3. Responsibilities

Health & Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The School and the CEO, Michelle Quayle, are responsible, under the Health and Safety at Work Act 1974 (HSWA) and under the regulations from the registration of independent schools for having a Health and Safety policy.

The CEO has overall responsibility for ensuring the safety, health and welfare of all staff, children and visitors at Merrywood House. Further details about Merrywood's arrangements and responsibilities to ensure the safety of children are outlined in our Health and Safety policy – please read this as it also covers First Aid, however more briefly. Furthermore, before any off- site activity is to be undertaken, including all school trips, a thorough risk assessment will be conducted and written up.

## > 4. The role of First Aider

The role of the first aider is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. Expectations of a first aider at Merrywood House include:

1. When necessary, ensure that an ambulance or other professional medical help is called.
2. Entering details of injuries and treatment outcome in the appropriate record.
3. Administer medication and keep appropriate records.
4. Take charge when someone is injured or becomes ill.
5. Look after the first-aid equipment e.g. restocking the first-aid container.
6. Assisting in ensuring adequate off-site First Aid provision is available when undertaking any activities.

Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs.

First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 2 years.

## > 5. Role of other staff

All staff will have had basic first aid training online when they are appointed to work in Merrywood House. They are expected to repeat this training every year and use what they have learnt from it to their best ability at all times. The children under our care and their safety is absolutely paramount and comes first at all times here at Merrywood House. Staff members are expected to use their professional judgement, in alignment with our policies and first aid training, in the case of any emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## > 6. Parents / carers

Parents and carers have the prime responsibility for their child's health and should provide the school with accurate and up-to-date information about their child's medical condition and anything else we need to be aware of, including anything regarding the child's mental health and emotional state.

If parents/carers have any concerns about the arrangements for First Aid provision or any treatment administered to their child, they are to contact the Teacher. If they want further information, they can always contact the CEO who will investigate for them.

## > 7. Procedure in case of accident, injury or hazards

In case of an accident at the school, the following procedures should be followed:

1. The injured person should be seen by a qualified First Aider/Appointed Person.
2. If the injuries cannot be treated at the school arrangements should be made for transportation to hospital.
3. All witnesses must complete an Accident Report.
4. If the accident is as a result of an incident on site, all parties involved, and any witnesses need to file an incident report.
5. All reports are checked and monitored by the school's Health & Safety Officer to ensure proper reporting procedures are being carried out.
6. No child should be left alone in the first aid room.

## > 8. Hygiene

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## > 9. Keeping records

Merrywood House keeps a record of any first aid treatment given by first aiders/appointed persons. This includes:

1. The date, time and place of incident.
2. The name of the injured or ill person.
3. Details of the injury/illness and what first aid was given.
4. What happened to the person immediately afterwards (for example went home, resumed school day, went to hospital etc.).
5. Name and signature of first aider or person dealing with the incident.

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such damage to the CEO. Any damage to the building that could be dangerous should also be reported immediately and recorded.

## > 10. Emergency Situations

First Aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools. Any children with on-going diagnosis will be listed and kept in the First Aid therapy office.

Children with epilepsy – concerns about safety should be discussed with the child and parents as part of the health care plan. Children with diabetes may be able to manage their own medication. This should be discussed with the child and parent as part of a written health care plan.

Anaphylaxis – parents and child should discuss allergies as part of a health care plan. Pre- loaded injection devices should be provided by the parents in the correct container, labelled with their child's name. If the school has to give this injection an ambulance must always be called.

The Defibrillator will be used in emergency circumstances and if a person is not breathing, the machine will be able to determine whether or not it needs to be used or not. It will not shock a person's heart unless it detects that the heart has stopped beating. Staff are trained to use this machine and have passed a test of certification.

A medical consent form must be completed for each child by their parent/carers. Any medicine that is to be administered at school must be agreed in writing.

## > 11. Child protection

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the Designated Safeguarding Lead, who will then take appropriate action.

## > 12. Physical Contact with Children

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

1. Not involve more contact than necessary.
2. Be undertaken by staff who have volunteered to be designated to the task.
3. Be carried out wherever possible, with more than one adult present.
4. Be recorded in appropriate methods.
5. Parents informed as quickly as possible.

## > 13. Equipment and facilities

First-aid equipment must be clearly labelled, easily accessible and up to date. All first aid containers contain the correct contents (as recommended by the DfE Guidance) to provide first aid to our staff and children. The First-Aider/Appointed Person is responsible for examining the contents of first-aid containers. They are checked frequently (weekly) and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed. A guide to what should be included in a first aid container is in Section 3 - Provisions.

## > 14. Accidents

All accidents that occur on school premises must be reported to the Head Teacher and an accident report form completed and numbered. All witnesses should also contribute to the reports. The accident must be recorded together with any relevant outcomes. The accident report form must be sent to the main school office within 24 hours.

All records are to be kept for a minimum of 3 years. They will be analysed to look for trends and patterns and may:

1. Be used for reference in future first-aid needs assessments.
2. Be helpful for insurance and investigative purposes.

## > Appendices

**POLICY AIM:** To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

**POLICY OBJECTIVES:** To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance

To provide safe working and learning conditions

To ensure a systematic approach to the identification of risks and the allocation of resources to control them

To openly communicate on health safety and welfare

**POLICY STATEMENT:** Merrywood House Independent Special School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

### **THE SCHOOL WILL:**

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - Monitoring the effectiveness of those measures by senior leaders
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required)
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
- Operate an enhanced cleaning regime for the duration of COVID-19
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19

- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19 including where necessary staggered start/end times
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
  - Someone falling ill or demonstrating symptoms on site
  - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff.

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**Date of review:** May 2021



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