



# WOODBIDGE HIGH SCHOOL

*Pride In Achievement*

Headteacher: Mr Andrew Beaumont

St Barnabas Road, Woodford Green, Essex, IG8 7DQ

Tel: 020 8504 9618

www.woodbridgehigh.co.uk

info@woodbridgehigh.co.uk

## First Aid Policy and Procedures

### Policy

#### **General**

The Local Authority (LA)/School is required under the Health and Safety at Work Act 1974 to have a First Aid policy. This policy is in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this School.

#### **Aim**

- to ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and
- to ensure that the First Aid arrangements are based on a risk assessment of the School.

### PROCEDURES:

#### **Responsibilities**

The LA is responsible for the overall provision in Community Schools.  
*(In Foundation and VA schools the governing body has the responsibility)*

The governing body in all types of school has the general responsibility for all school policies, even when it is not the employer. The governing body must have regard to the LA policy.

#### **Internal Management**

The internal management responsibility for First Aid is delegated to the Headteacher, through the School Business Manager (SBM).

The Headteacher, through the SBM, is responsible for developing detailed procedures.

The Headteacher, through the SBM, must ensure that parents are aware of the School Health and Safety and First Aid policies.

The Headteacher, through the SBM, is in charge of First Aid provision, and will:

- ensure that the First Aid provision is adequate and appropriate;
- carry out appropriate risk assessments;
- ensure that the number of First Aiders/Appointed Persons meets the assessed need;
- ensure that the equipment and facilities are fit for purpose; and
- regularly monitor the implementation of the policy.





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Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide First Aid only to the level of qualification or competence they possess.

First Aiders must be suitably trained by an approved standard by an accepted trainer (e.g. HSC).

## Duties of a First Aider

They must:

- complete an approved HSE training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

Both First Aiders and Appointed Persons will be expected to follow any LA or Government guidance.

## When Calling for First Aid Assistance

Staff calling for first help support for a pupil should do so via the main school offices and provide full details of the child's name and tutor group. This will enable the first-aider to check the pupil's medical records in advance, which is of particular importance to a pupil who uses an epi-pen or medication. In addition, when calling for support, staff must provide details of the problem, as they see matters.

## Epi-pen Administration

As part of their duties, first aiders are required to administer an epi-pen in the event of a child having an anaphylactic reaction. The whole-school staff will be given regular training concerning this. All staff should feel suitably empowered to administer an epi-pen in emergency situations if a trained first aider is unavailable. If it is felt on examination and monitoring of the child that they are experiencing an anaphylactic reaction and their condition is deteriorating, these trained staff only are expected to administer the epi-pen whilst an ambulance is being called. Epi-pens can only be administered to those pupils whom they are prescribed for.

## Number of First Aiders/Appointed Persons

Guidance on the numbers is given in Appendix A.

## Appointed Persons

Appointed Persons are not First Aiders. They should not give First Aid treatment for which they have not been trained, except to the extent that all staff are required to secure the welfare of pupils and staff.

The school will, however, ensure that they are trained in coping with emergencies. The training will include:

- what to do in an emergency;





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- cardiopulmonary resuscitation;
- First Aid for the unconscious casualty; and
- First Aid for the wounded or bleeding.
- Administering plasters/calls home to parents/carers of children who are unwell.

## Accident Recording

Accidents to staff, pupils and visitors are recorded on the school's accident form and monitored by the Local Authority's Health and Safety Section. This form is located at: Pigeon-holes, Other Departments, Health & Safety, Accident & Incident Reporting, 2017-2018. The first-aider must also add a record of the incident to the central register in: Pigeon-holes, Other Departments, Admin., Medical, First-Aid.

## First Aid Room

The school has a First Aid Room situated in the Wynndale office.

## Number and Location of First Aid Containers

The minimum First Aid provision is:

- a suitably stocked First Aid container; (see *Appendix B*);
- an appointed person in charge of First Aid;
- information for employees on First Aid arrangements;
- arrangements for off-site activities; and

## Risk Assessments

The Headteacher, through the SBM, must make suitable and sufficient risk assessments, as required, in the school to determine any extra support required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## Insurance

The School, through our insurers *Lucas-Fettes*, ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Appropriate insurance cover is also provided to other within their roles as pupils and visitors to the site.

## Training

The School will provide (through a suitably qualified external body) adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Headteacher, through the SBM, will ensure that there are sufficient numbers of trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

The school business manager arranges for all full first aiders to receive an annual briefing update of the basics of first aid by a qualified trainer during the first inset day of the academic year (September).





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## Defibrillator:

The Government recommends as good practice that schools should have a defibrillator on site as part of their normal first aid provision. Woodbridge's defibrillator is retained in the Mallards reception office and is available for use during daytime and out-of-hours activities as appropriate.

## Guidance

National guidance is provided in the Government's document 'First Aid in Schools'. This is located at: <https://www.gov.uk/government/publications/first-aid-in-schools>

## Equal Opportunities

The School will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be done and suitable provision will be made in liaison with the Headteacher, through the SBM.

## Monitoring and Review

The Headteacher, through the SBM and School Health & Safety Committee, will review the First Aid needs and arrangements annually, and will ensure that the appropriate number of First-Aiders/Appointed Persons are in post, and that the appropriate standards are met.

The School and the Finance and General Purposes (F&GP) Committee will review the policy every four years.





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## Appendix A

### Number of First Aid Personnel

There are no rules on exact numbers. The school will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The school will have regard to any advice from the LA.

The Health and Safety Commission (HSC) recommends in respect of a school setting:

- in low risk places including normally schools – One First-Aider to every 50 to 100 employees. *In this school the ratio is approximately 1 to every 10 employees and approximately 1 to 100 pupils.*

The School will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons, PE and Games activities, and on off-site activities. The school's PE staff have undertaken basic training for first aid provision.

Wherever practicable the school will train lunchtime supervisors in First Aid.





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## Appendix B

### First Aid Boxes

The First Aid boxes will be located as agreed by the Headteacher, through the SBM.

All staff should know where the First Aid boxes are kept.

The First Aid boxes must contain a 'sufficient quantity' of First Aid material and nothing else. There is no mandatory list of items that should be included.

As a *minimum* requirement, the school recommends that the following items should be included (volume to be assessed by each department/area of work):

- Guidance Leaflet
- Adhesive Dressings
- Medium Dressing (12 x 12)
- Large Dressing (18 x 18)
- Triangular Bandages
- Eye Dressing
- Disposable Gloves (pair)
- Safety Pins (12)
- Main or bottled water is available within the school

APPROVED BY THE F&GP COMMITTEE ON 11<sup>th</sup> OCTOBER 2017

DATE OF NEXT REVIEW: AUTUMN 2021

REVIEWER: SCHOOL BUSINESS MANAGER

