



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

First Aid Policy

April 2017



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First Aid Policy

Introduction

This First Aid Policy (The Policy) addresses the responsibilities that Old Buckenham Hall (OBH / The School) has to provide adequate and appropriate first aid to pupils, staff, parents and visitors and outlines the responsibilities, procedures and facilities in place to meet that. The School is designated a medium risk environment.

This policy also covers our EYFS pupils (Pre Prep)

This policy should be read in conjunction with the Health & Safety Policy and the Medical Care Policy. The Medical Care Policy gives specific advice on treatment of minor injuries, common chronic illnesses and incidents that may necessitate calling an ambulance.

There is always at least one qualified paediatric first aider on site when children are present. There is always a qualified paediatric first aider onsite in EYFS and all newly qualified entrants to the early years workforce, with a level 2 or 3 qualification dated 30th June 2016 also hold either a PFA certificate or an emergency PFA certificate. This is undertaken within 3 months of starting work. At least one person on EYFS outings will hold a current paediatric first certificate.

- Aims:
 - To identify the first aid needs of OBH in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
 - To ensure that first aid provision is available at all times while people are on the premises, and also off the premises whilst on school activities.
- Objectives:
 - To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
 - To provide relevant training and ensure monitoring of training needs
 - To provide sufficient and appropriate resources and facilities
 - To inform staff and parents of the School's First Aid arrangements
 - To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsibilities

The Governors are responsible for the health and safety of their employees and anyone else on School premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors). They will ensure that a first aid risk assessment of OBH is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They will also ensure that sufficient reporting and insurance arrangements are in place.

The Headmaster is responsible for ensuring that the Policy is implemented and that information on the School's arrangements for first aid is made available to parents.

The School Nurse is to be a qualified Nurse (RGN) and is responsible for carrying out the day to day organisation and management of First Aid provision. She will advise on all professional nursing / medical matters and ensure that the arrangements for First Aid throughout the School are implemented in a safe and effective manner.

The School Nurse (The Appointed Person) is to:

- ensure that respective staff are nominated and adequately trained in first aid.
- monitor the number of trained first aiders and alert them to the need for refresher courses and organise their training.
- Take charge when someone is injured or becomes ill
- Manage the acquisition and maintenance of all first aid equipment eg restocking the first aid boxes
- Ensure that professional medical help is summoned without delay when appropriate.
- Ensure that parents are advised of any injury to their child as soon as is reasonably practicable.
- Maintain all First Aid kits and equipment and keep associated records
- Manage the maintenance and facilities in the First Aid Room
- Store / secure / maintain all medicines including associated records
- Maintain a first-aid notice board in the staff room
- Promulgate information on the location of equipment, facilities and first-aid personnel.
- Maintain any necessary medical records required on-site
- Liaise with the School Doctor on day to day issues as required
- Manage the collection storage and disposal of medical waste
- Put in place suitable and sufficient hygiene and infection control measures as required.
- Monitor the use of all School Accident Books

The HR Director is to:

- Be responsible for RIDDOR reporting and the receipt and dissemination of associated correspondence.
- Undertake a full and sufficient Risk Assessment of First Aid requirements to be reviewed at least annually and as a result of that risk assessment, in conjunction with the School Nurse, ensure that sufficient first aiders are nominated and trained.
- ensure that suitable and sufficient records of training and first aid incidents are maintained
- ensure that a review of first-aid needs is undertaken following any significant changes at the School eg staff, buildings / activities /off-site facilities, etc

The Deputy Head will induct new staff on their first aid responsibilities.

The Bursar is to:

- ensure that all necessary supplies and facilities are provided for the provision of First Aid.
- Manage the activities of any contractors on-site to promote safe systems of work
- Provide adequately in contracts to ensure that contractors manage their own risk wherever possible
- Provide a suitable room for medical treatment and other rooms for the care of sick children during school hours.

Teachers and other staff are expected to be aware of the Policy and its provisions and co-operate fully in its implementation.

Teaching Staff are to:

- Consider the needs of pupils and teaching staff arising from particular events and activities and make recommendations to the School Nurse for additional / varied first aid provision. These will include the following:

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- Off-site PE / Activities
- School trips
- Science labs
- DT/Art rooms
- Adequate provision in case of absence, off duty time
- Out-of-hours provision eg clubs, events
- School vehicle first-aid equipment

Matrons are to:

- hold a relevant level of First Aid qualification.
- In the absence of the School Nurse, take charge when someone is injured or becomes ill, advise the Duty team leader and/or houseparent accordingly, ensure that professional medical help is summoned without delay when appropriate and be responsible for ensuring that the parents of a pupil are informed of any accident or minor injury on the same day or as soon as is reasonably practicable. The matron does not have to personally make the call, it could be a more senior member of staff, however they must be sure that it has been done and recorded in the medical book.

First Aiders* (This is a voluntary post) are to

- Complete a training course 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.
- A record of any first aid treatment given by first aiders or appointed persons should include:
 - the date, time and place of incident
 - the name of the injured or ill person
 - details of their injury/illness and what first aid was given
 - what happened to the person immediately afterwards
 - name and signature of the first aider or person dealing with the incident.

*NB: In selecting first-aiders OBH will consider the following

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties.
- A balance across the various departments within school ie: Teaching, Domestic, Estates, Administration

Qualifications and Training

- The School Nurse is to hold at least an RGN qualification and to maintain her registration with the NMC.

- First Aiders are to hold a valid certificate of competence, issued by an organisation approved by the HSE. (equivalent of 3-4-hours training) or undertake a 1, 2, or 3 day first-aid training course.

Reporting and Recording:

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

First Aiders are to complete an accident form for any reportable injury, disease or dangerous occurrence. This must 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. This form must be sent immediately to the Bursary where the HR Director will report the following accidents to the HSE:

- Employees or self-employed people working on the premises:
 - accidents resulting in death or major injury (including as a result of physical violence)
 - accidents which prevent the injured person from doing their normal work for more than seven days (although records of over 3 days must also be kept).
- Pupils and visitors:
 - accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work if it relates to
 - any school activity, both on or off the premises
 - the way the school activity has been organised and managed
 - equipment, machinery or substances
 - the design or condition of the premises
- Archive - All accident books, accident forms and other documents relating to accidents and first aid must be kept for:
 - Pupil: Date of birth plus 25 years however these must not be destroyed whilst the Independent Inquiry into Child Sexual Abuse (IICSA) is taking place.
 - Adults: Current plus 3 years

Monitoring and Review

This policy will be reviewed at least annually and will be monitored by the School Nurse and the HR Director

E Easdale School Nurse
A Shropshire HR Director

Reviewed April 2017

Annex 1 List of qualified Paediatric First Aiders

Those with current Paediatric First Aid (updated Apr 2017):

Ruth Hambling	Reception Teacher	27/03/2018
Tracey Thornton	Resident Matron	27/04/2018
Debra Gooderham	Matron	27/04/2018
Helen Hibbert	Resident Matron	21/05/2018
Lindsey Gridley	Domestic & Midday Supervisor	08/07/2018
Laura Allison	Pre Prep Teacher	05/01/2019
Emma Barrett	Pre Prep TA	05/01/2019
Jo Drake	Pre Prep TA	05/01/2019
Julie Steward	Head of EYFS	05/01/2019
Hannah Phillips	Pre Prep TA/ Girls' games Co-ordinator	05/01/2019
Janice Pryke	House Keeper / Pre Prep lunchtime supervisor	05/01/2019
Jen Miller	House Parent/Teacher	05/01/2019
Rob Miller	House Parent/Teacher	05/01/2019
Debra Cook	LS TA	05/01/2019
Jo Riddleston	Registrar and overseas pupil co-ordinator	05/01/2019
Emma Easdale	Head of Pastoral Care/School Nurse	15/07/2019
Barbara McKrill	Matron	20/10/2019
Laura Keeling	Nursery Teacher	10/01/2020
Kelly Miller	Teaching Assistant (Nursery)	10/01/2020