The Lioncare School
First Aid policy

Date Created: 31.08.24 **Date for Review: 31.08.25**

Policy Statement

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 and activities. This assessment will be ongoing and dynamic.
- Reviewing the First Aid Needs Assessment periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring suitable provision for First Aid is in place for offsite trips and activities.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The Head Teacher in consultation with the training manager will ensure that appropriate numbers of trained and qualified people are available to meet the needs of the group in and out of school. At The Lioncare School, all staff receive training in First Aid as part of their basic training. Training is provided by a recognised provider.

Those who have been trained are 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 School Administrator(s) as Appointed Person (e.g. first aid kit inspections).

Appointed Persons

At The Lioncare School the School Administrator(s) is the Appointed Person to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services unless offsite and this will be case by case scenario.

First Aid Provision

The following requirements for first aid equipment

- There needs to be three areas where equipment is located
- These will be situated in the medical room, the main office and the utility room.
- There will be one travel first aid kit in the school minibus
- This travel first aid kit is located in the school mini bus at all times
- First aid kits are located in the activities rucksacks to be taken to all offsite activities for groups
- It is the responsibility of an Appointed Person (admin team) to check the contents of all first aid kits every half term

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The medical area 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:

- Medical bench, pillow, blanket, running water, first aid kits. (There is a telephone located in the Admin office if a mobile phone is not available).
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff 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. Yellow clinical waste bags are provided for this purpose.

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider or Appointed Person (whichever arrives first) is to take charge of the first aid administration/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/appointed person is to always ensure an ambulance is called 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 the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a child has a severe allergic reaction requiring the administration of an epipen or inhaler for Asthma attack this will be identified in their IHCP (individual health care plan)

When there is the possibility of a fracture or where this is suspected, a judgement call should be made, depending on the severity of the incident, the distress level of the child and the availability of the parent to come to school quickly.

In the event of an accident involving a child, it is our policy to always notify carers / parents / those with parental responsibility of their child's accident, immediately if it:

Is it considered to be a serious (or more than minor) injury

- requires attendance at hospital

In the event that carers / parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the carers / parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the carers / parents can be contacted and arrive (as required). The placing local authority will be notified as soon as possible in the event of hospitalisation as they will usually need to give permission for treatment and often have parental responsibility.

In the event that the child requires hospital treatment and the carers / 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 carers / parents can be contacted and arrive at the hospital.

Records

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

- Name of injured person

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

When the person receiving first aid is a young person the form will be sent to parents/carers and the placing authorities social care team if the child is on a care order or under a Child in Need / Child Protection Plan.

If it is an adult the form will be stored at The Lioncare School and reviewed by a member of the school management team. If it is felt appropriate to do so the administration team at Lioncare House will be consulted regarding the potential need to report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) duties. http://www.hse.gov.uk/riddor/reportable-incidents.htm

The following accidents will be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);

HSE will be notified regarding employees when the person involved is killed or is taken from the site of the accident to hospital **and** the accident arises out of or in connection with work.

These accidents will be notified to HSE without delay (e.g. by telephone) and followed up in writing within ten days on Form 2508. https://www.hse.gov.uk/forms/incident/

We will decide whether an accident "arises out of or in connection with work" following HSE views that this includes:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of an activity);
- the use of equipment, machinery or substances in school;
- the design or condition of the premises

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