



This Policy was updated in August 2019.

The Policy was reviewed with reference to the DfE Guidance on First Aid for Schools.
Next review due August 2020.

Trustee with Responsibility: Jane Randle - Behaviour, Attitudes and Personal Development Team

The Treehouse School

Rationale

The Treehouse School is committed to the provision of first aid for all members of the school community. First aid can save lives and prevent minor injuries becoming major ones. The staff will always seek to treat a casualty with care, compassion and courtesy.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Principles

The Treehouse School will ensure that:

- there is an appointed person with specific responsibility for first aid (see Appendix 1);
- a sufficient number of adults are adequately qualified in first aid and therefore able to provide treatment when necessary (see Appendices 2 and 6);
- immediate help is given to casualties with common injuries or illnesses with additional help requested when required;
- first-aid provision is available throughout the school day, on and off-site as appropriate;
- first aiders regularly review their first aid skills through refresher-training courses;
- first aid information is readily available, and all users of the school know how to access help;
- first aid kits for minor injuries are available for use throughout the school and are regularly maintained (see Appendix 3);
- first aid books and accident sheets are available to record incidents and accidents (see Appendix 4).

First Aid Procedures

The following procedure will be followed in the event of an incident:

- once informed the duty first aider will go to the casualty(ies) without delay and provide assistance;
- secondary aid/an ambulance will be called in the event that the first aider feels any doubt about their ability to treat an injury. If this is the case a parent/guardian (or other appropriate adult) will be informed and asked to attend immediately. If an appropriate adult cannot be contacted, a member of staff will stay with the child until a parent or guardian is available;
- all appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc. e.g. ensuring gloves are worn and detergents used to disinfect the area;
- details of all first aid treatment will be recorded in the school's first aid book or on an accident sheet.
- where there is a head injury parents will be informed of what happened and the symptoms parents/guardians should watch for will be sent home. Such children will be given an 'I bumped my head' sticker as a reminder to staff and parents/guardians to be alerted to worsening symptoms;
- in the event of a child feeling unwell during the school day he/she will be looked after appropriately, and the parent/guardian notified;
- the school will have a designated medical room (Appendix 5)
- 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.

Appendix 1

Appointed Person

At the Treehouse School there are three trained first aiders (Lee Ryman, Sharon Julian and Andrea Turner), Sharon Julian also being the appointed person. An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appendix 2

First Aid Training

First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. A record of first aiders and certification dates is maintained in Personnel file.

Appendix 3

Contents of a first-aid container

There is no mandatory list of items for a first-aid container. With reference to the HSE guidance, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid;
- 10 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- one individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- two medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- one trauma pad;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Travelling first-aid containers

With reference to HSE guidance, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;

- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialized activities. The contents of all First Aid containers are checked and topped up monthly.

Appendix 4

First Aid Records

First Aid Book

A record of any first aid treatment given by first aiders and appointed persons is kept. This includes:

- the date, time and place of the 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.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

Accident Pad

An accident pad is used to record serious accidents (stored in the cupboard under the stairs). All records must be kept for a minimum of 3 years in the office.

Accident statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) certain accidents, diseases and dangerous occurrences arising out of or in connection with work must be reported to the Health and Safety Executive (HSE):

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

For information on what accidents should be reported, refer to

<http://www.hse.gov.uk/pubns/edis1.pdf>

Appendix 5

First-aid accommodation

A suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The room should contain a washbasin and WC. It does not need to be

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used solely for medical purposes but is appropriate for that purpose and readily available for use when needed.



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
CHILDREN AND ADULTS GETTING HURT WHILST IN SCHOOL	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • A qualified first-aider/with enhanced DBS will be available during school hours. • One fully stocked first-aid container sited in the conservatory; smaller first-aid kits in the kitchen and inhaler bag; each site marked by a First Aid sign. • In case of emergencies/the need to accompany a child hospital, minimum of two adults present throughout the school day. • Appointed person in place (Sharon Julian). • Information about how to get First aid clearly displayed in the school. • Updated contact and medical details/health care plan for all children kept in the school office. • Medical room identified. • First Aid book to record and monitor incidents. • Procedure for informing parents in place. • First Aid procedures explained to children. 	To be reviewed annually	Lee Ryman	August 2019
CHILDREN AND ADULTS GETTING HURT WHILST OFF SITE	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • Good ratio of adults: children when off-site 1:5. • One fully stocked portable first-aid bag for off-site activities sited in the hall. • Emergency contact information and fully-charged mobile telephone taken whenever off-site. • First Aid book to record and monitor incidents. • See educational visits policy. 	To be reviewed annually	Lee Ryman	August 2019
SPREAD OF INFECTION/ HYGIENE CONTROL	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • Staff will have access to gloves and hand washing facilities. They will take care when dealing with blood or other body fluids and disposing of dressings or equipment. 	To be reviewed annually	Lee Ryman	August 2019

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Risk Assessments should be reviewed if they are no longer valid i.e. following an accident or incident, or there is significant change to an activity, or the equipment used.



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The Treehouse Trust Registered Charity Number: 1143560