



First Aid Policy

Policy summary

It is School policy to provide first aid support if someone is injured or becomes unwell in School, and to ensure that the School complies with the Health and Safety (First Aid) Regulations 1981. The staff of English in Chester recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 procedure for reporting accidents. A prime objective of the School Policy is that someone trained in basic first aid skills should be able to attend an incident within 10 minutes of help being requested during normal hours.

First aiders

First Aiders are able to assess situations, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

All first aiders have attended an approved course in emergency basic first aid. All first aiders have to undertake refresher training every three years.

Selection of first aiders

Personal qualities

To be an effective first aider, a person needs to be reliable, able to stay calm in an emergency, have a good standard of personal hygiene & be fit enough to rapidly attend an incident. The person must be willing to provide first aid to anyone at any time whilst at work and to attend training courses to obtain and retain their qualification.

Recruitment

First aiders should be selected from staff who can be easily contacted.

New members of staff should be asked at induction whether they are trained in first aid and willing to act as a first aider.

Numbers of first aiders.

The numbers of trained first aiders should be no more than necessary to meet the objectives of the School policy.

The School's First Aiders are:

Mandy Peatfield

Liann Ambrose

Gabi Maraver

Alice Morgan

Alex May

Jen Rush

Kat Mickleson

Review.

Periodic review of the adequacy and effectiveness of first aid arrangements is an integral part of an effective health & safety management process. The school normally reviews policies annually at the end of the calendar year.



Equipment

First Aid Boxes

There is a first Aid box in the main school office. There is also a first aid box in the Marketing office. There are 6 first aid kits available for excursions staff. There is a first Aid box available in the main office on the summer course campus during course time.

The School minibus also carries a first aid box.

The contents of first aid boxes should comply with Appendix 1 of this guidance (see below).

Restocking

The Administrative Manager or Student Services Manager and Social Programme Organiser is responsible for regularly checking and replenishing first aid boxes.

Information

Induction

All new staff should be provided with information at induction on how and where to obtain first aid assistance.

First aid notices should be posted up in communal areas. Notices should be easily recognisable through use of the standard first aid symbol (a white cross on green) & provide information on the name of first aiders in the school. Students are also given First Aid information in their student handbook.

Up-dating

All first aid notices should be regularly checked for accuracy and up-dated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate and to provide information on new first aiders.

Training

All first aiders have to attend an assessed training course in Basic Emergency First Aid at Work to be recognised as a first aider. First aiders have to attend and pass a refresher course every 3 years to retain their certificate.

Obtaining First Aid

If someone is injured, or becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until recovered or arrangements for further care if needed are made.

If attempts to summon a first aider fail, then if required the casualty should be assisted to get to the nearest hospital A&E department.

Obtaining First Aid in accommodation

All homestay hosts are given information through the homestay hub on how to access medical attention for their students. Hosts are also given the school emergency phone number. Students staying at all residences are also given information in their residence handbooks about medical provision and the school emergency number, in case they need assistance. The emergency phone holder can readily contact school first Aiders/Designated Safeguarding Staff 24/7.

Medical support: When a first aider believes that a casualty needs urgent medical treatment, the first aider should arrange for the casualty to be taken to the nearest hospital accident & emergency department. When an ambulance is needed to take a casualty to hospital, a first aider should remain with the casualty until the ambulance arrives. In the case of a student, the casualty should be accompanied to the hospital by a member of staff or other appropriate person (e.g. group leader)

If hospital treatment is required, the school will discuss next steps with the student/next of kin as appropriate.



Transport to hospital or home in non-emergency situation.

The First Aider will decide on a case-by-case basis which action is to be taken, taking guidance from emergency services where appropriate. In the event of urgent medical attention being required, an ambulance will be called and the next of kin will be informed. Where necessary, arrangements will be made by the school to transport staff/student to hospital in a non-emergency situation.

In the event that a student under 18 needs to be transported to a hospital, the following procedure applies:

- Only vehicles insured to cover such transportation will be used.
- The student will sit in the back of the car.
- Where possible, two staff members will assist.
- Where possible the student's hosts will assist.
- Where a student is in a group, the group leader will assist.
- The staff member/s that assist will keep regular contact with the Designated Safeguarding staff in the school.

Records

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. Failure to obtain first aid support when required should be reported as a dangerous occurrence. Records should be kept for a minimum of 3 years. Guidance on reporting injuries to the HSE and to RIDDOR can be found in the Accident and incident folder. See Appendix 2

Bodily Fluids

Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The following general actions must be taken by the person dealing with the spillage:

1. Clear the area immediately and cordon off the spillage area.
2. Spillage kits are kept in the main office with the first aid kit. If a spillage kit or container of absorbent powder is in the area use it taking care to follow the instructions on the container.
3. Inform the Principal, Administrative Manager or Academic Manager, giving details of what type and where the spillage occurred.
4. Spillages should be cleared up by staff wearing protective clothing and/or gloves from the spillage kit, and the powder residue and PPE should be double bagged and placed in the outside waste bin.

Contact List

School GP Garden Lane Medical Centre, 19 Garden Ln, Chester CH1 4EN, 01244 346677
Opening hours 08.00am-18.30pm

Nearest A&E

The Countess of Chester Hospital Liverpool Rd, Chester CH2 1UL
Out of hours medical advice Call 111

The GP Extended Hours service

Weekend or evening appointments

- Monday to Friday: 6.30pm – 9.30pm
- Saturdays & Sundays: 9am – 6pm
- Bank Holidays: 9am – 2pm

You can make an appointment for a:

- GP
- Nurse
- Blood test
- Physiotherapy assessment



To book an appointment call: 0300 123 7743 or speak to your GP practice receptionist. The phone line is operational from 8am to 8pm, seven days a week.

Patients will be given an appointment at the most convenient location for them. Extended Hours appointments can be booked up to two weeks in advance.

Please note this is not a drop-in service and appointment times and availability may vary.

Location

General Practice Extended Hours Service
Countess of Chester Health Park
Liverpool Road
Chester
CH2 1HJ

Reviewed February 2019



Appendix 1

First aid equipment

1. Recommended contents for a standard first aid box.

Item

Guidance leaflet
Sterile plasters
Sterile eye pads
Triangular bandages
Safety pins
Medium wound dressing
Large Wound dressing
Cleansing wipes
Disposable gloves

These are recommended contents only. An assessment may conclude some additional materials or equipment would be useful, e.g. scissors, adhesive tape etc. These could be stored in the first-aid box, or alternatively in a separate box kept by the first-aider if this is more convenient. Basic equipment must always be available for use when required.



Appendix 2

Guidance on reporting injuries

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

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing the work that would reasonably be expected of them for **more than seven days** (including as a result of physical violence).

You must keep a record of all reportable injuries, accidents and dangerous occurrences. In addition, employers with responsibilities under RIDDOR must keep a record of all over-three day injuries.

Reporting and recording accidents to students and visitors

An accident that happens to pupils or visitors must be reported to the HSE if:

- 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.

How do you decide whether an accident “arises out of or in connection with work”?

An accident must be reported to the HSE if it relates to:

- any school activity, both on or off the school premises
- the way a school activity has been organised and managed
- equipment, machinery or substances
- the design or construction of the premises.

For detailed information on your requirements under RIDDOR, visit the HSE website.

