Blackfen School for Girls

First Aid Accident Reporting Procedures

Headteacher: Ms C Senior

Chair of Governors: Mr W Stone

	Date	Name	Signature
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Blackfen School for Girls

1. Fixed and portable first-aid containers

1.2. First-aid containers are identified by a white cross on a green background.

1.3. The academy has two first-aid cabinets, which can be found in the Medical Room and the Main Office. These cabinets contain a sufficient number of suitable provisions to enable the administration of first-aid.

1.4. The academy has travelling first-aid containers for use during school trips and off-site visits, which are stored in Main Office.

1.5. No medicinal substances or materials are permitted within a first-aid container.

1.6. Blunt-ended stainless steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.

1.7. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

Fixed

1.8. Fixed first aid-containers will contain, at a minimum:

- A leaflet giving general advice on first-aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.

Portable

1.9. Portable first-aid boxes will contain, at a minimum:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large (approximately 18cm x 18cm) sterile unmedicated wound dressing.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleaning wipes.
- One pair of disposable gloves.

2. Minibus

2.1 The /academy minibus will have on board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged.
- One conforming disposable bandage (not less than 7.5cm wide).
- Two triangular bandages.
- One packet of 24 assorted adhesive dressings.
- Three large (no less than 15cm x 15cm) sterile unmedicated ambulance dressings.
- Two sterile eye pads, with attachments.
- Twelve assorted safety pins.
- One pair of rust free blunt-ended scissors.

3. Defibrillator

3.1 The school has 2 defibrillators located in the first aid room and externally on the admin block wall that can be accessed by the public. This has been registered on The Circuit – the National Defibrillator Network.

- The defibrillators are serviced annually by a competent company.
- 1st defibrillator is stored in the school first aid room in the admin block
- 2nd defibrillator is located on the external wall outside the site team's office.
- Signs denoting the location of the external defibrillator are on the perimeter fence for the public to view.
- School office is contacted if the defibrillator is required and dispatched accordingly.
- The defibrillator checked that the battery is live once a week by the allocated staff
- The defibrillator has a spare battery, scissors, and razors attached.

4. Selection of first-aiders

4.1 When selecting first-aiders, the Headteacher should consider an individual's:

- 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 first-aider must be able to leave immediately in an emergency unless a specialist first aider is available and will attend.

4.2. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

5. Training of First Aiders

5.1 The Business Manager is responsible for organising first-aid training.

5.2. The academy keeps a record of who is trained in first-aid and the date that their certificates expire.

5.3. First-aiders will be offered re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire.

5.4. All First-aiders should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

5.5. All First Aiders will be trained in the administration of Auto Adrenaline Injectors in the case of anaphylaxis. The school holds two additional AAI pens (Jext or Epipens) though all students and staff with severe allergies are expected to carry their own medication. In all cases where an AAI is used, 999 will be called and an ambulance dispatched.

5.6. All First Aiders will be trained in CPR and the use of the defibrillator.

6. All staff Training

6.1 All staff to have specific training around allergies and the administering of EpiPens. To be covered annually.

7. Roles and responsibilities

7.1 The main duties of the appointed person are to:

- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
- If a person is not first-aid trained they should not give first-aid treatment for anything they are not trained for and seek a senior first aider.
- First aid training will incorporate the following but not limited to.

  - What to do in an emergency.
  - Cardiopulmonary resuscitation.
  - First-aid for the unconscious casualty.
  - First-aid for the wounded or bleeding.

- Liaise with the Admin Office, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
- Remain on-site throughout the school day or sign out at reception informing their line manager they are off-site.

7.2. The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the academy.

- Ensure that an ambulance or other professional medical help is called, where appropriate.

8. Reporting incidents and record keeping

Reporting

8.1. The Business Manager will ensure that procedures are in place to report any major or fatal injuries without delay (e.g., by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

Record keeping – All incidents, and accidents are reported to the school office and will seek advice from the local authority medical and health & safety team for further action

8.2. The Business Manager will ensure that records are kept of any reportable death, specified injury, disease, or dangerous occurrence that requires reporting under RIDDOR.
All injuries must be reported to the school office who will keep a record of this.
The schools have a service-level agreement with the local authority on the incident report who will advise if an injury is reportable to a regulatory body.

8.3. Reportable injuries include:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

8.4. Reportable occupational diseases include: (Staff with an occupational disease should report this to HR after seeking medical advice.)

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g., from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g., from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.

- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident. (Staff to report this to HR)

8.6. Dangerous occurrences include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the academy must be reported to the Amin office who will comply with local authority agreement and follow advice and be reportable if the accident results in:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related 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).

8.8. Records will also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.

8.9. The academy does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.

8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:

- The date, time, and place of the incident.
- The name (and class) of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards? (e.g., 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.

8.11. Records will be maintained for no less than three years after the incident.

8.12. The accident reporting book is kept in the Main Office.

9. Circulation

9.1. The Business Manager will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the academy's first-aid needs.