

Habs

HABERDASHERS'
ELSTREE SCHOOLS

First Aid Policy

Policy Type	Statutory
Regulation	ISSR: 13
Approval Committee	Estates, Infrastructure and Sustainability Committee
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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

13 The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

24(1) The standard in this paragraph is met if the proprietor ensures that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including –

24(1)(a) accommodation for the medical examination and treatment of pupils

24(b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and

24(c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs

1.3 Supporting Documents

The following related information is referred to in this policy:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Allergy and Anaphylaxis Policy
Asthma Policy
Diabetes Policy
Epilepsy Policy
First Aid and Accident Reporting Guidance
Head Injury and Concussion Policy
Mental Health and Wellbeing Guidance
Storage and Administration of Medicines Policy

1.4 Terminology

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Boys' School and Haberdashers' Girls' School which are operated by Haberdashers' Aske's Elstree Schools Limited, the School Trustee of Haberdashers' Aske's Charity.

Student or **Students** means any student or students in the School at any age.

2 Practical Arrangements at the Point of Need

2.1 At the Boys' School

2.1.1 Staff

New staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a student falls ill, as part of their induction training. This includes what to do if a student falls ill in class.

2.1.2 Senior School

If the student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the student and send a student to ask a teacher or member of the support staff to contact the School Nurse on ext.1790 or mobile phone number 07801 385426. If you are unable to contact the nurses on those numbers, please use a radio or call main reception on Ext 1700. The School Nurse will then come to the scene and deal with the situation.

If the student can go to the Medical Centre, then the teacher must email 'School Nurse' to inform them that they are coming and send the student, escorted by another student, to the Medical Centre.

2.1.3 Preparatory School

The same procedure as above applies in the Preparatory School if a serious injury or illness occurs. In lesson time, the teacher will send the student, escorted by another Student, to the Medical Centre via the Preparatory School Reception, to ensure the student's whereabouts will be known. If it is a minor injury, Prep staff will deal with it and it is recorded on iSams by the designated staff who have authorisation to do this.

2.1.4 Pre-Preparatory School

The designated first aiders are responsible for dealing with any minor injuries and illnesses as they occur and recording on iSams. For any queries, the School Nurse is available to provide assistance/advice and to attend the Pre Prep School if its necessary..

2.2 At the Girls' School

2.2.1 Staff

All staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a Student falls ill, as part of their induction training and at the start of each academic year. This includes what to do if a Student falls ill in class.

2.2.2 Senior School

If the student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the student and send another student to ask a teacher or member

of the support staff to contact the School Nurse on ext. 2306 or contact the School Office who will use the walkie talkie to contact the School Nurse. The School Nurse will then come to the scene and deal with the situation.

If the student is able to go to the Medical Centre, then the teacher must email 'Senior Nurse' to inform them that they are coming and send the student escorted by another student.

2.2.3 Junior School

The same procedure as above applies in the Junior School if a serious injury or illness occurs. If a more minor illness or injury occurs, the classroom assistants are responsible for sending the injured/ill Student to the Junior School First Aid Room to see the designated first aider. If no first aider is available or the first aider feels the student needs to be seen by the School Nurse, then the School Nurse will be contacted.

3 Qualified First Aiders and Training

The School reviews its first aid provision on an annual basis and ensures that a suitable and sufficient number of first aid personnel are on site whenever there are children present. These staff have appropriate qualifications and the School ensures that qualifications are renewed at least every three years. A full list of personnel with first aid qualifications and their expiry dates are maintained by the School Nurse. The list is published on Firefly The School uses the provision of an external first aid provider for training staff.

If there is an after School or weekend event, a risk assessment is completed which ensures that first aid provision is adequate for the number of individuals and the level of risk involved in the activity. Please refer to the Educational Visits Policy.

If the school is used for activities during the school holidays/weekends it is the responsibility of the company visiting to ensure appropriate first aid cover. Nurses will be on site from 8am – 5.30pm term time only. Outside of these hours, any first aid should be treated by the appointed first aiders for the specific event or activity.

4 Accident Reporting

Accidents are recorded by way of an accident form which is common across both Schools. The accident form usually originates from the member of staff who is witness to the accident, or the nursing staff. Once the School Nurse has assessed the incident, it goes to the relevant Deputy Head (Pastoral) , who may ask for further information or follow up. Once this has been completed, the forms are sent to the Compliance Manager who will determine if the incident needs to be reported under RIDDOR (see below) and then the accident form is filed by the School Nurse (current students only). Staff and visitors' accident forms remain with the Compliance Manager for filing. Trends are collated for scrutiny by the Health and Safety Committee.

Depending on the severity of the accident / injury and/or circumstances, parents or carers will be contacted even if the student does not need to go home.

5 Access to First Aid Equipment

The School reviews its provision of first aid kits on an annual basis and ensures that there are a suitable and sufficient number of appropriately sized kits across the campus, particularly in high-risk areas. The School Nurse maintains a list of the location of first aid kits and a designated First Aider in each area is responsible for ensuring that the contents are checked regularly.

6 Arrangements for Students with Particular Medical Conditions

Arrangements for Students with particular medical conditions are outlined in separate policies, available upon request from the School, and include:

- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Head Injury and Concussion Policy
- Seizures/Epilepsy Policy

7 Hygiene Procedures for Dealing with the Spillage of Body Fluids

The School's cleaning contract staff are trained to deal with the spillage of body fluids, and staff should not deal with the issue themselves. In the case of spillage, the duty cleaner will be called to collect a spillage pack and deal with the spillage.

8 Guidance on When to Call an Ambulance

In an emergency during School hours, the School Nurse should be called first, although this should not delay the calling of an ambulance if one is clearly needed.

When the school nurse arrives, they will use their clinical judgement and assessment skills to ascertain whether it would be appropriate to wait for an ambulance or if one is needed.

In their absence, the first aider should assess the situation and call an ambulance if needed. The School Reception, Security Hut and Caretakers should also be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Outside School hours, the first aider will assess the situation and call an ambulance if needed. The Duty Caretaker should be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Occasions when an ambulance should be called include but are not limited to is when an injured person:

- has used an Adrenaline Auto Injector
- has a seizure and is not known to suffer from epilepsy
- has an open fracture or unstable fracture below the waist
- suffers from a severe asthma attack that is not relieved by the use of an inhaler
- a loss of consciousness that is not a faint e.g. as a result of accident/head injury or illness/diabetic coma
- has suffered a severe loss of blood or severe burns or scalds
- Any other circumstances where the injured person is perceived to require urgent medical attention.

The competent person should assess each situation as it arises.

Currently, government guidance on ambulances is the following:

- Category 1: respiratory and cardiac arrest – will aim to respond within 15minutes
- Category 2: Stroke or chest pain – will aim to respond within 40 minutes
- Category 3: An urgent problem which will require treatment – will aim to respond in 2 hours.
- Category 4: A non-urgent problem – will aim to respond within 3 hours

If the parents are within 1 hour arrival of a category 3 or 4, safe transportation by the parent is advisable.

If the parents are more than 3 hours away from a category 3 or 4 and the ambulance will be greater than 3 hours – 2 members of staff should accompany the young person to hospital in a taxi and the parents will meet them there.

9 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools slightly differently than in most places of work. Most incidents that happen in schools or on school trips do not need to be reported to the Health and Safety Executive (HSE). Only in limited circumstances will an incident need notifying to the HSE under RIDDOR.

Injuries to Students and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- The death of the person that arose out of or in connection with a work activity
- 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).

Dangerous occurrences are specified near-miss events which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically 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.

The Compliance Manager is responsible for reporting such events to the HSE.

Appendix A – Accident Reporting FAQ

What is an accident?

An accident is defined as an unplanned, uncontrolled event, which causes injury, damage or loss.

Why report an accident?

There are several reasons why you should report an accident:

- To ensure the person affected is given appropriate aid and support
- To establish the immediate and root causes
- To enable changes in practice to prevent reoccurrence.

How do I report an accident?

All accidents should be reported by completing an accident form which is available on the staff intranets. Ensure you fill in as much information at the time as possible, as you may be asked questions about what happened at a later date.

Accident Form			
Part A – Details of the Accident			
Name of Injured Person (IP)			Form
Name of witness to the accident			Contact Number
Date of accident	Time of accident	Location of accident	
Context of accident (set the scene: What was the IP doing? Who else was involved? What equipment was in use? How did the accident happen?)			
Nature of injuries (What part of the IP is injured? In what way? Be specific)			
What immediate action was taken? (What First Aid was given? Was the IP moved or given any instructions?)			
Name of person who filled in Part A if not witness			Contact Number

Accident Form: [resource.aspx \(fireflycloud.net\)](http://resource.aspx(fireflycloud.net))

What do the accident categories mean?

In order to monitor trends of accidents, the school has developed a set of categories that place the accident into a set of accident types. These are used by the pastoral team, the compliance team, and the Health & Safety Committees look at patterns of accidents.

What should I do after the accident has happened?

If the accident is in relation to a lesson activity, you should discuss the cause of the accident with your head of department and, if appropriate, review your risk assessment and/or modify your activity.

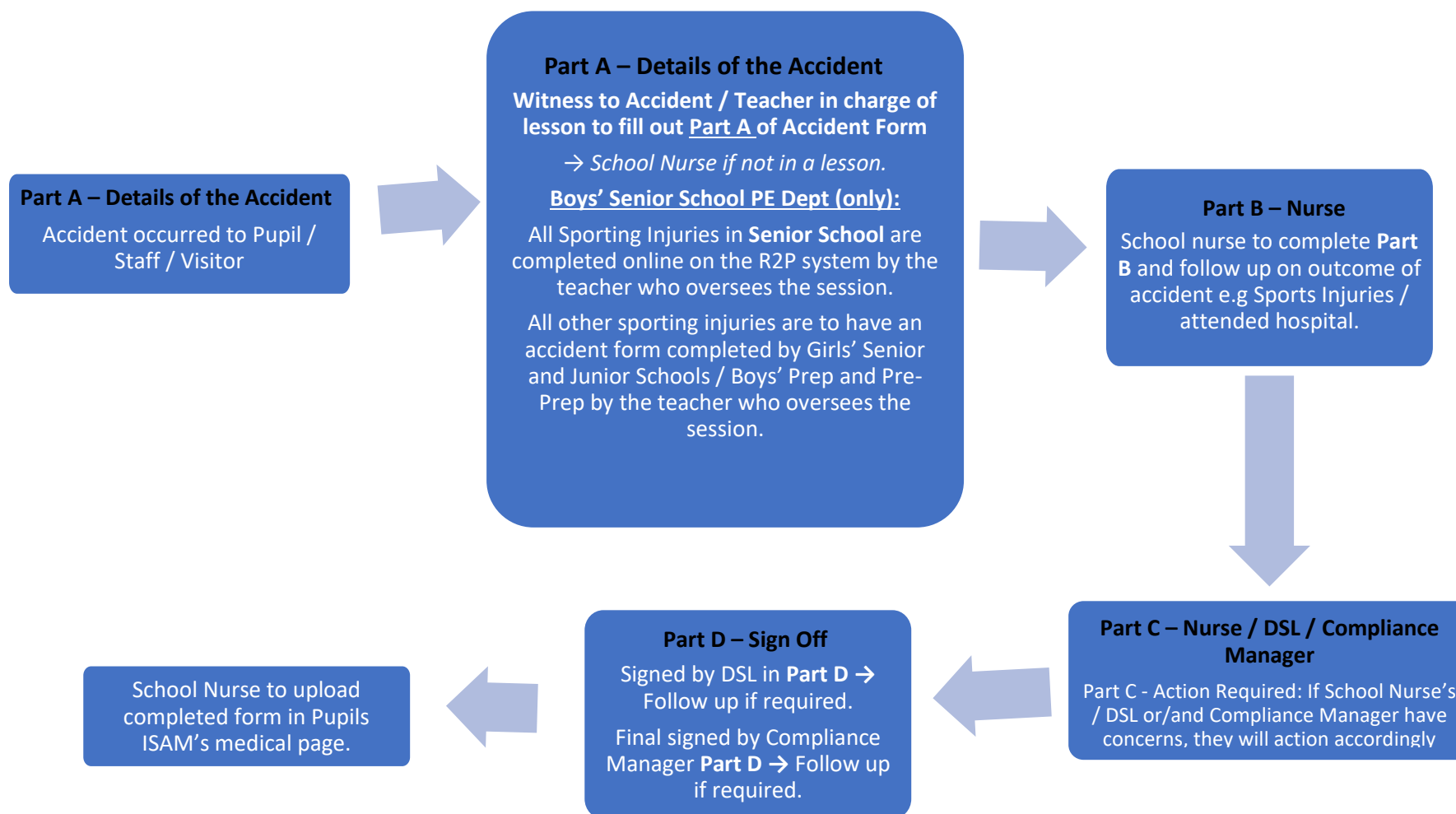
Why am I being asked about the accident after I have completed the form?

Occasionally we may ask for further information about the accident. This is usually to clarify a particular detail, such as the exact room it was in. Other times, we may need to know a bit more about why it happened and if it could have been avoided. Don't worry if this happens, we are just trying to make sure we have all the information we need. It may be that as a result of an accident, we make some repairs to equipment, or change the way activities are organised.

What happens with accident forms?

Forms are processed by the medical team and, after checking with the Deputy Heads (Pastoral) and Compliance Manager, they are filed. The broad details of the accident are then fed into the Health & Safety Committee for discussion and review.

Accident Reporting Flowchart



Appendix C – Near Miss FAQ

What is a Near Miss?

A near miss is defined as an incident that could have resulted in injury, illness, or property damage, but for some reason or other, it did not. Often attributed to just a matter of timing or just pure luck, near misses are often ignored, but can prove to be critical indicators about the safety performance of a particular activity.

Simply put, a near miss is any unplanned event that could have caused physical injury or property loss but didn't.

Near misses are often called incidents, close calls or narrow escapes. Some of the most common types of near misses include:

- Slips and trips
- Working at heights
- Using hazardous materials/substances
- Equipment and machinery

Near misses are more than just close calls, they are opportunities for business to identify current risks and take steps to prevent future accidents.

By logging and tracking near misses, companies can gain insight into the root causes of safety problems, helping them reduce the risk of incidents in the future and what corrective actions is taken / lessons learnt to prevent this from happening again.

Near Miss Form

When you have completed the Near Miss Form, email this to achoudhury@habselstree.org.uk

Near Miss Form		
Part A – Details of the Near Miss		
Name of witness to the Near Miss		
Date of Near Miss	Time of Near Miss	Location of Near Miss
How and why did this incident occur (be as detailed as possible)? Who else was involved?		
What corrective actions (if applicable) have been taken to reduce the potential for a similar Near Miss in the future?		
Name of person who filled in Part A if not witness		
Part B – To be completed by Risk and Compliance Manager:		
Further actions (if applicable)		
Name:	Date:	Signed:

[resource.aspx \(fireflycloud.net\)](#)