



HARMONIZE ACADEMY

FIRST AID POLICY

POLICY WRITTEN BY:	PRINCIPAL
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Trust, Respect, Compassion, Forgiveness

FIRST AID POLICY

Introduction

Harmonize Academy has a duty to provide suitable first aid arrangements for its employees, visitors, students, volunteers and agency staff, if they become ill or are injured at the Academy or under the jurisdiction of the Academy, on or off site.

The arrangements in this Policy Document comply with the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Nominated First Aiders are responsible for administering limited first aid treatment, maintaining first aid kits and facilities, and summoning medical assistance when required. An up to date list of nominated first aid representatives is displayed at Reception and listed on the Academy website.

Harmonize Academy has a dedicated Medical Room located on the ground floor room 12.

Definitions

A First Aider is a person who has attended an appropriate first aid training course, successfully completed and has a valid certificate.

First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained; and
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

Roles and responsibilities

Responsibilities of the governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times;
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Informing all staff and the Site Manager of the location of the First Aid personnel and equipment available to them in their working environment via a notice displayed at Reception and on the Academy web site as minimum;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of students and provide adequate First Aid equipment;
- Reporting specified incidents to the HSE when necessary.

Appointed person(s) and first aiders

Harmonize Academy's appointed person is the Health & Safety Officer who is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Role and Responsibilities of First Aiders

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- The administration of First Aid, up to but not exceeding the level of their training;
- If appropriate, refer the student to a senior member of staff who can make arrangements for the student to be collected from school, where necessary;
- Ensuring that any accident needing more than minor attention when on site is immediately referred to the nearest hospital and that Harmonize Academy's Assistant Principal is informed immediately. In the event of the Assistant Principal not being available, the Vice Principal or the Principal should be informed;
- Ensuring that any incident and treatment given is recorded in The Academy Accident Book and that any necessary documentation to comply with RIDDOR legislation (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) is completed;
- Ensuring that all spillages of body fluids are cleared up promptly;
- Maintaining stocks in the First Aid kit/box;
- Ensuring their own recommended immunisations / injections are up to date; and
- Reporting any illness or injuries which would preclude their abilities to administer First Aid, to the Principal to arrange alternative cover;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- Attending refresher training;
- Keeping their contact details up to date.

Our school's Health & Safety Officer and first aiders are listed on page 1. Their names will also be displayed prominently around the school.

Responsibilities of Academy Staff

All staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident reports for all incidents they attend to where a first aider is not called;
- Informing the Principal or their line manager of any specific health conditions or first aid needs;
- Any injury that occurs whilst at work must be recorded;
- Any member of staff who is injured should therefore follow the steps below:

Minor Injuries

- Seek attention from the First-Aider;
- Record incident in the Accident Book.

If no further medical treatment is required:

- When the injury has been dealt with, the First-Aider should be informed of the circumstances in which the injury occurred;
- These should be recorded in the Accident Book.

If further medical treatment is required:

- This should be sought as soon as possible;
- At the earliest convenience, the first-aider should be informed of the circumstances in which the injury occurred;
- These must be recorded in the Accident Book.
- Other members of staff who witness such an injury should also report their observations to the first-aider;
- Witnesses may be asked to make a statement of their observations.

If, however the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety for the Environment need to be notified.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment;
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives;
- The first aider will also decide whether the injured person should be moved or placed in a recovery position;
- If the first aider judges that a student is too unwell to remain in school, parents/carers will be contacted by a senior member of staff and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers;
- If emergency services are called, the Vice Principal will contact parents immediately;
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details

Risk assessments will be completed by the Assistant Principal prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury;
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form;
- A copy of the accident report form will also be added to the pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of 12 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Vice Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Vice Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Training

- All school staff are able to undertake first aid training if they would like to.
- All first aiders must have completed an appropriate training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
- Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring and Review Arrangements

- This policy will be reviewed by the Vice Principal every year.
- At every review, the policy will be approved by the Senior Leadership Team, the Finance & Resources Committee and the full governing board.
- Accident Book records will be monitored by the First-Aider and any recurrent problem will be brought to the attention of the Harmonize Academy Business Manager.

Asthma Management Plan

Alder Hey Children's 

Vicky Worrall/Elaine Kelly

NHS Foundation Trust

Asthma Nurse Specialists

Tel no: 0151 252 5087/0151 252 5936

School Asthma Management Plan

How to Recognise Asthma is getting worse

If he/she has:

- ☐ increased cough.
- ☐ increased wheeze.
- ☐ increased breathlessness.
- ☐ or if he/she is needing to use the Reliever (Blue inhaler) more than 4 hourly.

What to do

Give 2 puffs of Reliever (Blue Inhaler).

Wait 5 minutes. If no improvement Repeat.

Wait for a further 5 minutes. If no improvement give 1 puff of Reliever (Blue Inhaler) every 30 seconds up to 10 doses.

Call the parents or seek Medical Advice.

Medical Alert/Emergency

If he/she is:

- ☐ breathing faster than usual;
- ☐ using his/her tummy muscles to breathe;
- ☐ having difficulty in speaking (due to his/her asthma symptoms);
- ☐ having difficulty in walking (due to his/her asthma symptoms);
- ☐ pale or blue around the lips.

What to do

DIAL 999 - YOU MUST SEEK MEDICAL HELP

Give 1 puff of the RELIEVER (Blue Inhaler) every 30 seconds up to 10 doses using a large volume spacer continue every minute till help arrives.

First Aid Notice 2019-20



Current First Aid personnel are listed below

First Aid equipment is stored in Room 12, The Medical Room, Ground Floor

The de-fibrillator is stored in the school office, Room 14.

Role	Name	Location to cover
Health & Safety Officer Cert	Mr Michael Kearns Site Manager	Whole Building
First Aider (P/T) Cert 07/10/2016 Expires 07/10/2019	Ms Kim Ball Teaching Assistant	Ground Floor
First Aider Cert 18/10/2017 Expires 18/10/2020	Saffron Collister Teaching Assistant	First Floor
First Aider including Epipen Cert 17/05/2017 Expires 17/05/2020	Mrs Liz Cunningham Assistant Principal	Ground Floor
First Aider Cert 28/07/2017 Expires 28/07/2020	Mr Sam Elackman Technician	First Floor
First Aider Cert 13/12/2016 Expires 13/12/2019	Ms Zoe Pasquet Teacher	First Floor

..... Date

Mr Michael Kearns, Health & Safety Officer

DE-FIBRILLATOR TRAINING

The school purchased a de-fibrillator in June 2018.

It is stored in the school office, Room 14 [by the School Business Manager's desk](#).

The following staff members are trained to use the equipment (Sep 2018):

[Training to be renewed in Sep 2022](#)

- **Mike Kearns: *Site Manager & H&S Officer***
- **Kim Ball**
- **Saffron Collister**
- **Liz Cunningham**
- **Tony Lawson**
- **Liam McNab**
- **Terri Meadows**
- **Wynn Ridge**
- **Rebecca Smith**
- **Gerard Tiernan**