



KING EDWARD'S SCHOOL  
BIRMINGHAM

## FIRST AID POLICY

Under the terms of The Health and Safety at Work etc Act (1974) and The Health and Safety (First Aid) Regulations (1981), an employer has a legal duty of care towards its employees.

As employer, the Governors of the Schools of King Edward VI in Birmingham (the Foundation) have overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel at the King Edward's School, Birmingham (the School).

The Foundation fulfils its duty of care both to its employees, pupils and lawful visitors to the School by ensuring that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff, and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy assists staff:

- To identify how to access competent first aid assistance for pupils and staff on a timely basis
- To identify those who have been trained to provide first aid whenever the school is open
- To set out the process for reporting accidents and injuries for review and reporting to Governors

### 1. Access to first aid

- In the event of an injury the First Aider should be contacted for treatment. If she is not immediately available, Reception will call other First Aiders.
- If the accident is serious the First Aider will decide if an ambulance should be called and Reception will be immediately informed. She will remain with the casualty and brief the ambulance service on the situation.
- No employee should use their private car to transport a casualty to hospital, unless there is no other alternative. If this is the case, this should be undertaken in accordance with the guidance set out in the Staff Code of Conduct.
- If the accident was caused by a hazardous substance, the safety data sheets must be provided by the relevant department.
- The First Aider will notify the Safety Officer if the matter is sufficiently serious.

#### 1.1 First aid during the school day

The First Aid team at KES is led by the First Aider, Magda Wyrzykowska. She sits in the First Aid room located at the main entrance to the school. During office hours the First Aider, or in her absence another appropriately qualified colleague will administer first aid. There is a supply of materials in the cupboards in the First Aid room for use by qualified first aiders at other times. In the instance where it is deemed necessary to contact parents/guardians this should be done by the First Aider, the Receptionist or the School Secretary.

## 1.2 First aid cover out of normal office hours

During the times that First Aider is not in school (school holidays and after 4.15 pm) there is always a First Aider on site. The porters hold current first aid certificates, and lists of other first aiders are displayed in the Staff Room, the School Secretary's office and Reception. If the First Aider is unable to be in school, the school will ensure that First Aid cover is provided and a notice with the relevant information posted on the First Aid room door.

## 1.3 First aid provision off site

When planning an out of school visit, staff discuss requirements with the Safety Co-ordinator as part of the trip risk assessment process, including understanding whether there are any boys with particular pupil medical needs details where appropriate. Staff normally take a first aid box with them together with details of any medical needs of pupils in their care.

## 2 Trained personnel

### The First Aider's duties include the following

- Ensure that her First Aid certificate is always up to date.
- Keep a careful record of all visits to her room, noting the nature of the visit and any treatment administered.
- Officially record all accidents on an accident log
- Provide First Aid expertise throughout the working hours of the school day.
- Always attend a casualty when asked to do so and treat the casualty to the best of her ability, and in the safest way possible. This includes wearing gloves where there may be a loss of blood or body fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.
- Ensure that the travelling First Aid Kit includes all items recommended by the Health & Safety Executive.
- Ensure that a pupil who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of the paramedics
  - Followed to the hospital by a member of staff to act *in loco parentis*
  - Met at hospital by a relative
- Take charge of her room and ensure that all medical supplies are up to date and appropriate.
- Be responsible for collecting a confidential medical report on every pupil when they join KES in conjunction with the School Doctor.
- Inform the staff of a pupil's medical history if and when appropriate, having obtained permission to do so from the pupil and/or her parents.
- Display relevant and pertinent information for pupils and staff (for example, the location of First Aid kits).

The First Aider is supported by members of staff who hold a current First Aid Certificate. **The names of trained first aiders are located at Reception, in the Reprographics Room in the staff room and in the First Aid room.**

All staff attend regular training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy. New members of staff are made aware of the First Aid procedures in school through induction. The Head of Professional Development will also arrange recognised First Aid training for members of staff who request it. All members of staff will familiarise themselves with the First Aid procedures in place and meet the First Aider.

Sports staff attend training courses on pitch side first aid. The school also uses a specialist sports first aid scheme for all fixtures taking place at weekends.

Staff are also encouraged to refer to the First Aider for advice and help if they are taken unwell during the school day.

### **3 Role of the School Doctor**

The School Doctor attends the school site as required to assess new pupils where their medical history requires it. He also reviews incidents recorded in the Incident Log (see below) with the Safety Co-ordinator, attends Health & Safety meetings and reports to Governors at the Risk & Compliance Sub-Committee annually. This is explained to all new parents in their induction pack. The School Doctor does not prescribe medication and does not undertake the role of a family doctor.

### **4 Sharing information about boys with medical needs**

Pupil medical information is kept on SIMS and parents are asked to review and update this information annually. Notices of boys with diabetes, epilepsy and epipens are published on the wall in the Staff Room (opposite the photocopiers) as well as in Matron's Room. All staff should familiarize themselves with these and ask the First Aider or the Safety Co-ordinator for further advice or information if they need to, particularly if they are taking any of these boys out on trips.

All new joiners are asked to complete a medical form to declare any medical issues. Boys with significant issues are asked to see the School Doctor before they start to ensure they are assessed.

Boys with dietary requirements, including food allergies, also meet with the Catering Manager to assess their needs.

### **5 Recording and reporting**

- Once first aid treatment has been provided, the First Aider
- If the injury is other than minor, an entry is made into the electronic Incident Log by the First Aider. These reports are printed, read and reviewed by the Safety Co-ordinator and the School Doctor. The relevant Head of Department together with the Safety Co-ordinator will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.
- Once the entry has been made into the Incident Log, the electronic files are kept in a secure and confidential place in line with the Data Protection Act. Records must be kept for a period of 3 years from the date of the last entry. The injured person may have a print out of the page entry.
- A summary of accidents is prepared for Governor review on an annual basis.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by the Safety Co-ordinator.

The First Aider is a member of the Health & Safety committee and raises any recurrent issues or any significant issues that have not had an official investigation to the committee either to the Committee or directly to the Facilities Manager or the Bursar.

## 7 Review and investigation

In the event of a serious incident, an investigating officer (usually Safety Officer, Bursar or Facilities Manager) will:

- Ensure that the area is left undisturbed and sealed off, until authorised.
- Organise an investigation to determine the cause of the dangerous occurrence.
- Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary.
- Obtain witness statements
- Obtain statement, if possible, from injured person

The investigating officer will make a full report and include all of the above information and forward it to the Bursar for onward transmission to the insurance company and raise for Governor review.

The accident log is reviewed by Governors at the Risk & Compliance Sub Committee on an annual basis.

Prepared by C R Ashley

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