



# FIRST AID POLICY

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### **General Statement of Policy**

This policy is based upon the Health & Safety at Work Act 1974 and The Health and Safety (First Aid) Regulations 1981, which require employers to complete and agree:

- Risk assessments of events and current systems/procedures
- Schedule of trained staff
- Training programme
- A First Aid register.

It is the responsibility of the Management Committee to ensure adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

The terms of this policy refer to the German School Association.

In order to ensure adequate First Aid provision it is School Policy that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified First Aider is always available during normal school hours.
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- The majority of staff should have a current First Aid Certificate and that training is refreshed every three years.

### **Responsible Staff**

School staff who have responsibility for the provision of First Aid are:

Headteacher  
Facilities Manager  
Head of Sport  
School Receptionist

### **Responsibilities**

The Facilities Department should seek to:

- Ensure sufficient numbers of suitably qualified First Aiders are available at school during school hours.
- Identify First Aid training needs and arrange attendance on external courses.
- Liaise with the Health and Safety Committee on First Aid issues.
- Check that provision and regular replenishment of First Aid equipment is carried out in line with the Health and Safety Audit programme.
- Maintain records of accident reports.
- Report relevant accidents to the H&S Executive via the RIDDOR reporting process when applicable.

The School Receptionist is responsible for:

- Informing parents of any incident where significant injury or illness has occurred.



- Informing the facilities department if an ambulance is called and if the accident is reportable to RIDDOR.
- Keeping a record of incidents and following up to confirm the diagnosis and treatment.
- Ordering supplies to restock First Aid bags and spill kits.
- Giving all contact information and medical record information to the staff member accompanying the injured pupil.
- Keeping action plans and food allergy lists up to date.

Qualified First Aiders are responsible for:

- Responding promptly to calls for assistance
- Providing First Aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given on Accident Forms

The Head of Sport is responsible for:

- Ensuring all Sports Teachers have a valid First Aid Certificate and take a refresher PE First Aid course every three years.
- Ensuring appropriate First Aid cover is available at all sports activities.
- Ensuring that all Sports Teachers take First Aid kits with them when teaching outside and also when taking pupils out to sports events.
- Ensuring and checking that all sports teachers record and report incidents as described in this policy.

The HR Department is responsible for:

- Maintaining a register of all First Aiders and holding copies of their First Aid certificates.

All staff are responsible for:

- Acting in the capacity of responsible adult in the event of an emergency.
- Making sure they know where all First Aid equipment is located and taking a First Aid bag on any off-site trips.
- Accurately recording all accidents on Accident Forms. Informing reception if a child is taken directly to hospital after an incident. Reception will inform the facilities office if the incident needs to be reported to the Health and Safety Executive, under RIDDOR requirements.
- Carrying out risks assessments for any off-site trips, and ensuring adequate First Aid provisions are taken (First Aid Kits are available from the school's reception for secondary school trips). It is preferable that all staff accompanying any school trips are qualified First Aiders.
- Checking whether any of the children on a school trip have an action plan and taking any medication as required.

### **First Aid Risks**

The Facilities Department carries out regular assessments of First Aid needs. The assessments take account of:

- Numbers of pupils, staff and visitors on site



- Layout and location of buildings and grounds
- Specific hazards
- Special needs

The assessment identifies:

- How many First Aiders are needed during the school day
- Out of hours and off-site arrangements
- High risk areas
- First Aid equipment needed
- Location of First Aid equipment
- Necessary First Aid notices and signs
- Good practice in record keeping
- Numbers of pupils, staff and visitors on site
- Layout and location of grounds
- Specific hazards

Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons and at break times. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Many school activities take place outside of normal school hours. First Aid provision must be available at all times while people are on the school premises and when on school trips or visits. Games/PE staff will require additional training due to the number and nature of out-of-hours activities for which they are responsible. In school holidays there should be a qualified First Aider available during working hours.

### **Provision of First Aid equipment and incident reporting**

The School has a well-equipped sick bay located in Douglas House. It is open throughout the school day from 7.30am until 5.00pm to deal with everyday accidents and injuries.

Every Kinderhaus classroom has a First Aid bag including a spill kit and teachers will assist when needed. There is an incident report book in the bag and they must log every incident and send a copy to the parents.

Every Primary School classroom has a First Aid bag including a spill kit and teachers will assist when needed. Every incident needs to be reported and logged in one of the report books. One is available in the Primary School office and the second one in the staff room. A copy must be sent to the parents.

All Secondary School incidents or injuries must be reported to Douglas House and an accident report needs to be filled out at reception. Reception will inform the facilities office if the incident needs to be reported to the Health and Safety Executive, under RIDDOR requirements.



There are also spill kit boxes in every staff room and at reception.

The School has two Automated External Defibrillators (AEDs). One is located in the Sports Hall main corridor, the other in the sick bay.

### **Trained Staff**

The School (HR) holds a First Aid Register of all trained personnel covering (a) First Aid at Work staff, and (b) Appointed Persons.

### **Training**

Those staff who have First Aid responsibilities will receive appropriate formal re-qualification training plus in-house informal refresher training on various First Aid skills.

A qualified First Aider is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance or Surrey First Aid, and must be renewed every three years. The Facilities Department will arrange for staff to attend the First Aid at Work and re-qualification courses as required.

An appointed person is someone who has attended a minimum six-hour First Aid training course delivered by Surrey First Aid (renewable every 3 years) and is competent to give Emergency Aid until further help arrives.

### **Appointed Trainers**

The German School Association has appointed Surrey First Aid Training and other firms on occasion as their specialist advisers and trainers for First Aid.

### **First Aid Kits / Boxes**

First Aid boxes are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of First Aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing, eye-wash sachets in the science lab's First Aid cabinet).

Any person using items from a First Aid bag or a spill kit must notify those in charge of restocking (Head of Department and reception).

### **Information**

It is essential that there is accurate, accessible information about how to obtain Emergency Aid. All new staff will be provided with information about how to obtain First Aid assistance during the Health and Safety briefing at the beginning of the school year. This includes:

- Location of the sick bay
- Procedure for dealing with an accident
- Names of qualified First Aiders and Appointed Persons
- Location of First Aid kits and spill kits
- How to call an ambulance in an emergency



### **Allergies and Medical Conditions**

Pupils: The School holds details of pupils and staff who have certain allergies or medical conditions which may require local immediate treatment, such as food allergies or diabetes. This information will be treated as confidential.

Staff: Subject to staff making their own medical condition known to the School (HR), this information is also retained and treated as confidential.

### **Dealing with spillages/blood**

In the case of a spillage of bodily fluids and/or blood, members of staff administering first aid should use disposable gloves and dispose of waste and gloves in a secure manner. See

**Appendix 1** for specific information about managing bodily fluids.

### **Emergency Procedures**

- Depending on the severity of the injury or illness, a casualty should either go to the sick bay at the next appropriate opportunity, e.g. break or lunchtime, or immediately. During lessons pupils may be accompanied by a responsible friend if appropriate.
- In the event of a severe illness or injury an ambulance should be called (by the member of staff with the casualty) to attend without delay. One of the qualified First Aiders should also be contacted. It is worth noting that an ambulance should only be called in emergencies, in many cases it is quicker for parents to pick up their child and take them to hospital.
- Whenever possible someone should remain with the casualty until help arrives. They should be prepared to give details to the emergency services (e.g. ambulance crew/paramedics)
- Reception must be informed that an ambulance has been called. The receptionist will alert the facilities department and a senior staff member about the incident.
- If an ambulance is called, the receptionist will arrange that a responsible adult goes to the front of school to give directions to the ambulance crew.
- Parents/next of kin of the casualty must be notified by reception.
- A responsible adult must accompany the casualty to hospital with written details of the incident, the child's medical record, contact details and any treatment/drugs given. The member of staff accompanying the pupil must stay with the pupil until the parent(s) or guardian arrive.

### **Emergency Medical Parental Consent**

The current terms and conditions for parents allow the Head Teacher or appointed staff to take any necessary action or provide any necessary medical permission to a hospital if the parents/guardians cannot be contacted. In this event, due consideration would be given to the recorded ethical or religious background.

### **Reporting Accidents**

Accidents and major incidents are recorded on School Accident Report forms by the member of staff who witnessed the accident or who first responds to the incident and should be submitted within 24 hours. The completed form is circulated to the Health and Safety Management for information and comment. This information forms part of the Annual H&S Report which is audited by the H&S Committee. These reporting arrangements are to ensure



compliance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

### **When staff / pupils should stay away from the setting**

Staff or pupils who are showing the symptoms of an infectious disease or have been diagnosed by a health professional or diagnostic test could be advised to stay away from their setting for the minimum period recommended, if required, and until well enough.

If a child presents fever (more than 38° C) or any of the symptoms detailed on the table for public health exclusions, parents will be called to collect their child immediately.

To find out if, and how long, pupils should be advised to stay away, check the UK Government's [table for public health exclusions](#) as well as in the HSC Guidance on Infection Control in schools , **Appendix 2**

### **Review Process**

This Policy and the associated First Aid Register will be reviewed regularly by the School's Health & Safety Committee taking into account any changes in legislation or School procedures.

### **Records**

The records required to be retained will be incorporated in the First Aid Register.

### **Audits**

The Health & Safety Committee will arrange random German School Association audits on the various aspects of this Policy to ensure the Policy is being implemented across the School by those with First Aid responsibilities. Any breach in the Policy implementation will be addressed immediately.

### **Distribution**

This Policy will be issued to all staff.

### **Public Medical Outbreaks**

In the event of a public medical outbreak (e.g. SARS early 2003, Swine Flu 2009 and Covid-19 2020 onward) the School will adopt the concurrent advice from (1) Health and Safety Executive, (2) Public Health Laboratory Service, (3) Department of Health and (4) Department of Education and Skills. Using this advice, the available members of the Health and Safety Committee will discuss, agree and publish a relevant policy statement for staff and pupils. Any such policy statements will be revised as necessary.



## **APPENDIX 1**

### **Safe management of blood and other spillages of bodily fluids**

Blood and bodily fluids may contain contagious viruses or bacteria. It is therefore vital to protect both yourself and others from the risk of a cross infection. In order to minimise the risk both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. Contamination or spillages with blood or bodily fluids should be dealt with immediately, as this may expose staff and others to infection.

#### **Initial clean-up procedure**

The initial clean-up procedure should be carried out by the person(s) at the scene of the incident.

#### **Dealing with blood and other bodily fluid spillages**

Best practice is to use a spill kit according to the manufacturer's guidance. There are spill kits in all staff rooms, in all First Aid bags in the Kinderhaus and in the Primary School. You must report to reception that you have used one to be re-stocked.

- Always use the appropriate personal protective equipment (PPE), e.g. disposable apron and gloves, and wear facial protection if there is a risk of splashing to the face.
- Clean hands and put on disposable apron and gloves.
- Place solution or granules directly onto the spillage. Leave for the required contact time as specified by the manufacturer.
- Clear away the spillage and dispose of as infectious waste.
- Dispose of cloth and paper towels also as infectious waste.
- Remove gloves from the inside out and dispose of them as infectious waste.
- Remove and dispose of apron, clean and wash your hands.
- Tie/seal the bag and take it to the infectious waste yellow bin in Douglas House sick bay.
- If a cleaner or caretaker is not available immediately, clean the area with detergent and warm water. Then leave to air dry or dry with paper towels. Mark the area with a sign or tape, take a picture and report the exact location to [facilities@dslondon.org.uk](mailto:facilities@dslondon.org.uk) to allow them to organise a disinfection of the area.
- Wash, rinse and dry hands thoroughly to prevent the transmission of infection.
- Report the incident to reception and fill out an incident report.



APPENDIX 2

Guidance on infection control in schools and other childcare settings



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Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency Health Protection Duty Room (Duty Room) on 0300 555 0119 or

visit www.publichealth.hscni.net or www.gov.uk/government/organisations/public-health-england if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Table with 3 columns: Infection name, Recommended period to be kept away from school/nursery or childminder, and Comments. Rows include Rash and skin infections, Diarrhoea and vomiting illness, Respiratory infections, and Other infections.

Good hygiene practice
Handwashing is one of the most important ways of controlling the spread of infections...
Coughing and sneezing easily spread infections...
Personal protective equipment (PPE)...

Animals
Animals may carry infection, so wash hands after handling animals...
Animals in school (government or setting)...
Animals in school (government or setting)...

Immunisations
Immunisation status should always be checked at school entry and at the time of any vaccination...

Table with 3 columns: When to immunise, Diseases vaccine protects against, and How it is given. Rows include 2 months old, 3 months old, 4 months old, 5 months old, 6 months old, 1 year 10 months old, 1 year 3 months old, 1 year 6 months old, 1 year 9 months old, 1 year 12 months old, 1 year 15 months old, 1 year 18 months old.

\* Measles is a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.