



## ***iMap Education***

**School Policy**

Section	School Policies
Policy Number	SP-031
Policy Name	First Aid Policy

Creation Date	Review date	Next Review date	Nominated Reviewer
05.09.13	22.03.23	22.03.2024	A Nelson

### **FIRST AID POLICY**

## **1.0 Introduction:**

This policy outlines iMap School at Barrowmore's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

## **2.0 Principles:**

The Proprietor and the Principal are responsible for the health and safety of the employees and anyone else on the premises. This includes all staff and visitors (including contractors). Staff should be aware of the limitations of First Aid and should call for professional medical intervention if there is any doubt.

Staff should seek immediate medical advice should a student suffer any form of head injury.

Students that are known to have conditions that may require them to have medical intervention such as Asthma, Epilepsy or know severe allergies should have a detailed plan available at all times in class or off site visits that instructions staff at what point they should call an ambulance.

***If there is any doubt, then an ambulance should be called. Please follow new emergency call instruction guide at Appendix 1.***

## **3.0 In order to meet its obligations, iMap:**

- Identifies the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- Ensures that first aid provision is available at all times while people are on iMap's premises, and also off the premises on school visits.
- Appoints the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- Provides relevant training and ensures monitoring of training needs
- Provides sufficient and appropriate resources and facilities
- Informs staff and parents/carers of the School's First Aid arrangements
- Keeps accident records and reports to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Updated in regard to Covid-19.

## **4.0 Procedures:**

- a) All staff are expected to do all they can to secure the welfare of the students.

- b) iMap School at Barrowmore ensures that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- c) The company ensures that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- d) The Principal ensure that the policy and information on iMap's arrangements for first aid are made available to parents/carers.
- e) The Principal or any other first aider:
  - Takes charge when someone is injured or becomes ill.
  - Looks after the first aid equipment, e.g., restocking the first aid boxes;
  - Ensures that an ambulance or other professional medical help is summoned when appropriate.
  - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards;
- f) In selecting first-aiders, iMap considers the person'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 to go immediately to an emergency.

### **5.0 Re-assessment of first-aid provision:**

As part of the iMap School at Barrowmore's annual monitoring and evaluation cycle:

- the principal reviews iMap's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- the Principal monitors the number of trained first aiders, alert them to the need for refresher courses and organise their training sessions;
- the Principal should ensure weekly checks of the contents of the first-aid boxes

### **6.0 Providing information:**

- The Principal ensure that all staff are informed about iMap School at Barrowmore's firstaid arrangements
- The Principal provides information packs for new staff as part of their induction programme, gives all staff information on the location of equipment, facilities and firstaid personnel.

## **7.0 Provision:**

- iMap School at Barrowmore provides a level of First Aid trained staff:  
Emergency First Aid at Work (1 day) – All staff are competent to this level.
- All offsite activities are accompanied by a First Aider.

## **8.0 Qualifications and Training:**

- First Aiders hold a valid certificate of competence, issued by an organisation approved by the HSE. • Appointed persons undertake a minimum of one-day emergency first-aid training.

## **9.0 First-aid materials, equipment and facilities:**

- The Principal ensures that the appropriate number of first-aid containers according to the risk assessment of the site is available. He/she also has responsibility for checking and restocking the first-aid containers.
- All first-aid containers are marked with a white cross on a green background.
- First aid containers accompany staff off-site
- First aid containers are kept near to hand washing facilities and spare stock is kept

## **10.0 Accommodation:**

iMap School at Barrowmore provides a suitable room for medical treatment and care of young people during school hours. This is a dedicated area and is close to a toilet and contains a washbasin.

## **11.0 Hygiene/Infection control:**

- There is a cross infection policy circulated to all staff, which includes:
  - Basic hygiene procedures followed by staff.
  - Wearing single-use disposable gloves when treatment involves blood or other body fluids.
  - Care to be taken when disposing of dressings or equipment.

## **12.0 Reporting accidents:**

- Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.
- There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

- The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.
- iMap keeps a record of any reportable injury, disease or dangerous occurrence. This includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record is combined with other accident records.
- The following accidents are reported to the HSE involving employees or self-employed people working on the premises:
  - accidents resulting in death or major injury (including as a result of physical violence)
  - accidents which prevent the injured person from doing their normal work for more than seven days
- Involving students and visitors:
  - accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to any school activity, both on or off the premises the way the school activity has been organised and managed equipment, machinery, or substances the design or condition of the premises
- The Principal is responsible for ensuring that the HSE is notified of fatal and major injuries and dangerous occurrences without delay. This may be delegated to the Health and Safety Officer.

### **13.0 Record keeping:**

Statutory accident records: The Principal ensures that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

The Principal ensures that a record is kept of any first aid treatment given by first aiders or appointed persons. This includes:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards • name and signature of the first aider or person dealing with the incident.

iMap has procedures for ensuring that parents are informed of significant incidents.

### **14.0 Monitoring:**

Accident records are used to help iMap School at Barrowmore identify trends and areas for improvement. They also help to identify training or other needs and may be useful for insurance or investigative purposes.

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## Appendix 1

### **EMERGENCY CALL INSTRUCTIONS**

#### **REQUEST FOR AN AMBULANCE**

**iMap School, Barrowmore Estate, Great Barrow CH3 7JA**

**Dial 999**, ask for an ambulance and be ready with the following information:

1. Give the School telephone number: 01829 741869.
2. Give your location: iMap School, Barrowmore Estate, Barnhouse Lane, Great Barrow, Chester CH3 7JA.
3. Give your exact location within the school.
4. Give your name as a point of contact.
5. Give student details as requested by operator.
6. Give description of students' symptoms as requested by the operator.
7. Inform the operator of the entrance location for the school, using **What 3 Words: Obvious, Normal, Lessening**

8. Request the ambulance to arrive at school with **NO SIRENS AND BLUE LIGHTS** please.

**SPEAK CLEARLY AND SLOWLY**