



ROYAL  
PATRONAGE



# Hassocks

## First Aid Policy

**Reviewed by: Sarah Prater and agreed by Sarah Sherwood – Director of SEN**

**Policy Review Date: September 2023**

**Next Review due: September 2024**

## **What is the Legal Framework?**

The Chief Executive and Trustees establish the overall Health and Safety Policy of the Licensed Trade Charity. This policy sets out the Charity's approach to provide a high level of First Aid support.

The Charity is committed to complying with all relevant legislation in particular the:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)
- Health and Safety at Work Act 1974

## **The Responsibility of the Employer**

The Charity will demonstrate its responsibilities by:

- Ensuring the Principal is responsible for putting policy into practice
- Providing insurance arrangements to cover claims arising from actions of staff in the course of their duties
- Reviewing the first aid policy
- Providing proper material, equipment, and facilities at all times
- Providing adequate first aiders/appointed persons
- Confirming the arrangements for off-site activities
- Confirming out of hours arrangements e.g., lettings, parent's evenings
- Developing policies covering safety in school- based on risk assessments carried out by a competent person

## **The Responsibility of the Principal**

The Principal will adopt the role of Competent Person for first aid, with the School Nurse offering guidance, support, and advice.

### **The Competent Person will:**

- Be fully conversant with Health & Safety legislation
- Ensure First Aid Risk Assessments are completed annually
- Produce Action Plans from the assessments – and communicate relevant details to the Chief Executive and Trustees
- Maintain a level of competency within the staff structure by attendance at relevant courses in first aid
- Ensure that there are enough qualified staff to meet statutory requirements and assessed need
- Selecting the appropriate training for volunteers
- Inform parents of First Aid Policy
- Maintain records of any reportable injury, disease, or dangerous occurrence
- Record any first aid treatment

## **Staff Tasks**

All employees will have the opportunity to volunteer for first aid qualifications; however, as a member of staff you will be expected to maintain the following standards of behaviour:

1. Ensure that you familiarise yourself with this first aid policy and the protocol in the Staff Handbook

2. Comply with expectations of staff, students and parents in reacting as a responsible adult
3. Conform with all instructions, whether verbal or written, that are given to ensure personal safety and the safety of others
4. Complete the induction programme
5. Report unsafe materials, equipment, or conditions within the workplace
6. Draw immediate attention to the Principal or Leadership Team to any work situation which may present an imminent danger to yourself or others
7. Act in securing the welfare of children always
8. Take basic precautions to avoid infection by following hygiene procedures
9. Understand the needs of children with a diagnosis on the autism spectrum and make sure that information is given visually and verbally

## **Training**

There are two qualifications

- first aiders – a 2/3-day comprehensive training course approved by the Health & Safety Council
- appointed person - short day course covering emergency first aid training designed to improve competency and confidence

## **What skills will trained staff have?**

First Aiders will be able to

- give immediate help to casualties with common injuries or illness
- ensure when necessary that an ambulance/medical professional is called

## **What needs to be done in the building and grounds to comply with the First Aid Policy?**

You will see:

- notices displayed in prominent places; at least one in each building
- notices giving details of the location of nearest first aid box and a list of qualified staff
- all first aid containers having a white cross on a green background
- first aid boxes that are easily accessible and are placed near a washing facility
- first aid box in all vehicles

## **Responsibilities of First Aiders**

All appointed First Aiders at LVS Hassocks have the following responsibilities towards students, staff, and visitors:

- Be readily available
- Follow the principles, practices, and aims of first aid, as laid down by the HSE:
  - Preserve life
  - Prevent the condition worsening
  - Promote recovery
- Quickly and accurately assess the situation
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond their capability

- Give immediate, appropriate, and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others
- Arrange, without delay, for the transfer of a casualty where required to the school nurse, their GP, hospital, or home, according to the seriousness of their condition
- Stay with the casualty until they are handed over to the care of a doctor, nurse, paramedic, hospital A&E unit or other appropriate person
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so
- Not to undress any patient unnecessarily
- Safeguard the patient's clothing and possessions
- Always respect the patient's confidentiality and do not discuss the patient's condition with anyone other than the school nurse or doctor, Principal, parent or the emergency services
- Maintain the highest practicable level of cleanliness when treating a patient
- Maintain a record of all patients treated and treatment given, no matter how trivial

### **How does the curriculum reflect First Aid policy?**

The curriculum will have:

- work programmes that reflect the need for order
- risk assessments that will be available for activities
- classroom management that will reduce the risk of injury
- behaviour monitored in the context of danger to others
- programmes of study informing students on First Aid issues

Students will:

- learn basic first aid for personal care
- work towards and achieve first aid certificate
- learn how to practice calm breathing in difficult situations

### **Other documents relate to First Aid policy**

- First aid box checklist
- A list of staff qualified as first aiders
- Record of first aid administered
- Infection control policy
- RIDDOR records
- LVS Hassocks Administration of Medication Policy
- Health & Safety Policy

### **Emergency Procedures**

At LVS Hassocks we aim to deal with all emergency medical situations in a timely, calm and professional way. Emergency services will be called in the event of a medical emergency.

Our objectives are to provide immediate and effective care for victims of accidents/incidents; to ensure the adequate supervision and safety of other children in the vicinity, and to ensure that relevant information is communicated to all concerned parties.

If a child needs to be taken to hospital, staff will stay with the child until the child's parent arrives or accompany a child taken to hospital by ambulance.

### **Medical emergency:**

**The following situations are classified as a medical emergency and staff should dial 999/112 immediately:**

**Seizure; loss of consciousness; shortness of breath; collapse; severe bleeding that cannot be stopped; vomiting blood; suspected dislocation of a joint, or fracture; suspected ingestion of caustic substance or drugs.**

| <b><i>LOCATION OF FIRST AID BOXES AND KITS</i></b> |
|--|
| Reception  |
| Medical Room/Nurse's Office                        |
| Main Kitchen                                       |
| Servery Dining Room                                |
| Food Tech Room                                     |
| Vice Principals office (Buchanan Building)         |
| Therapy  |
| 7a   |
| 8a   |
| 8b   |
| 9a   |
| 9b   |
| 10a  |
| 10b  |
| 11a  |
| 12   |
| ICT room   |
| Library  |
| The old Library                                    |
| Sussex Centre                                      |
| Wellbeing Room                                     |
| The Oast   |
| The Music Room                                     |
| Horticulture area                                  |
| The Oast Cafe                                      |
| Facilities and Domestic Offices                    |
| Housekeeping                                       |
| Mini buses x2                                      |
| Pool Car   |

All kits checked termly by School Nurse

| <b>First Aiders - September 2023</b> |
|--------------------------------------|
| HARBER, Nigel                        |
| MORRIS, Jonny                        |
| MARSHALL, Tristan                    |
| PRATER, Sarah                        |

| <b>Activity / Outdoor First Aiders</b> |
|--|
| ACHENE JAMES, Takeisha                 |
| COX, Harvey                            |
| PRATER, Sarah                          |
| SMITH, Jo                              |
| YAZDI, Mady                            |

| <b>Mental Health First Aiders</b> |
|-----------------------------------|
| Al Lewis                          |
| Christina Baptist                 |
| Cindy Winson                      |
| Jo Smith                          |
| Lou Parrish                       |
| Maisy Greene                      |
| Sandra Chalfont                   |
| Sarah Prater                      |
| Takeisha Achene James             |