



I.W.Y.S.
It's What You Say –
CIC
First Aid Policy

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

- This policy is based on advice from 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

Roles and responsibilities

Appointed person(s) and first aiders

I.W.Y.S – It's What You Say – CIC appointed people are the directors and first aiders. They are trained first aiders and responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The directors/ first aiders responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- 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
Taking responsibility for the child's welfare when they are unwell. The child can sit or lie in the main room whilst supervised at all times.
- Sending pupils home to recover, where necessary

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

First aiders will:

- Act 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Taking responsibility for the child's welfare when they are unwell. The child can sit or lie in the main room whilst supervised at all times.
- Sending pupils home to recover, where necessary

The policy aims to explain the basic procedures to follow in case of incidents leading to illness or injury at It's What You Say – CIC that may require first aid intervention, whilst giving guidance on pre-accident intervention in order to minimise any potential risks that may lead to an injury requiring medical or first aid intervention. The procedures listed here will ensure that when staff or young people suffer injuries or fall ill at It's What You Say – CIC, they receive immediate attention irrespective of whether the illness or injury is the provision related.

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified, and risk assessments completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

1. Early Intervention

a) Knowledge of condition(s) likely to affect personal health

Any staff or pupil's allergies/ medical conditions should be communicated to the head teacher, including visiting staff and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff/pupil's care team, with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be locked away safely in the medication cabinet which is in the pastoral/reception office. They should not be put in the first aid box or in a place where other people can access them.

It is obvious that first aiders need to be aware of staff and pupils who suffer specific health problems. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

b) Risk Assessments

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the risks and implementing control measures before undertaking any activities. For classroom teaching, the teachers will assess the classroom space in terms of managing the environment and applying structuring approaches.

In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce to risk to an acceptable level. For example, an art lesson may involve the use of chemicals. Safety measures may be:-

- to wear specialist clothing – goggles, gloves, etc
- to only have a minimal amount of the substance in use at any one time
- to keep the chemical locked away until ready for use
- to structure the rest of the classroom in a minimalist way
- to reinforce health and safety issues to the pupils before commencing the activity

Should the teacher feel that despite the above measures being applied, a pupil has shown signs in the lesson of non-compliance, then he/she may decide that the activity using the chemicals poses too great a risk to carry out or continue.

Risk Assessments at It's What You Say – CIC form an important part of the early intervention methods used to try and avoid accidents occurring in and around the It's What You Say - CIC environment.

2. Accident Documents

The It's What You Say – CIC Site Accident form are kept in the It's What You Say - CIC office, there are 2 first aid boxes kept in the office and 2 kept art room. Under health and safety law, a record must be kept of any accidents leading to injuries that happen on site. It is the responsibility of employees to complete an entry onto an accident form as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness(where relevant) should enter details on the injured persons behalf. The accident form is then given to the first aider of director.

Where an accident occurs, which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the one of the directors should be informed immediately.

Further need to report accidents, diseases and dangerous occurrences:-

Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the senior person on site.

There is further information about RIDDOR and advice on reporting, record keeping and contact numbers in the first aid file in the staff room. You can also find information on how to make a RIDDOR report here: [How to make a RIDDOR report, HSE](#)

Confidentiality

Under GDPR, personal information should be kept secure, so once a person's details have been recorded on to the accident form it is then filed in the accident book and the staff's personal file which are secured. The people responsible for securing the page are the directors, who has access to a lockable storage area.

3. First Aiders

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved by the Health and Safety Executive.

All First Aiders have the responsibility to:-

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
 - To preserve life
 - To prevent the condition worsening
 - To promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.

Although It's What You Say - CIC's staff and student numbers are less than 50, our policy is to always have a minimum of one appointed person or one qualified first aider on site.

First Aid Boxes

First aid boxes on the It's What You Say – CIC Site are kept in:

- Art Room
- Office

As It's What You Say - CIC is classified as a low risk environment, the minimum stock of first aid items should be kept on site. This is as follows:-

- HSE guidance *Basic Advice on first aid at work*.
- Content Leaflet
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 4 medium sized (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings
- 2 large (approximately 18cm x 18cm) individually wrapped un-medicated wound dressings
- several pairs of disposable gloves
- non-alcoholic wipes
- 1 foil blanket

- 1 first aid finger dressing
- 1 micropause tape
- 1 vent aid
- 1 icepack
- 3 stero-wash
- 1 small hand sanitiser
- 1 Apron

Tablets and medicines must not be kept in the first aid box

Burns Kit

Burns Kits ON Smallbrook site will be kept:

- Art room
- Office

FIRST AIDERS: -

Charmaine Baines
Charlotte Murfin

First Aid Facilities

At It's What You Say – CIC all first aid boxes are checked on a monthly basis to ensure sufficient quantities of suitable first aid equipment are available and nothing else is stored in them. Contents of the first aid boxes will be replenished as soon as possible after use in order to ensure there is always an adequate supply of materials. First Aiders who administer first aid must ensure they have replenished stocks if needed.

Records of all cases treated will be made in the accident report log held in the It's What You Say - CIC office.

Off-site procedures

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

- A school mobile phone
- A portable first aid kit. Teachers are expected to take these with them on any visit including local walks. Any inhalers and epipens for specific children must also be taken.
- School outings bag. Information about the specific medical needs of pupils
- List of children on the off-site visit

Risk assessments will be completed by the trip organiser 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

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider/directors 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/incident form
- A copy of the accident report form will also be added to the pupil's educational record by the first aiders/directors.
- The first aider/director will inform parents/carer and the class teacher of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This may be by telephone or email.
- Parent/carer is asked to sign the accident report form to acknowledge they have been told about the accident.
- A body map is attached and may be used as a tool for reporting accidents or incidents alongside the accident/incident forms.
- Head injury: treatment by first aider, accident form completed and signed by parent or adult who is collecting child from school. 'Head Injury Information Letter' to be given to parent or adult who is collecting child from school. At the First Aider's discretion, parents to be telephoned and informed of the accident.
- Accident requiring treatment and parents called in: treated by first aider until parent arrives. Parent asked to take child for further medical assistance. Accident form completed and signed by parent or adult who is collecting child from school. Accident form to be updated with details of further treatment once known.
- Accident requiring emergency treatment by ambulance: treated by first aider until help arrives, parent called. If the parent/carer is not present, a First Aider or other suitable member of staff to travel with the child in the ambulance. Accident form completed and signed by parent or adult who is collecting child from I.W.Y.S. – It's What You Say CIC. Accident form to be updated with details of further treatment once known.
- If It's What You Say - CIC has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, they will inform Ofsted. The School will act on any advice given by the Public Health England and inform Ofsted of any action taken.
- The First Aider completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.
- Records held in the first aid and accident book will be retained by It's What You Say - CIC for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Practical management of spills of blood, vomit, faeces and urine.

- Wear disposable gloves
- Cover spills with Sanitaire absorbent crystals to soak up as much spillage as possible
- Leave for two minutes and carefully mop up with paper towels, disposing of them into waste bag
- Clean the area thoroughly with general purpose disinfectant and hot water
- Once the area has been allowed to dry it is no longer a risk to others
- Remove gloves carefully and dispose of the waste bag
- Wash hands thoroughly; gloves cannot be relied upon as a complete barrier to infection.

Staff injuries

Accidents to staff in the workplace should also be treated by a first aider and reported using the accident forms kept in the reception area.

Training

I.W.Y.S. – It's What You Say – CIC staff are able to undertake first aid training if they would like to.

All first aiders must have completed a 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.

It's What You Say – CIC Accident/Incident Reporting Sheet

To be completed by First Aider

Name of Child _____

Name of First Aider _____

Date _____

Time of incident _____

Place of incident _____

How did it happen?

State any injury which occurred

Sign and date _____

Action taken?

Is this accident reportable to RIDDOR? Yes/No

Date reported _____

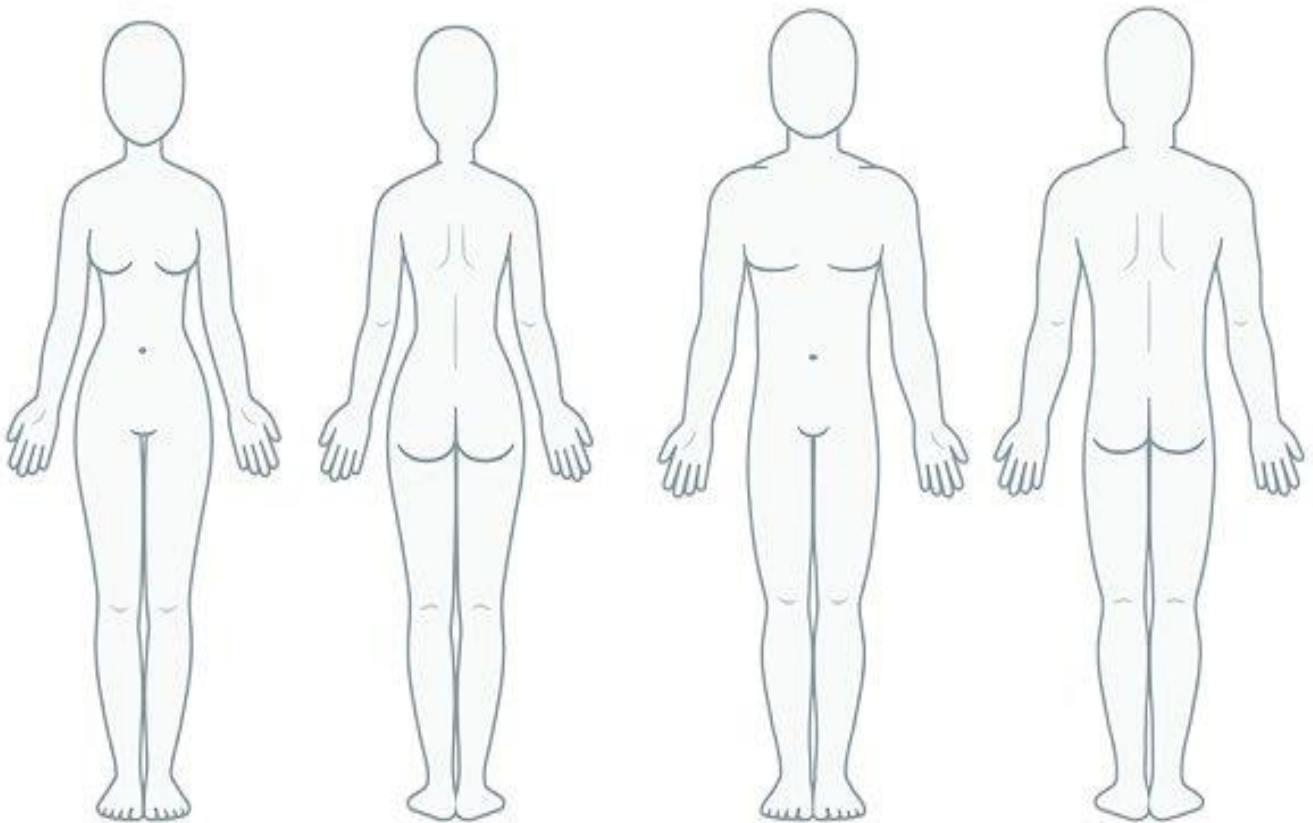
Signature of Parent or Responsible Adult collecting the child

DO NOT ALLOW THIS FORM TO BE REMOVED FROM THE SCHOOL PREMISES

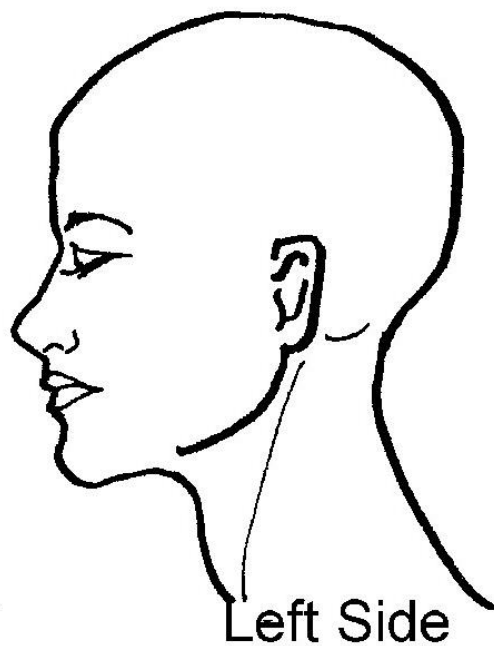
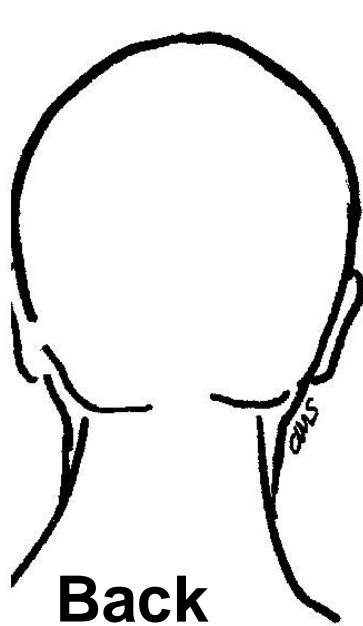
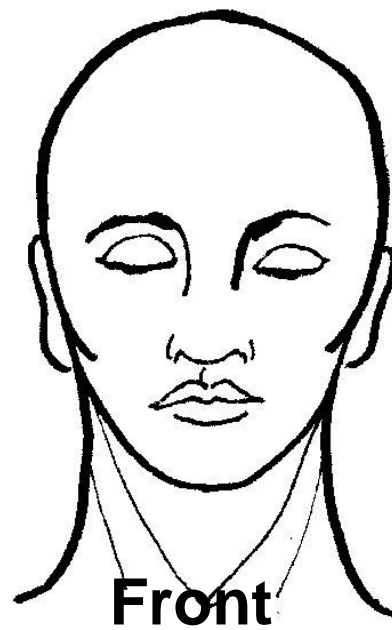
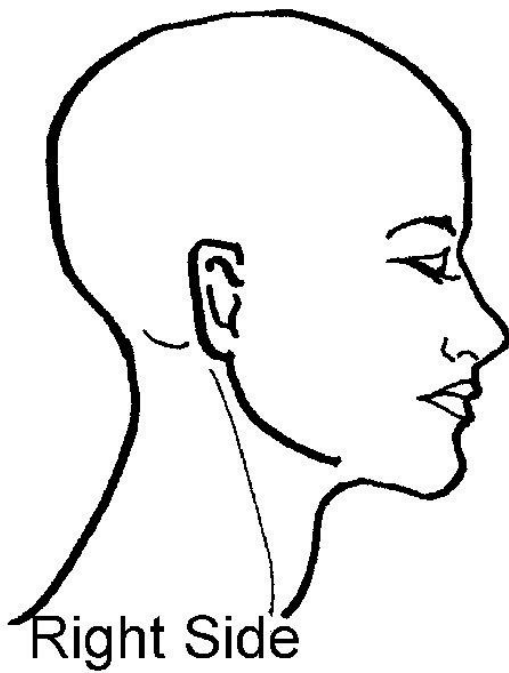
Body Map

(This must be completed at time of observation and attached to the completed accident/incident form)

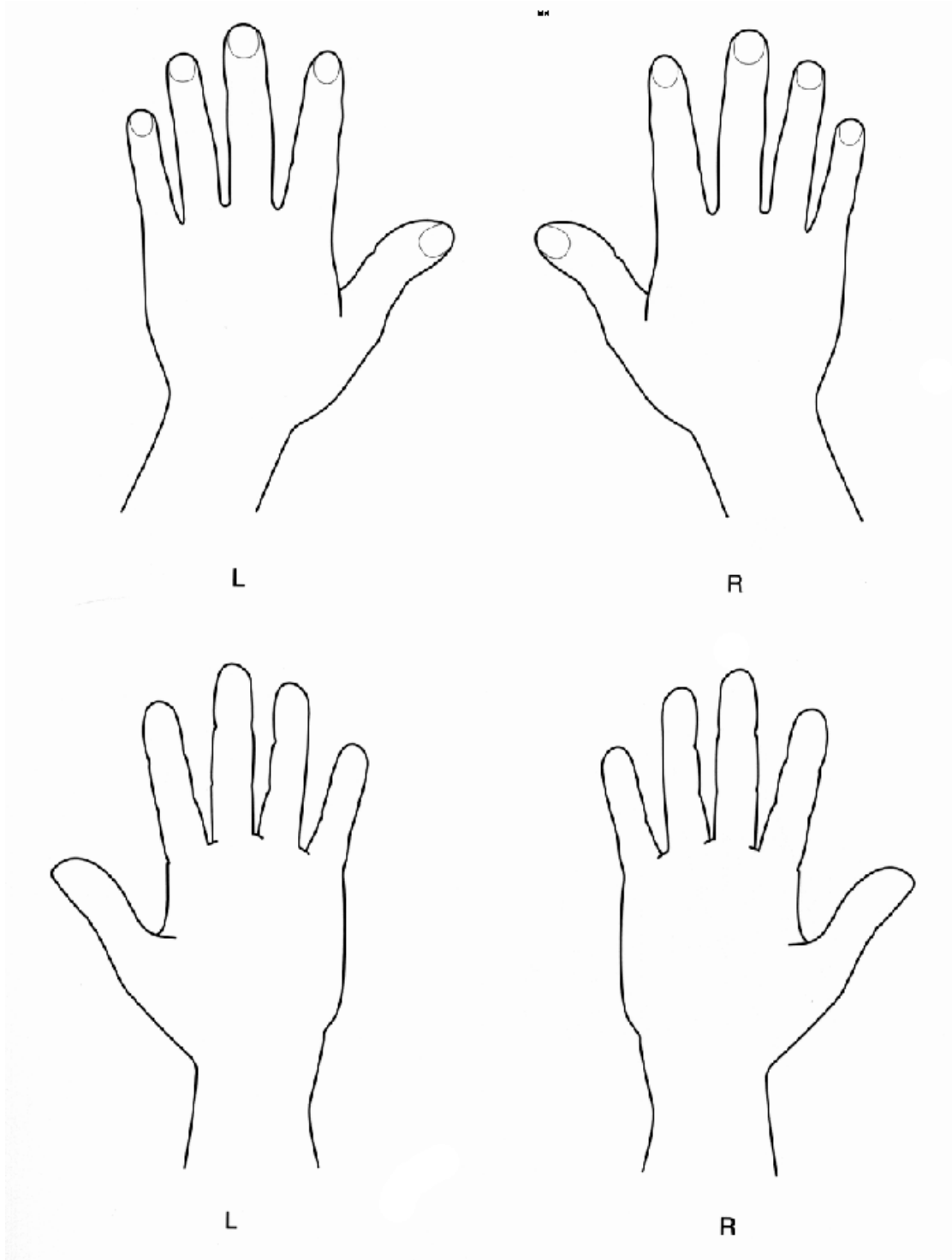
| | | | |
|------------------------------|--|----------|--|
| Name of pupil | | | |
| DOB | | | |
| Name of Staff | | Position | |
| Date and time of observation | | | |



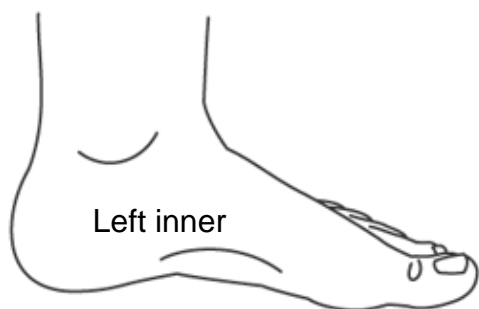
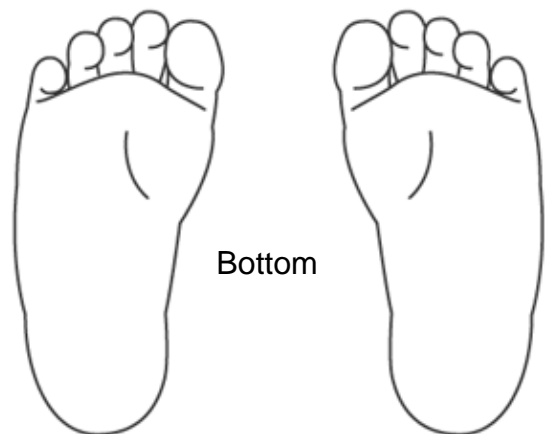
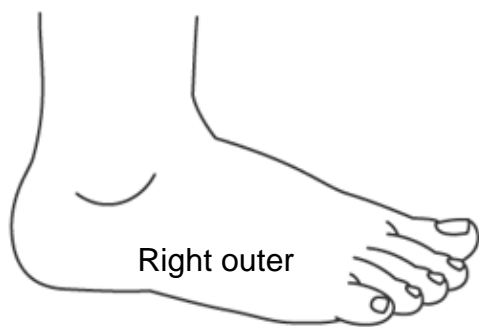
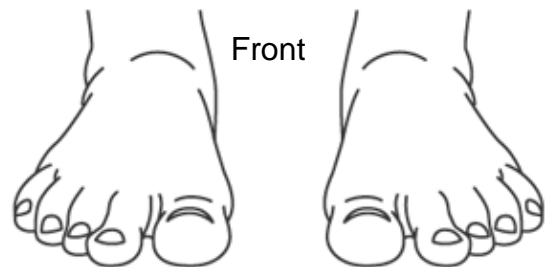
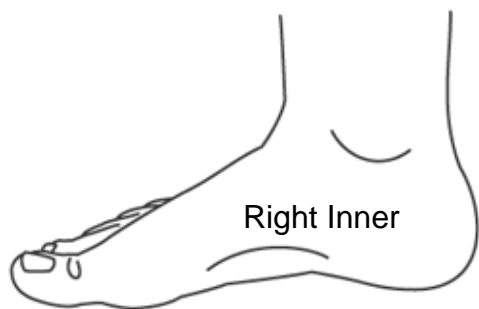
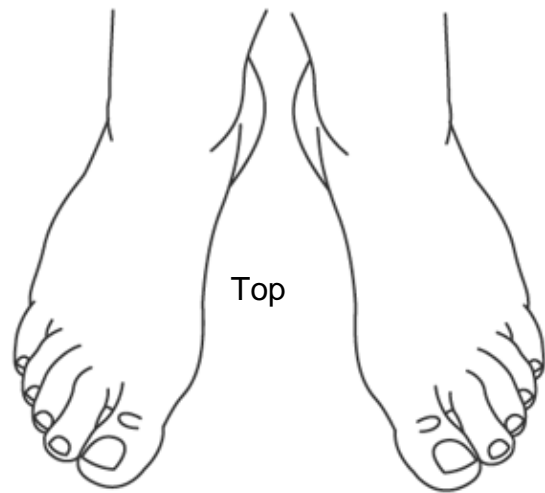
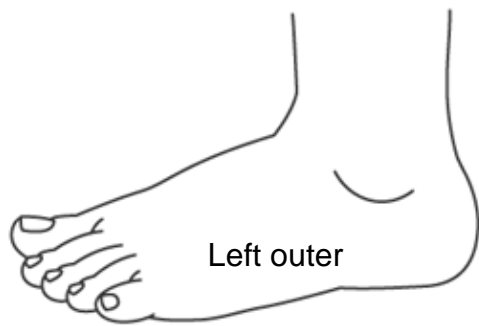
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| Name of pupil | | | |
| DOB | | | |
| Name of Staff | | Position | |
| Date and time of observation | | | |



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| Name of pupil | | | |
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| Name of Staff | | Position | |
| Date and time of observation | | | |



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| Name of pupil | | | |
| DOB | | | |
| Name of Staff | | Position | |
| Date and time of observation | | | |





1 Gimson Street
Fenton Town Hall
Unit 12
Fenton
Stoke-On-Trent
ST4 3FF

Tel: 07341 214173

Date:

Dear Parent/Carer

Unfortunately, your child _____ has bumped their head today.

We have allowed your child to rest and monitored their wellbeing since the incident. Please see that your child is looked at by a doctor as soon as possible if any of the following occur within the next 3 to 4 days.

1. If your child vomits more than twice in one day.
2. If your child complains of a persistent headache after paracetamol.
3. If your child becomes unusually sleepy or is hard to wake up.
4. If your child has a convulsion (fit).
5. If your child has any changes in behaviour or is not his/herself.

If you would like to talk to us about this matter, please do not hesitate to get in touch.

Yours sincerely,

Contacting Emergency Services

Name of Establishment – **I.W.Y.S. - It's What You Say - CIC**

1 Gimson Street

Unit 12

Fenton Town Hall

Fenton

Stoke-on-Trent

ST4 3FF

Telephone:- **07341 214173**

07341 214170

- Emergency Services (Police, Ambulance, Fire) – **999/112**
- 111 to call the NHS if you seek medical help or advice, but it is not life threatening.
- 999 to call emergency services