



# First Aid Policy

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## 1. Policy Overview

The Lisa Lashes School of Music has a commitment to providing first aid to all our pupils, staff, parents, volunteers and visitors.

We will meet the minimum statutory requirements under the Health and Safety (First Aid) regulations Act 1981.

Deborah Hewitt and Gordon May are the lead on site qualified First Aiders. Certificates are available on request and held in the SCR.

All parents/carers of pupils are required to submit a completed medical form before or during admission so that sufficient first aid may be provided in accordance with the specific medical needs of each individual pupil.

For off-site activities it is recommended that a member of First Aid staff should be present, and that a small First Aid Kit should be always available.

Whilst First Aiders carry out their duties voluntarily, they do so in course of their employment and as such, will not be accountable personally for any tasks undertaken within the realm of the administration of First Aid.

If any member of staff consider that the First Aid provision is not adequate, they should immediately make representation to the Head Teacher.

## 2. Code of Practice

First Aid will only be administered with the patients' consent. If treatment is refused, any injury will be documented in the SCR.

In the first instance an injury will be assessed as to how serious it is.

If the injury is as a result from a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a First Aider should be called – if in ANY doubt, call a First Aider.

Most incidents involving pupils are grazes and minor bumps. If a First Aider is summoned and attends and/or administers first aid, then an accident record must be completed and files in the SCR.

If a pupil requires hospital treatment, parents/carers must be contacted immediately. The pupil's medical form must be checked to ensure consent has been granted for staff to act on behalf of the parent/carer in their absence.

If the pupil requires an ambulance, then they will be accompanied by a member of staff who will wait in the hospital until a parent/carer arrives.

If the injury/medical condition is not serious enough to require an ambulance they will be taken to hospital accompanied by the first aider and another staff member who will drive the vehicle.

## 3. Record Keeping - Reporting of Injuries

The incident should be logged and reported to the Head Teacher as per the seriousness of the incident in accordance with the information in the next section of the policy.

All accident and incident logs should be logged and recorded in full detail and stored securely for a minimum of five years.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

***Deborah Hewitt is the lead and certified RIDDOR – Certificate in the SCR and review date tick sheet produced upon request.***

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

The Head Teacher and safeguarding lead must be informed if any of the following occur. These must then be reported to HSE (Health and Safety Executive)

Death – All deaths to worker and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Suicides are not reportable, as the death does not result from a work-related accident.

### ***Specified Injuries***

Specified Injuries are defined as follows:

- a fracture, other than to fingers, thumbs and toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, or damaging eyes).
- scalping's (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries to non-workers. Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

Reportable occupational diseases. School staff must report diagnosis of certain occupational diseases, where these are likely to have been caused and made worse by their work. These diseases include:

- carpal tunnel syndrome.
- sever cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

#### 4. First Aid Boxes

All first aid kits will be in accessible areas within the Lisa Lashes School of Music. It is important to keep the first aid kit fully stocked and if an item is used it should be replaced immediately.

The first aid kit should be monitored frequently to ensure that it is fully stocked and that no items are out of date or opened.

First aid boxes should include gloves, aprons and bio-hazard bags for the hygienic removal of bodily fluids including blood and vomit and should be kept near to hand washing facilities and marked clearly with a white cross on a green background.

No medications or creams will be kept in the first aid box. Over the counter medication, such as paracetamol and prescription medication, will not be given out to anyone that does not have a signed medical form which outlines the medication and when it should be administered.

On site contents of a first aid box should include, although not mandatory, a minimum of these items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx 18cmx18cm)
- 2 large sterile individually wrapped unmedicated wound dressings (approx 18cmx18cm)
- 1 pair of disposable gloves

Off site first aid containers should contain a minimum stock of first aid items after assessment by the head teacher of what level of provision is needed.

A minimum stocked first aid container should be taken on public service transport when children are off site. This is in addition to minibuses and public service transport first aid containers which should include:

- 10 antiseptic wipes, foil packaged
- 1 conforming disposable bandage (not less than 7.5 cms wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rust-less blunt-ended scissors

## 5. First Aid Room

The Lisa Lashes School of Music has an appropriate room for the treatment of sick and/or injured pupils and staff. Access to the First Aid/sick room is always available when there are pupils, staff, visitors in the building and is close to the main toilets and washroom facilities in the café area of the venue. This medical room will be open for extended services for example parents' evenings.

Any First Aider should never be alone with a pupil of the opposite sex in the first aid room. He/she should ensure that there is always a same gender member of staff present. In the event of no same gender member of staff being available, the First Aider should seek to safeguard themselves and the pupil by ensuring another member of staff is present.

The room has a fully stocked first aid kit and there is access to drinking water and a sink.

## 6. Administering of Epi-Pens and Inhalers

In most cases, pupils will administer their own medication, however if this is not possible, then a LLSOM First Aider will assist in the administration where required. Medication will only be given to the person named on the prescription, inhaler or epi-pen. LLSOM will store the epi-pen/inhaler in the appropriate location where it can be easily accessed.

## 7. Responsibilities

It is the responsibility of the **Head Teacher** to keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years**.

It is the responsibility of the **Head Teacher** for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The LLSOM ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave, off-site visits or delayed travel.

The governing body and/or head teacher will regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these will be monitored to ensure that these standards are being met and all findings will be provided upon request from the SCR.

First Aid notices will be displayed clearly in staff areas and common rooms to keep staff informed of any changes and this information is also reiterated in the Staff handbook. Notices will also be displayed in prominent places and especially near each First Aid container.

It is the responsibility of the Head Teacher to appoint a responsible first aider even if a First Aid qualification is not in place. This person should be able to cope with stressful and physically demanding procedures, be reliable and communicate new skills if a second First Aider is not available in an emergency.

Date: January 2022

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

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