

# Akademeia High School

## First Aid Policy

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### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that the whole school community 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

## **2. Legislation and guidance**

The AHS First Aid Policy complies with all relevant Health and Safety, First Aid and Incident reporting legislation relating to schools in the Republic of Poland.

This policy also takes into consideration international best practice and guidance for British Schools operating overseas including advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools.

## **3. Roles and responsibilities**

### **3.1 Teaching Staff (First Responders)**

All teaching staff are expected to act as a First Responder to any incidents, either at school or during offsite activities, and receive annual training so that they can fulfil this role.

Teaching staff are responsible for:

- Taking charge when someone is injured or becomes ill and 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate following the incident level system outline later in the policy.
- Sending students home to recover, where necessary
- In case HelpNow has been called they will provide the accident report.
- The office team will log all accidents in the accident log.

### **3.2 The Advisory Board**

The Board Level Designated Health and Safety Lead is Andrew Duffield liaises with the Headmaster on school related First Aid matters.

### **3.3 The headmaster**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of teaching staff are present in the school at all times.
- Ensuring that teaching staff have appropriate qualifications, keep training up to date and remain competent to perform their role.

- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of students.

### 3.4 All staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:

The closest member of teaching staff present will assess the seriousness of the injury and if appropriate, who provide the required first aid treatment as outlined below:

- **Incident Level 1:** For minor accidents (minor cut requiring plaster, small bump etc) the first responder should use available first aid kits to administer the required first aid. If the first responder judges that an injured person is too unwell to remain in school:
  - **In a case where the injured person is a student:** parents will be contacted and asked to collect their child. Upon their arrival, the first responder will recommend next steps to the parents.
  - **In a case where the injured person is a member of staff:** they will most likely be able to administer first aid themselves and should make a judgment whether their injury prevents them from continuing work that day. If so, they should contact HR and their line manager.
- **Incident Level 2:** For more significant accidents or first aid situations (head injury, hyperventilation etc) where the injured person is responsive, and the injury is non-life threatening the first responder should communicate to school office that more significant first aid is required. The school will then contact HelpNow, a contracted medical service who will send a medical team. The first responder should not leave the injured person. A student or an available member of staff should pass on the message to the office.
  - **In a case where the injured person is a student:** Parents will be called to confirm the above arrangements and called again once the HelpNow team has completed their

medical assessment. If the HelpNow team judges that a student is too unwell to remain in school, parents will be asked to collect their child. Upon their arrival, the first responder will recommend next steps to the parents as per the HelpNow teams assessment.

- **In a case where the injured person is a member of staff:** If the HelpNow team judges that a staff member is too unwell to remain in school, they will advise them directly on next steps.
- **Incident Level 3:** In a situation where the injured person requires immediate significant first aid (non-responsive / life threatening) the first responder should follow the steps outlined in the First Aid training and an immediate call to HelpNow be made.
  - **In a case where the injured person is a student:** Parents will be informed immediately.
  - **In a case where the injured person is a member of staff:** Next of kin will be informed.

The first responder should not leave the injured person and should begin immediate first aid as per their training, which may involve the necessary use of an AED, which can be found at the front desk. Students or any available member of staff should pass on the message to the school office. The first responder will also decide whether the injured person should be moved or placed in a recovery position.

Once the HelpNow medical team arrives, they will continue first aid as per their assessment and the needs of the injured person.

- **In a case where the injured person is a student:** a member of staff will accompany the student with the HelpNow team.
- **In a case where the injured person is a member of staff:** arrangements will be made for support at the hospital as possible.

In some cases, related to level 1 and 2 the medical assessment may determine that an injured person can remain at school and that no further first aid is required. In these cases, if the injured person is a student their mentor will be informed to support monitoring arrangements throughout the remainder of the day and parents will be consulted regarding the recommendation that the student remains at school.

The contact number for HelpNow is listed below:

**+48 883 112 106**

## **4.2 Off-site procedures**

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

- A school mobile phone

- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting students using a coach, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

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

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises. For trips within Poland the respective Head of Form will sign off on the risk assessment. For overseas trips the Deputy Head Pastoral will sign off on the risk assessment.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)

- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits and law in Poland prevents staff from administering medication to students unless under life threatening circumstances.

First aid kits are stored in: all classrooms across the school.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident log form**

- An accident log form should be completed as soon as possible after the accident occurs. This should be done by the Office team and should include:
  - Incident details (time, location and what happened).
  - Action taken.
  - Follow up action required.
- As much detail as possible should be supplied when reporting an accident.

### **6.2 Reporting to the District Labour Inspector**

The school office team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence.

The school must notify the district labour inspector in cases of:

- a fatal accident;
- a serious accident;
- a mass accident;
- any other work-related accident that had one of the above consequences (fatal, serious, mass) if it may be regarded as an accident at work.

A fatal accident is an accident which leads to death within a period of up to 6 months from the date of the accident.

A serious accident is an accident which leads to serious bodily injury, such as:

- loss of sight, hearing, speech or reproductive capacity, or another bodily injury,

- impairment of basic bodily functions,
- an incurable or life-threatening disease,
- a chronic mental illness,
- permanent, complete or partial incapacity for work in a profession,
- permanent, significant disfigurement or deformation of the body.

A mass accident is an accident suffered by at least two persons.

## 7. Training

All school staff undertake first aid training.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for staff to retrain before their first aid certificates expire.

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