

# New Horizon Academy: First Aid Policy

## Policy Statement

At New Horizon Academy we educate with purpose: to provide our pupils with the tools they need to become independent, achieve economic well-being, contribute to society, and always strive to do their best.

We provide a vibrant environment for the education of children with moderate and severe learning needs who are in the care of New Horizons Care Limited. We will be responsive enough in our teaching approach to consistently meet our pupils needs and prepare them for the ever-changing world.

To facilitate this, pupils should be safe in school and when undertaking out of school activities. They should be able to go on exciting school trips that broaden their horizons, play freely in the playground, take part in sports and feel safe while doing so. Staff, other stakeholders and visitors should also be safe while they do their jobs, use our school facilities or are under our care.

For this reason, we have prepared a Health & Safety policy in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974. In addition to the Health & Safety policy, we have compiled this First Aid policy to outline how we will fulfil the requirements of the Health and Safety (First-Aid) Regulations 1981.

## Responsibilities

### The Proprietor - NH Care Limited

Under the Health and Safety at Work etc Act 1974 (HSWA), NH Care Limited has responsibility for making sure that a school has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/trips;
- out of school hours arrangements e.g., parents' evenings.

NH Care Limited will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

It is NH Care Limited's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. They will also ensure that any training provided has given staff sufficient understanding, confidence and expertise.

### The Headteacher

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. The Headteacher will also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

### Teachers and other school staff

Teachers and other staff in charge of pupils will use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Those who volunteer to be first aiders will complete adequate and appropriate training and guidance.

NH Care Limited will ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

## First-Aiders

Our first-aiders are:

- Katie Davis- Headteacher
- Rebecca Sutton- Teacher
- Akeem McIntosh- Senior LSA

First aiders are identified on our information posters at various key points throughout each school site, and the date of their most recent training date is listed on the school's single central record.

## First Aiders Main Duties

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

## Our First Aid Provision

- We have suitably stocked first aid boxes and travelling first-aid boxes which are checked monthly for stock, including expiry dates for equipment. Boxes are kept in the school office, first aid room, and other critical locations. Travel first aid kits are kept in the staffroom and must be taken on all visits, including local breaks to the park with pupils. Appendix 1 outlines a list of the minimum contents that we keep in first-aid boxes.
- All staff will consider the appropriateness of any first aid treatment, for example allergies such as latex and plasters
- We have suitably detailed and current risk assessments for all pupils in school and for specific trips and activities
- Our first aid and emergency procedure is clear and shared. See below
- The schools' designated first aid room is clearly marked by a sign on the door and it is a confidential room with access to running water and a fully stocked first aid supply. It is also very near to toilet facilities. Annex 2 has details about the first aid room.
- All first aid should be administered and dealt with, as far as practicably possible, in the designated first aid/medical room.
- All staff working at New Horizon Academy know that when in doubt, calling 999 is the most appropriate and safe course of action

## Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs on school site or during school hours, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a first aider. If summoned, a first aider will assess the situation and take charge of first aid administration.

### Ambulances

The first aider/appointed person is to always call an ambulance for life-threatening emergencies: Call **999** in a medical emergency. This is when someone is seriously ill or injured and their life is at risk. Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds
- whenever there is the possibility of a fracture or where this is suspected

The first aider will call **999** immediately if someone is having a heart attack or stroke. Every second counts with these conditions. They will also call **999** if they think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury.

Whenever the first aider is unsure of the severity of the injuries or is unsure of the correct treatment, they should call **999**.

If an ambulance is called then the first aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any child is accompanied in an ambulance by a member of staff until one of the parents or carers is present.

### Managing bodily fluids

First aiders must wear disposable gloves where bodily fluids are involved. Any dressings or materials which have been in contact with bodily fluids (such as blood or vomit) must be disposed of in the designated yellow bin in a first aid room. Bodily fluids spilt should be cleaned up and bleached or disinfected. If the spillage is significant, pupils and staff should be removed from the area (where necessary) and the school's premises staff should be called upon to clean the area professionally using the appropriate cleaning materials. Parents and carers will be notified as soon as practicable, for more information see the section below.

### Reporting Accidents

All accidents or administration of first aid will be recorded in the accident book (one for New Horizon Academy – February 2024

pupils, one for staff), which is located in the main office.

## Reporting to families

In the event of accident or injury to a child at least one of the child's parents or carers must be informed as soon as practicable. In the event of a minor injury requiring first aid, a first aid notification letter will be filled out by the first aider who administered the first aid. This will be sent home to parents/carers at the end of the school day.

It will usually be followed up by a phone call home, if it is deemed appropriate and/or necessary. A copy of the schools' accident books will always be made available for inspection.

## Reporting to the Health & Safety Executive (HSE)

New Horizon Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on **0845 300 99 23**):

Accidents where there is a fatality involving either a child or visitor or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The management or organisation of a social activity
- The way a school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises Accidents involving staff:

Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)

Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days

Certain cases of work-related disease - i.e., those that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

Certain dangerous occurrences (i.e., near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information, please see <http://www.hse.gov.uk/riddor/index.htm>.

## Annex 1

### Contents of a First Aid Box

There is no mandatory list of items for a first-aid container. However, the HSE recommend (and we have adopted this) that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

### Contents of a Travelling First Aid Box

Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

## Annex 2

### The First Aid Room

- Must be located close to a toilet
- Must have a sink with hot and cold running water;

The room should also have:

- drinking water and disposable cups;
- soap and paper towels;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment (if necessary)
- a record book for recording incidents attended by a first-aider or appointed person.