



# Dania School First Aid Policy

Created: January 2013  
Reviewed & approved by Board: 26<sup>th</sup> April 2017  
Next Review: January 2022

## Introduction

Dania School is committed to providing a safe environment for both pupils and staff. Strict attention is made to adhering to government guidance and regulation is first aid and health and safety. Health and safety provision is the responsibility of The Chair of the School (Peter Melbye), the Board of Governors, the Head Teacher (Sandy Mathewson) and teachers, non-teaching staff, pupils and visitors (including contractors). **First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.**

## The Health and Safety (First-Aid) Regulations set out that Dania School:

- must provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- has health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of the legal responsibilities for those in the care of Dania School, it should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.**
- must make sure that first aid provided for staff and pupils
  - does not fall below the required standard
  - complies with other relevant legislation and guidance

## The Role of the Dania Board

Dania Board arranges adequate and appropriate training and guidance for staff who choose to be first aiders/appointed persons. Anne Hermann, Trine Lindhardsen, Tine Weis, Hulya Ucar and Johanne Boldt Beetah are the designated First Aiders. All EY staff have received the relevant paediatric first aid training and hold the qualification.

The Board will must 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.

The Management of Health and Safety at Work Regulations 1992 requires Dania School to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures it needs to take to prevent or control these risks. Points to consider are:

- the size is the school and is it on split levels?
- location of school:
  - It is good practice to inform the local emergency services, in writing, of the school's location (giving Ordinance Survey grid references, if necessary) and any particular circumstances that may affect access to the school.
  - If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report



- Any specific hazards or risks at Dania (e.g. dangerous tools and machinery, temporary hazards, such as building or maintenance work); suitable short-term measures need to be put in place to address this.
- Are there any children with special needs or disabilities?

The Board 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 should be monitored to ensure that these standards are being met.

### The Head Teacher's Role

- The Head Teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures.
- The day to day functions of managing health and safety are delegated to the Head Teacher, who is also in charge of first-aid arrangements in the school.
- The Head Teacher also makes sure that parents are aware of the school's health and safety policy, including arrangements for first aid.
- The Head Teacher will undertake a risk assessment to determine any additional required provisions
- The Head Teacher must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. This will be by displaying clear and easily understood first-aid notices in staff/common rooms. First-aid information is to be included in induction programmes to ensure that new staff and pupils are told about the first-aid arrangements. This will be included in the staff handbook.
- The Head Teacher must ensure the accident/incident register is completed after each event. Summaries of accidents are to be reported to the Board at least once a year, or earlier if need be.

### Teachers and other school staff

- Dania school prefers, where appropriate, that all teachers will be trained in basic first aid
- Teachers may be assigned as the designated first aid provider under the discretion of the Head Teacher
- Lunchtime supervisors are to have first-aid training
- Teachers and other staff in charge of pupils are expected to 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.
- After school staff must have first aid training

### Number of first aiders: 5

### Arrangements for off-site activities/trips

- One first aid container to be taken on trip. One teacher/first aider accompanying trip

### Arrangements for out of school hours arrangements

- One teacher/first aider will be present



Public and Professional liability cover is from Marsh and the certificate of insurance is on display on the school notice board.

## Hygiene/Infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## First-aid container (white cross on a green background)

- 5
- Location of first aid container (to be kept near to hand washing facilities): Kitchen, toilets, Preschool and second floor
- Person responsible for examining the contents of first-aid containers: Office Manager.
- Contents to be checked frequently and restocked as soon as possible after use.
- Extra stock is in the school.
- Items should be discarded safely after the expiry date has passed.
- Contents of the first-aid container include
  - Information for employees on first aid management (Basic Advice on first aid at work: <http://www.hse.gov.uk/pubns/indg347.pdf> )
  - 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 un-medicated wound dressings
  - two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
  - one pair of disposable gloves
  - 4 x sterile eye wash (check date regularly)

## 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.



## What is an Appointed Person?

- An appointed person is someone who:
  - takes charge when someone is injured or becomes ill;
  - looks after the first-aid equipment eg restocking the first-aid container;
  - ensures that an ambulance or other professional medical help is summoned when appropriate.
  - Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:
    - what to do in an emergency
    - cardiopulmonary resuscitation
    - first aid for the unconscious casualty
    - first aid for the wounded or bleeding.

## Accident Book

If a child's injury results in first aid being administered then the first aider responsible for treatment should fill in an accident form. The Headteacher should be notified and the parents should also be informed. It is best practice for the First Aider to sign the book, as well as the parents. Parents should be provided with a copy.

**A First Aid couch and washing facilities are available in the Office.**

## Equal Opportunities

At Dania School we also recognise the importance of the **Equality Act 2010**. This replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that all people (pupils/teachers/parents/family/visitors etc) have equality of opportunity in accessing and experiencing the life of the school. When carrying out our day to day work, we should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity
- foster good relations across all people, whatever their characteristics may be

Mike Papesch: Trustee, Dania School

Revised March 2017

This policy was reviewed on	Signed on behalf of Dania School	Date for review
January 2021	<i>Christina Bek Larsen</i>	October 2022