



First Aid Policy

The policy for first aid will be based on the Dept. for Education and Skills 'Guidance for First Aid in Schools' and although not subject to UK Health and Safety law King's College will endeavour to maintain at least the minimum requirements of this legislation. This policy should be read in conjunction with the "Health and Safety Policy".

Responsibility

- According to the DfEE, in its document "Guidance on First Aid for Schools", the employer is responsible for the health and safety of their employees and "anyone else on the premises".
- The Headteacher of the School, or in her absence the Deputy, has ultimate responsibility for Health and Safety at school. It follows therefore that he/she must, with the support of other professionals, ensure that:
 - 1) The School environment is safe; that a Health and Safety Policy is in place
 - 2) Guidelines and rules promoting safety are adhered to, and
 - 3) All staff in the School have an adequate awareness and knowledge of health and safety issues.

First Aid at King's College Latvia is administered by the designated First Aider in the absence of the afore mentioned individual (teachers or other staff, who have undertaken a current practical training in First Aid).

Unless they hold a recognized and valid first aid certificate, staff are appointed persons (see guideline in 'Guidance on First Aid for Schools' DfEE for definition; 'an appointed person is someone who takes charge when someone is injured or taken ill') and are therefore expected ONLY to give first aid treatment for which they have been trained/ feel confident to administer. Teacher's conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. 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 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.

How many First-Aiders are required?

- An appointed person is the minimum legal requirement.
- There are no rules on exact numbers but as a guide a lower risk place of work (e.g. shops, offices and libraries) should have at least one first-aider for every 50-100 employees.
- King's College Latvia falls into the lower risk category. However, account should be taken of the fact that all first-aiders may not be in the school at the same time (due to sickness,



residential trips, nurse not being on-site etc.) and because of this, first-aid training should be given to more than the minimum recommended number of people to ensure adequate coverage at all times.

- A First-Aider will have undergone specific training as set out by the Health and Safety Commission.
- Schools such as King's College Latvia with Early Year provisions should follow Early Years Foundation Stage guidance and ensure that there is always at least one person on the premises (and on outings) who holds a Paediatric First Aid certificate.

Immediate Action when dealing with a Serious Incident

First Aiders are taught the following steps in dealing with any emergency:

1) Assess the situation

Quickly and calmly find out what has happened, and look for further dangers, such as fire, chemicals, etc., which may still be present.

2) Make the area safe

Protect the casualty, yourself and others from danger. Do not attempt to do too much yourself.

3) Assess all casualties and give emergency aid

Appropriate and adequate emergency aid may alleviate pain and suffering, and occasionally even save a life (remember the ABC: Airway, Breathing and Circulation are vital requirements). Prioritize according to severity of injury when dealing with multiple casualties.

4) Get Help

Summon a qualified First-Aider. Quickly ensure that any necessary specialist help is on the way.

5) Complete an Accident/Incident Form

Detail what happened, what the injury was and what you did immediately.

6) Contact the parents if necessary and inform the Head of School if incident is serious

Practical Steps in the School Situation

The Teacher is usually the first person to be involved in managing an accident or sudden illness. He/she must therefore carry out at least steps 1 and 2 above himself until the First Aider arrives on scene. The First Aider will decide (depending on the nature and the severity of the problem) whether the casualty should be moved. Much of this is common sense; a basic knowledge of safety and First Aid is also required.



Here is a list of staff with Paediatric First Aid training who can be contacted to deal with the incident:

Primary

Kristine Andruskevica (Receptionist)

Tiffanie Burt (Teacher)

Clayton Burt (Teacher)

Gayle Hume (Teacher)

Mandy Cristo (TA)

Beate Medina (TA)

Nikita Sidhu (Teacher)

Patrick Loughran (Teacher)

Mark Barnsley (Teacher)

Shanade Beadle (Teacher)

Adele Stanford (Teacher)

The teacher also has responsibility for the rest of the class, so will, if necessary, send or take the casualty to the Admin area where First Aid help is available. In the case of minor aches and pains or minor injuries a pupil feeling unwell may be accompanied by another pupil to visit the First Aider. The accompanying pupil should return to class as soon as the casualty has been handed over to a responsible adult. Alternatively, the First Aider can be summoned to the scene of an incident. In this case the teacher should stay with the casualty and send a responsible pupil or adult for help.

The Headteacher or Deputy must be informed, via the Secretary or office staff, as soon as possible in the event of a serious incident. When a pupil is involved, the parents are also informed by telephone (trying first the home and then the work telephone numbers). If the parents cannot be contacted immediately the Headteacher must act "in loco parentis".

First Aid treatment is given either where the casualty has been injured or in the First Aid room. Continuing care is given if necessary either at school or by sending the casualty home or to hospital. The First Aider and/or Headteacher decide whether the casualty needs to be transported by car, taxi or ambulance. In the event of a less serious injury that requires physician follow-up or examination, it is the parent's responsibility to transport an injured pupil to hospital if a visit to the Casualty department or doctor for evaluation is deemed necessary.

In a serious emergency, a casualty would be taken, accompanied by an appointed person to the



nearest Casualty department (usually one of the Hospitals: BKUS Tornakalns (Riga) or Jurmalas Slimnīca (Jurmala), both equal distance, and being the nearest) appropriate to their requirements. This decision will be made by the Headteacher.

Dealing with bodily fluids

If a first aider is dealing with an incident where bodily fluids are present the first aider **MUST** wear gloves. Once the treatment is administered the gloves must be removed and disposed of in a bin with a lid as should any first aid equipment with blood or bodily fluids. Any sinks or areas of the floor where bodily fluid have been should then be cleaned by the cleaner using disinfectant.

Accident/Incident Records

All serious medical incidents or accidents should be recorded on the Accident record form, kept in the cupboard in the Admin area. Less serious incidents for First Aid visits are recorded in the daily log in the classroom areas: 1) vestibil area between Nursery and Reception classrooms; 2) vestibil area between Y1 and Y2 classrooms.

By law, this information should include the following:

- Name, year, date, time and location of incident
- Nature of injury
- Treatment given
- Follow-up taken (i.e. sent back to class, sent home, doctor/parents called etc.)

Entries should be made by any staff member who dealt with the case and telephone contact made with parents, where appropriate (for more serious injuries or potentially contagious illnesses, and all head injuries). In addition, for serious accidents an Accident / Incident Form should also be completed immediately, signed by the Teacher or individual who witnessed the accident/incident, the person administering the first aid and the Health and Safety Officer. Serious incident forms are stored at the Admin area, reception desk. The parents should be informed by telephone as soon as possible.

The Headteacher should review the incident forms in order to ensure that incidents are indeed handled properly and to determine and eliminate any avoidable causes of accidents.

Quantity, Contents and Location of First Aid Kits

Contents of First Aid Boxes:

- Gloves (2 pairs)
- Safety pins (4 pcs)
- Scissors with rounded ends (1 pc)
- Artificial elimination mask (1pc)
- Triangular bandage (2 pcs)



King's College
The British School of Latvia

- Sticky tape 2-3 cm (1 pc)
- Plasters, various sizes (15 pcs)
- Gauze pad 40cm (3 pcs)
- Roll bandage, 4x0.1m, 4x0.05m (4 + 4 pcs)
- Bandages (2 pcs)
- Gauze pad, various sizes (3 pcs)
- Foil blanket (1 pc)
- First aid kit contents and supplies list

First Aid kits are located around the school in the following locations:

- Admin Area, reception desk
- By Nursery/Reception yard door
- By Y1/Y2 yard door
- Head chefs office
- Multi purpose hall storage room
- Staff room
- Y4 classroom
- Admissions Office
- First Aid room
- Spare First Aid kit is kept in Admin area, reception desk, for Residential and Day Trips.

First Aid Bags for Residential and Day Trips (located in cupboard in Admin area)

An emergency healthcare lists are kept in each of the First Aid Boxes.

Whenever possible, the school nurse or a member of staff with paediatric First Aid training will deal with body spillages. However, all staff should be made aware of the need for infection control with correct disposal of infectious materials and the wearing of gloves when handling such material or body fluids.

IN CASE OF AN EMERGENCY, CALL 112

References:

1. First Aid at Work. The Health and Safety (First Aid) Regulations 1981
2. Update on the review of the Health and Safety (First Aid) Regulations 1981
www.hse.gov.uk/firstaid/review/dec05.htm
3. Guidance of First Aid for Schools DfEE
4. First Aid at Work; Your Questions Answered <http://www.hse.gov.uk/pubns/indg214.pdf>



King's College
The British School of Latvia

Created and Reviewed by : Adele Stanford, January 2018	Policy Category: Health and Safety
Approved by :	Next Review:
Approved by KGB:	Next Review: