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| Colyton Grammar School FIRST AID POLICY |
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A. Rationale

The Health and Safety (First Aid) Regulations 1981 set out first-aid provision in the work place, and require employers to provide adequate and appropriate equipment, facilities and qualified first-aid personnel.

The Health and Safety Commission (HSC) recommends that organisations such as schools, which provide a service for others, should include such other individuals in risk assessments and provide for them.

This policy contains an assessment of the first-aid needs of the school and outlines how these needs are met. It is based on the DfE Guidance on First Aid for Schools.

B. Assessment of First Aid Needs

1. People

(a) Assessment of Needs

The school has just over 800 students (aged 11-18) and about 100 staff. The typical hours when staff and students are on the school site are as follows:

| Group | Number | Hours | Notes |
|---------------------------|--------|------------|--|
| Students | c820 | 8.30-15.45 | Term time only |
| Teaching Staff | c52 | 8.00-16:30 | Generally term time only, but on some other occasions |
| Admin Staff | 8 | 8.00-17.00 | All year |
| Educational Support Staff | 12 | 8.00-16:30 | Mostly term time only |
| Site Staff | 18 | 7.00-19.00 | Some working in shifts; cleaners typically 15.00-18.00; all year |
| Catering Staff | 9 | 8.00-16.00 | Term time only; some staff employed for shorter hours |

On numerous occasions through the year parents, staff and students will be on site for a range of evening events.

The policy also needs to cover first aid needs on school trips including sports fixtures.

(b) Provision

Four staff hold the full First Aid At Work qualification. This includes the Site Manager and his Assistant, the Senior Resources Technician and the Media Technician. The latter two provide the first point of call for both students and staff with first aid needs during normal school hours.

The Site Manager and his Assistant provide cover outside normal school hours and during school holidays.

In addition, nine other staff hold the Emergency First Aid At Work qualification, including five PE staff who can provide cover on PE fixtures. It also includes the Catering Manager who is available to provide assistance to members of the catering staff.

The above provision ensures adequate cover, taking into account leave and absence, as indicated below:

| Time | No of Qualified First Aiders |
|--|-------------------------------------|
| School hours during term time | 2 to 4 |
| Outside school hours during term time – early morning | 1 or 2 |
| Outside school hours during term time – late afternoon | 2 plus |
| Outside school terms | 1 or 2 |

2. Site Issues and Location

(a) Assessment of Needs

The school is on a single site, but in a relatively isolated rural location. There is a Minor Injuries Unit at Honiton Hospital (10 miles) – open 8am to 10pm. The nearest major hospital is the Royal Devon and Exeter (Wonford) in Exeter (23 miles). The area is served by conventional ambulance services, paramedics and the Devon Air Ambulance.

(b) Provision

Access for emergency vehicles is available via a number of road entrances. The school rents an additional access track to enable vehicles to gain access to the new sports field to the west of the main school site.

Senior Leadership Team members and reception are equipped to liaise with the emergency services by telephone, to direct vehicles from the adjacent crossroads and to communicate with staff at the immediate location of an incident via radio.

3. Specific Hazards

The table below lists the specific hazards identified on the school site and the appropriate first aid provision should an accident occur.

| Hazard | Provision |
|--|---|
| Chemicals and a variety of equipment in Science Labs | <ul style="list-style-type: none"> • Two members of the Science teaching staff and the Senior Technician hold the Emergency First Aid At Work qualification or its equivalent • All Science technicians have NVQ qualifications including basic Health and Safety • First Aid boxes available in each Lab • Eye baths available where necessary |
| Specialist equipment in Technology rooms | <ul style="list-style-type: none"> • Senior Technician holds the Emergency First Aid At Work qualification or its equivalent • First Aid boxes, eye baths available in each room |
| PE activities and trips | <ul style="list-style-type: none"> • All PE teaching staff hold the Emergency First Aid At Work qualification • First Aid boxes available in Sports Centre and PE Office • First Aid box available in minibus for PE trips/fixtures |
| Students/staff with nut allergies | <ul style="list-style-type: none"> • Information on individuals with nut allergies is prominently displayed in the Staff House and the Kitchen • A number of staff have attended a voluntary |

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| | <p>informal training session on the use of epipens</p> <ul style="list-style-type: none"> • Provision is being made for suitably qualified staff to undertake the British Red Cross module on the administration of epinephrine |
| Students/staff with known medical conditions e.g. epilepsy | <ul style="list-style-type: none"> • Information about individuals with known serious medical conditions is made available to staff as appropriate • Resources First Aid staff are kept fully informed of such information |
| Educational Visits | <ul style="list-style-type: none"> • First Aid provision is included in the Risk Assessment completed for all educational visits |
| Visitors to the school | <ul style="list-style-type: none"> • All visitors to the school are required to sign in at Reception. • The visitor's badge gives basic information including an instruction about reporting accidents to Reception, who can then direct individuals to the appropriate First Aider |
| Building Contractors – on site for major capital projects | <ul style="list-style-type: none"> • Building contractors are specifically made responsible for their own first aid provision as part of the CDM Health and Safety Plan |

C. Other First Aid Provision

(a) First Aid Boxes

First Aid boxes are available in 24 locations and are checked and replenished at least once a term. The Senior Resources Technician provides a record of these checks for the Health and Safety file in the Business Manager's Office.

(b) First Aid Signs

First Aid signs giving information about the main First Aid personnel and the location of First Aid boxes are displayed in every classroom, office, work base and public space.

D. Accident Records

The Resources Staff are responsible for maintaining the Accident Book which is reviewed at the termly meeting of the Health and Safety Committee.

E. Administration of Epinephrine

Students who have severe allergic reactions, and their parents, have a responsibility to inform the school of the nature of their allergy and the associated treatment. This information is updated on at least an annual basis by the school.

Information on students with such allergies is displayed prominently in the Staff House and also in the school Kitchen. The school operates a "No Nuts" policy – no nuts are sold in school or used in food cooked on the premises. Food containing ingredients with the standard "May contain traces of nuts" warning are labeled on the food counter. The "Guidance on Packed Lunches" issued to parents strongly encourages parents to reflect this policy in the provision of food for packed lunches and snacks brought into school.

It is, however, not possible to ensure that nuts, or products containing nuts, are never brought into school and consequently there is a need for the relevant staff to be trained to administer epinephrine. Key staff should include all holders of the First Aid At Work qualification, the Catering Manager and as many as possible of the Emergency First Aid At Work qualification.

F. Review

This policy will be reviewed on at least a three yearly basis. The Health and Safety Committee should consider the effectiveness of First Aid provision as part of its regular review of accident records.