



BURGESS HILL

— GIRLS —

First Aid Policy (whole school including EYFS)

3.1.14

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1. General Statement

BHG is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. This policy is non-contractual.

BHG will provide information and training on first aid to employees to ensure that statutory requirements and the needs of BHG are met. A risk assessment will be carried out to assess the training needs for the School. It will be reviewed on an annual basis. The person responsible for the risk assessment and reviewing it is the School Nurse.

An assessment of the significant risks in the workplace will be carried out by the School Nurse to determine the appropriate level of training to staff, equipment required and its siting.

Should employees have concerns about the provision of first aid within the BHG, they should inform the Nurse in the first instance so BHG can investigate and rectify the situation if necessary.

Should the School Nurse be involved in a specific School event or need to go off-site with a casualty/ill person that prevents her from being readily available to the School community, the School has employed a bank of two relief nurses to cover such emergencies. Staff holding a First Aid at Work Certificate will cover first aid requirements at times when no nurse is available.

The Nursery operates for 51 weeks a year. As Nurse works term time only all incidents that would normally be referred to the Nurse outside of term time, should go to the Bursar. All Nursery staff are paediatric first aid trained - EYFS.

2. Arrangements for Securing the Health and Safety of Workers

2.1 First Aid Personnel

First aiders are qualified personnel who have received training and certified as competent in accordance with HSE requirements. First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

At all times BHG will ensure there are sufficient first aid personnel within the workplace to adequately cover every shift. This includes night shifts for boarding and weekend working and cover for events. First aid kits are located throughout the School site, a list of which is attached to this document. An AED (defibrillator) is available in the senior school reception. One member of the Boarding Housemistress staff has a First Aid at Work certificate (FAW). All others including Gap Assistants and casual cover staff have an Emergency First Aid at Work (EFAW) cert. There is access to a fully qualified nurse available to all members of the School community throughout the School day 08.00 to 16.30 Mon to Fri but 08.00 to 16.00 on Wednesdays. In the event of the School Nurse being absent, off-site or unwell a relief nurse will be in place as soon as possible. Notices displaying the location of first aid kits and the person in charge of first aid are displayed in numerous areas throughout the School usually beside fire notices/equipment.

An AED (defibrillator) is available in the Senior School Reception.

2.2 Legal Indemnity of First Aiders

It is unlikely that first aid personnel giving assistance to a casualty will become subject to legal action because of deterioration in the colleague's condition. However, BHG guards against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a casualty who becomes ill or injured.

2.3 First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards and signs (See Appendix 1). First aid boxes will display the:

1. name of the person responsible for upkeep;
2. nearest location of further supplies;
3. contents of the box and replenishing arrangements;
4. location of the accident book.

First aid boxes will be maintained and restocked when necessary by the School Nurse.

2.4 Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

1. work with potentially dangerous tools and machinery away from base location
e.g. School events off site
2. staff travelling abroad on School trips
3. staff travelling in vehicles on a regular basis, eg Minibuses
4. staff whose work takes them to isolated or remote locations eg. Working in the School grounds or during School holiday periods
5. staff participating in sporting or social events arranged or supported by BHG

The need will be determined by the Activity Risk Assessment.

2.5 Medical Centre

The Medical Centre is provided to assist first aiders when giving treatment. Access to the Medical Centre will be obtained from the School Nurse. All staff, especially new staff, must be made aware of the location of the room. This room must only be used for giving first aid during or after illness.

2.6 Recording Accidents

All accidents, however minor, must be recorded. BHG provides an accident book in which significant incidents will be noted.

2.6.1 Significant incidents: These will be determined by referring to the chart that can be found in the accident book entitled "Reporting accidents and incidents at work".

The accident book is located in the Medical Centre and the report is reviewed at half-termly H&S meetings. The accident book will be housed in the School medical centre, under secure conditions.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the Bursar must be informed immediately. Should an accident prevent a worker from doing his/her normal work for more than 7 days (excluding the day of the accident) it is reportable under RIDDOR.

Pupil accidents, if minor, are recorded on the pupil's medical notes on ISAMS. If more serious, then enter details in the pupil accident book and if necessary a RIDDOR form needs to be completed & RIDDOR/HSE notified within 15 days. See "Reporting accidents and incidents at work". There are accident books in the Boarding Houses, Catering, Household, Nursery and PE. Completed accident records and books are kept in the medical room in a

locked cupboard. Please pass any completed forms to the Nurse as soon as possible after the accident.

2.7 First Aid Supplies

The School Nurse is responsible for ensuring that a register is kept of all supplies held on site. Where necessary the School Nurse is responsible for carrying out COSHH assessments for the Medical Centre and keeping them on file and reviewing them. All significant findings from these assessments should be reported to the Health and Safety Committee.

For the purposes of maintaining first aid supplies, first aiders should keep a record of supplies used, by whom and for what reason. All usage should be reported to the School Nurse.

The School Nurse is responsible for checking the first aid kits and that they are at their correct locations at the end of each term and a record kept of the date of the check.

3. Accident Reporting

3.1 General

Listed below are the procedures that are to be adopted when any employee, pupil, visitor or contractor experiences an accident, near miss or dangerous occurrence on BHG premises during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

1. An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
2. A near miss is an unplanned event that does not cause injury or damage, but could have done so.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting, and the location and completion of the accident book.

3.2 The Accident Book

All accidents resulting in personal injury must be recorded in the BHG accident book. This is located in the medical centre within the Croft building and contains information that must be recorded under law. The accident book must be kept in a locked unit.

The accident book will be reviewed regularly by the Health and Safety Committee to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses and accidents must also be reported to the School Nurse as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

The person responsible for holding the Accident Book and recording accidents is the School Nurse.

3.3 Reporting Procedure — Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.

Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless BHG is informed of these incidents, it will be unable to take remedial action.

A first aider may deal with the injury or an appointed person should take control of the situation.

However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep BHG informed of their progress, up to and including a return to normal duties.

3.4 Reporting Procedure - School Nurse

If an injury, damage incident or near miss is reported to the School Nurse, the School Nurse should ensure that appropriate records are maintained.

If the incident results in over seven consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the local enforcing authority must be informed on a prescribed form (F2508 revised) within 15 days. Copies of this form will be made available in the personnel department.

Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone and be followed within 15 days by a completed form, F2508. A photocopy of the completed form should be kept with other BHG records including documents on the accident investigation. They should also be kept to advise the insurers of a potential claim.

The School Nurse must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Bursar must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The Bursar or Assistant Bursar (Buildings and Estates) is responsible for assisting contractors and visitors in complying with BHG policy regarding accident reporting whilst on the BHG premises.

All incidents at the School or on School activities/events/trips away from the School should be reported to the HSE as detailed in their guidelines for educational establishments.

3.5 Accident Reporting Procedure — Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on the BHG premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that BHG procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

3.6 Accident Reporting Procedure — Members of the Public

If an injury occurs to a member of the public on BHG premises that results in their removal from site for hospital treatment, this is immediately notifiable to the local enforcing authority and form F2508 revised must be sent within 15 days.

4. Accident Investigation

4.1 General

This section lists the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on the BHG premises during the course of any work activity.

It is the policy of BHG to ensure that where practicable all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:

1. to ensure that all necessary information in respect of the accident or incident is collated
2. to understand the sequence of events that led to the accident or incident
3. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
4. to identify the underlying causes that may have contributed to the accident or incident
5. to ensure that effective remedial actions are taken to prevent any recurrence
6. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
7. to enable all statutory requirements to be adhered to.

The policy will apply to all accidents or incidents involving employees, visitors, pupils, members of the public and contractors. BHG will co-operate with employers of contractors who may be involved in any accident or incident.

4.2 Staff Selection

To ensure that the objectives of the investigation are met, suitable and sufficient staff will be selected and trained in investigation procedures and interview techniques.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with the appropriate information and resources to enable them to carry out their respective roles.

The Health and Safety Technician will act as lead investigator for the accidents or incidents as detailed below. The findings will be reported back to the Health and Safety committee.

Other staff will be required to co-operate and participate in any investigation if BHG feels that they have specific knowledge, understanding, experience or skills that may assist in the investigation.

4.3 Training

All staff selected to lead investigations will receive suitable and sufficient training in the investigative procedures to be adopted, interview techniques, report writing skills and in the use of any equipment employed in the investigation process.

4.4 Safety Representatives and Employees

BHG encourages the involvement of employees in the investigation process.

Recognised trade union safety representatives will be given access to any necessary information and workplaces to enable them to fulfil their duties. Safety representatives will also be encouraged to fully participate in any investigation.

Employee representatives will also be encouraged to participate where a safety representative is not present.

All employees will be required to co-operate with the BHG in any investigation.

Accident or incident investigation is not a means of determining fault or apportioning blame.

4.5 Enforcing Authority

In the event that the enforcing authority wishes to carry out an investigation, BHG will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

4.6 Equipment

All necessary equipment required to carry out investigations will be supplied, located in a suitable environment and be well maintained. All staff necessary will be trained in the use of such equipment.

4.7 Process of Investigation

Staff investigating any accident or incident will be given full access to the scene of the incident/accident and any other part of the workplace deemed necessary to carry out the investigation.

All necessary information will be collected and collated. Physical evidence may be recorded and samples taken as necessary.

Investigating staff will be given access to any necessary documentation and will act in accordance with any requirements of the School's Data Protection Policy and the Data Protection Act 1998.

Interviews of those involved in the accident or incident, witnesses and any other person necessary will be carried out in accordance with the training and guidelines issued.

4.8 Remedial Action

BHG will, so far as is reasonably practicable, implement any recommendations made as part of the investigation. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training. Details of the remedial action will be reported back to the School's Health and safety committee.

4.9 Records and Reports

All necessary staff will be issued with an accident report as soon as is reasonably practicable. Employees or their representatives will be given access to any report in so far as it is applicable to do so.

Records of any accident will be kept in accordance with the company's policy on record keeping.

All records created as a result of this policy and subsequent assessments will be kept on file in line with the School's Data Protection Policy and the Data Protection Act 1998

5. Responsibilities

Policy and Review: Bursar – annual review.

Implementation of the Policy Procedures: School Nurse

Responsibility for Accident investigation: Health and Safety Officer

Medical Centre COSHH assessment responsibility: School Nurse -annual review -**? discuss**

Medical Centre risk assessment: School Nurse – annual review - **discuss**.

Training Schedule for employees: School Nurse –annual review.

Register of supplies: School Nurse – annual review.

First Aid Box inspections:

School Nurse – Beginning of each term and periodically throughout the term.

Staff- Report low stock or missing Kits or Burns Kits

Overall responsibility for co-ordinating all incident reporting is: Bursar

Appendix 1

Location of First Aid Kits across the school site

- Croft II Drama on wall beside main entrance
- Senior School Staffroom on wall between sitting area and work space
- Webb House behind Reception desk. There is a defibrillator on the wall behind the reception desk also.
- All Science labs have a first aid box.
- Art Department on entrance just inside door.
- Pavilion on the wall outside the old Drama Studio.
- PE have several first aid kits
- DT have first aid kit and burns kit.
- Dining room have first aid kit and burns kit. Also special blue plaster kit
- Oaks Hall outside music room
- Oaks outside kitchen area
- Junior School outside JS office
- After School club
- Sixth form centre in office
- Maintenance Hut plus everyday use plaster assortment kit.
- Boarding Houses in office and kits in each house for everyday use including burns dressings
- Nursery main Foyer plus smaller kits in each classroom and for outdoor play
- Infants building main door entrance
- All minibuses have a full kit
- All kits are maintained by Nurse termly