



# AZBUKA Russian-English Bilingual school

## FIRST AID Policy

In conjunction with Procedures with dealing with sick and ill children, Azbuka Health and Safety, Risk Assessment policies

PERSON RESPONSIBLE: Head Teacher  
Approved by: Governors of AZBUKA Foundation  
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### Aims

The Governing Body of the AZBUKA Foundation is required to assess the first aid needs and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation *Health and Safety (First-Aid) Regulations 1981* (as amended).

AZBUKA Russian-English Bilingual School recognises that as a school this policy will extend to pupils/visitors and others even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which require employers 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 they need to take to prevent or control these risks.

Whilst most of the terminology used in this policy refers to pupils it should be presumed that where possible this would also include staff and visitors to AZBUKA Russian-English Bilingual School.

The aims of the policy are to:

- Ensure that AZBUKA Russian-English Bilingual School has adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that the AZBUKA Russian-English Bilingual School first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school's likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

## **Guidance**

National guidance is provided in the DfE's document [\*First Aid in Schools\*](#) and in the HSE's [\*The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations\*](#).

## **Responsibilities**

### Governing Body

The Governing Body of AZBUKA Russian-English Bilingual School (the AZBUKA Foundation) is responsible under the *Health and Safety at Work etc Act 1974 (HSWA)* for:

- Ensuring that AZBUKA Russian-English Bilingual School has an appropriate policy based on suitable and sufficient risk assessments carried out by a competent person;
- Ensuring that AZBUKA Russian-English Bilingual School provides sufficient funding for first aid provision;
- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting and on excursions;

- The Governing Body of AZBUKA Russian-English Bilingual School will follow the [Statutory Framework for the Early Years Foundation Stage](#) (EYFS) updated in March 2017 in relation to the new conditions of paediatric first aid training;
- Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;
- Provide suitable first aid arrangements are in place for off-school activities e.g. school excursions;
- Ensuring that AZBUKA Russian-English Bilingual School has access to appropriate guidance on first aid issues;
- Ensuring that staff are appropriately consulted and trained;
- Receiving and considering reports from AZBUKA Russian-English Bilingual School;
- Ensure that AZBUKA Russian-English Bilingual School keep accident records and will report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment; and
- Reviewing the policy annually, and/or when statutes or guidance change, and/or after an incident/accident.

## Head Teacher

The Headteacher of AZBUKA Russian-English Bilingual School is responsible for ensuring the Governing Body's policy is put into practice and for:

- The day to day internal management responsibility for first aid;
- Determining the first aid needs of AZBUKA Russian-English Bilingual School, taking into account, among other things, the number of employees, size, location and work activity;
- Developing and reviewing detailed procedures;
- Monitoring the training and expertise of first aid staff;
- Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or off-site;
- Liaising with the person responsible for first aid – First Aid Officer (**OKSANA PAVLYKIVSKA**)
- Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
- Ensuring that staff, students and parents are aware of AZBUKA Russian-English Bilingual School health and safety and first aid policy and procedures.

## Designated Officer

The Head teacher of AZBUKA Russian-English Bilingual School will appoint a **competent person** to be in charge of first aid provision, this person will be known as the **Designated First Aid Officer** who will:

- Ensure that the first aid provision is adequate and appropriate;
- Carries out appropriate risk assessments in liaison with the Head Teacher;
- Ensure that the number of first aiders/appointed persons meets the assessed need;

- Ensure that appropriate training is provided and monitors the competence of first aiders;
- Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked;
- Ensure that AZBUKA Russian-English Bilingual School incidents are reported to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensure that an ambulance or other professional medical help is summoned when required;
- Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
- Regularly keeps the Head teacher informed of the implementation of the policy.

## **Staff/first aider**

Teachers' conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

If first aid is required staff must not move the patient. A first aider must be summoned.

Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

The record must include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

## **Duties of a First Aider**

All employees providing first aid in AZBUKA Russian-English Bilingual School must have an appropriate first aid qualification and **remain competent** to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that when necessary an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

AZBUKA Russian-English Bilingual School recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. [AZBUKA Russian-English Bilingual School will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies/protocols in relation to the care of students with medical conditions.](#)

### **Appointed Persons**

*Appointed persons do not have to be first aid trained, but they may be and quite often are.*

*They:*

- *Take charge when someone is ill or injured;*
- *Look after the first aid equipment; and*
- *Ensure that medical help is called when necessary.*

*They should not give first aid treatment for which they are not trained.*

*AZBUKA Russian-English Bilingual School will, however, ensure that they are trained in coping with emergencies. The training will include:*

- *What to do in an emergency;*
- *In particular cardiopulmonary resuscitation;*
- *What to do for the unconscious casualty; and*
- *What to do for a wounded or bleeding person.*

### **Number of First Aiders/Appointed Persons**

AZBUKA Russian-English Bilingual School will use the HSE checklist for assessment on pages 10 to 12 [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#) and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The Governing Body of the AZBUKA Foundation must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

The number of first aiders required are: **3**

The number of appointed persons is: **0/1**

## **Number, Location and Contents of First Aid Containers and Suitable First Aid Accommodation**

**2 First Aid Container, Location: AZBUKA First Aid/Medical room – 1<sup>st</sup> floor/AZBUKA school/Studland Hall**

AZBUKA Russian-English Bilingual School will notify the local NHS ambulance service of the defibrillators location on installation.

The **First Aid Designated Officer** will determine the number of containers required and their appropriate locations and will ensure that this information is communicated to all staff.

The contents of each container will be at least the minimum suggested by [\*The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations\*](#) (see appendix 2 of the above for suggestions). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.

The number of first aid containers required is assessed as **2** and these are located as follows:

**Azbuka School First Aid/Medical Room**

### **Risk Assessments**

The persons responsible for first aid must make suitable and sufficient risk assessments at AZBUKA Russian-English Bilingual School to determine any extra provision required over and above the minimum provision, taking into account any known medical conditions of staff/pupils etc.

The risk assessments must also cover the risks to employees and also any non-employees who may visit AZBUKA Russian-English Bilingual School.

### **Illness**

All pupils who feel unwell or who have suffered an accident should, if possible, be accompanied to the **Medical Room**. Where it is unsafe to move the pupil, someone should be sent to **the office** to gain assistance.

A qualified first aider will assess the individual's need and apply basic first aid; a second opinion should be sought if available.

The main school office/Pre-school Manager/Deputy Head together with the witness teacher will issue an advisory note to the parents/carers detailing the illness or incident that has occurred.

If there is any concern that the injury or illness may be more serious. The parents/carers will be contacted immediately.

Any pupil having difficulty breathing, feeling dizzy or faint must remain with the teacher or other member of staff. A message should be sent to the **main school office** to send a first aider immediately.

In all cases the school will follow **Procedures for Dealing with sick and ill children.**

### **Pupils' Medical Conditions**

A list of pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when required by the Designated First Aid officer, SLT or Head of Admin or Head of School. A copy of this information is kept in **school main office/school management system.**

Appropriate medication should be with the pupil in their classrooms at all times and should be named and labelled. Named and labelled spare inhalers and auto-injectors (commonly known as Epipens) will also be kept for each pupil with a known medical condition in **the First Aid designated area of the school Medical room.**

Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. Having due regard to confidentiality, staff authority and medical necessity in the distribution of information.

All asthma inhalers should be taken to all PE/Games lessons.

**Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.**

### **Insurance**

AZBUKA Russian-English Bilingual School has procured insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.

AZBUKA Russian-English Bilingual School will also ensure that adequate liability insurance is in place to cover accidents to pupils and visitors as well as staff.

### **Training**

AZBUKA Russian-English Bilingual School will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site.

## **Equal Opportunities**

AZBUKA Russian-English Bilingual School will take particular care with the first aid provision for its disabled staff and pupils, and have due regard to the Equality Act 2010 and the Education Act 2014, as well as the relevant statutory guidance.

Appropriate risk assessments will be carried out by the **Designated First Aid Officer** and suitable provision will be made in liaison with the **Head teacher**.

## **Records**

Appropriate records must be kept and reports must be made for each incident. The record must include:

- Date, time and place of the incident;
- Name (**and job, if relevant**) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went back to work, went home, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

The reporting of accidents and incidents will be done under AZBUKA Russian-English Bilingual School reporting arrangements and will be in accordance with the requirements of the *Data Protection Act 1998 and 2003*.

## **Monitoring and Review**

Periodic reviews should be undertaken by the **Designated First Aid officer and the Head** particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

The **Head teacher** will review the first aid needs and arrangements annually or as required and will ensure that the appropriate level of first aiders/appointed persons are in post and that the appropriate standards are met. The Governing Body of the **AZBUKA Foundation** will receive an annual report from the **Head teacher** and will review the policy every year.