

Go Fish Education Ltd

First Aid Policy

Aims

- Ensure the Health and safety of all staff, students and visitors
- Ensure that staff are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To make first-aid provision for staff, students and visitors at all times when the premises are in use.

Designated First Aiders

Qualified First Aiders

The First Aider at Go Fish Education is Dylan Brown

Legislation and Guidance

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent Go Fish Education Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students.

Roles and Responsibilities

Go Fish Education will ensure there are a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work,

the number of staff, and the layout and location of Go Fish Education. The appointed person does not need to be a trained first aider.

Appointed person and first aiders

The Go Fish Education's appointed person is Dylan Brown. He is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first aiders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in the accident book on the same day, or as soon as is reasonably practicable, after an incident and liaising with the parent/carer and LA
- Keeping their contact details up to date

The Directors

The Director is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present where possible at Go Fish Education
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary

Staff

Go Fish Education staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in Go Fish Education are
- Completing the accident book for all incidents they attend to where a first aider/appointed person is not called.
- Informing the Directors of any specific health conditions or first aid needs
- Staff are encouraged to annually confirm personal emergency medical details and contacts as the beginning of the academic year.

Procedures

In the event of an accident resulting in injury:

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. On contacting Dylan Brown for first aid assistance the name of the student and the nature of the medical need will need to be provided.

Minor accidents will be dealt with in the classroom and an Accident Letter to be sent home with the student. A copy of the Accident Letter can be found in the Accident Book and in the appendix below.

For more serious accidents or illness:

Dylan Brown should be called by telephone requesting urgent First Aid assistance, clearly indicating details of where the problem is. In cases of suspected dislocation, broken bones or unconsciousness, the student should not be moved.

Any student sustaining a neck, head or back injury in a lesson, however minor, must not be moved. Parents/carers will also be contacted by a Director if a student has a head, neck or back injury. It will be the parent/carer responsibility to confirm whether they wish for the child to remain in Go Fish Education having sustained such an injury, however, Go Fish Education staff leading or co-ordinating the First Aid response may insist that the young person is collected or that 999 is called.

The Director will inform parents/carers of the extent of the symptoms. A follow up letter may also be given to the student to take home outlining the injury sustained.

In an emergency, any member of staff can call 999 for an ambulance. Generally, the Director or first-aider responding will direct that an ambulance be called; otherwise anyone with the student should call 999. If a member of staff has called 999 and requested an ambulance they must also ensure a clear message is communicated to a Director to say this has been done and at what time. The Director will liaise with member of staff over personal details as emergency services may require and will make contact with parents/carers.

In all cases of serious accidents, the parents/carers will be contacted. In less serious cases the Director will decide whether the parent/carer should be sent for to transport the student for medical treatment. If no other transport is available, then an ambulance will be called.

The teacher will monitor any student who returns to class after first aid has been given.

During Coronavirus

First aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimize the time they share a breathing zone. Treating any casualty

properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately including washing their hands.

Recording Procedures

The Accident Book (AB) and Accident Forms (AF) are kept in Kerry Brown's office. All accidents to staff (both teaching and non-teaching), students and visitors, including contractors or community users, must be recorded using these forms and the following process.

When an accident occurs:

- a) The teacher in charge of the student at the time should record details in the Accident Book.
- b) The form should be passed to the First Aider who will record any treatment given or other action taken and inform the Directors immediately
- c) Witness statements should be taken and attached to the Accident Book. The Director will investigate and follow up the accident. They will also ensure that the site of the accident is protected and photographed/inspected as necessary to support the investigation and statements are completed, signed and dated and provided with the completed accident forms from the Accident Book.
- d) Where appropriate and with permission from the informed party. Photographs should be taken that clearly show the injury that has occurred. These photographs should be stored as a copy only with the Accident Record.

When in doubt about the seriousness of an accident ALWAYS complete an accident form in the Accident Book.

The Director will monitor the staff or student's absence and if they are absent for more than three days due to the accident or injury sustained at Go Fish Education she will:

- a) A HSE RIDDOR form (<https://www.hse.gov.uk/riddor/report.htm>) will be completed for more serious injuries or accidents using the criteria provided, having consulted the Local Authority. Directors must be aware of the legal timeline for making such reports and so if any initial accident investigation suggests RIDDOR might be necessary independent advisor support should be sought at the earliest available opportunity. When completed the form must be signed by the Director, submitted to the HSE and a paper copy kept with the completed Accident Record.
- b) Keep copies of all correspondence in Accidents Report file

Out of Hours Procedures

- Staff responsible for extra-curricular activities should be aware of the location of the nearest first-aid box and defibrillator. Any off site fixtures, staff should ensure they have a first aid kit with them.
- If staff require first-aid assistance, they should ascertain whether any of the First Aiders are available
- If none of them are in Go Fish Education, they should follow the procedure with regard to contacting parents/carers and calling an ambulance if required.
- If the injury to a student is serious, then a Director should be informed, by telephone if necessary.

- Details of any accident should be recorded in the Accident Book

Off-site procedures

Staff should ensure that when taking students off the Go Fish Education premises they should always have:

- A Go Fish Education mobile phone
- A portable first aid kit will be provided for the specific medical needs of students on the trip
- Information about the specific medical needs of students
- Parents/carers contact details

When transporting students using a minibus or other large vehicle, the Go Fish Education will make sure the vehicle is equipped with a clearly marked first aid box containing appropriate medical supplies.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off Go Fish Education premises.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

Residential Trips

The trip leader will phone the emergency contact for the trip to notify them of any serious injury/accident and take appropriate action. For serious incidents/accidents the Director should be notified. The trip leader should ensure all staff accompanying the trip/visit are fully briefed on the risk assessment and possible scenarios.

First aid equipment in Go Fish Education

A first aid emergency box is stored in Kerry Brown's office.

No medication is kept in first aid kits.

Emergency Medication

All students are expected to have their emergency medication on their person when attending Go Fish Education.

In the case of malfunction, the teacher will call 999 for medical support.

Reporting and sharing information

The Director will notify the Local Authority of any serious accident, illness or injury to, or death of, a student while in the Go Fish Education's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Director will also notify Children's Services of any serious accident or injury to, or the death of, a student while in the Go Fish Education's care.

Training

All Go Fish Education staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Go Fish Education will keep a register of all trained first aiders, what training they have received and when this is valid until, this is all logged in the Go Fish Education's training log.

Go Fish Education will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, Go Fish Education will arrange for staff to retake the full first aid course before being reinstated as a first aider.

It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

Monitoring and review of this policy

Accident records including RIDDOR reportable incidents or incidents that require a subsequent change in Go Fish Education policy or practice, or highlight a new risk to be assessed are reviewed termly.

Appendix 1 - Accident Letter

Dear Parent/Carer,

Students name: _____

Your child received an injury today as noted below:

Your child was asked to sign the Accident Book.

In the case of a head injury, please keep a closer eye on your child over the next 24 hours as they may have concussion. If you have any concerns or they exhibit any of the following symptoms, we recommend you seek medical help:

- vomiting more than once after a head injury
- confusion
- extreme drowsiness
- weakness or inability to walk
- severe headache
- loss of memory of the event

Member of staff: _____

Date: _____

Policy dated March 2023
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