



BUTCOMBE FIRST AID POLICY

1. INTRODUCTION

This policy is based on the Clifton College First Aid Policy, which is available on Sharepoint at <http://sharepoint/sites/butcombe/policies/Shared%20Documents/Forms/AllItems.aspx>. It outlines the College's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Whilst the overall duty of care is paramount and held by the Head of College, the three Schools which comprise the College have different First Aid procedures due to the age of the individual pupils and the role of the members of staff. This policy applies specifically to Butcombe, including children in the Early Years Foundation Stage (EYFS) and outlines procedures in the pre-preparatory school.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1981
- To ensure that first aid provision is available at all times whilst people are on College premises, off the premises on visits or at away matches/competitions.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the individual schools
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the College's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

2. PROVIDING INFORMATION

At Butcombe the Headmistress will ensure that all staff are informed of the first-aid arrangements; this information is included in the Staff Handbook, and contain the following information:

- Location of First Aid boxes
- General Guidance on Minor Injuries and Ailments

3. RISK ASSESSMENT

Reviews of Risk Assessments are required to be carried out at least annually by senior staff in Butcombe, or when a new 'risk' emerges. In the Early Years Foundation Stage, risk assessments are updated weekly. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head of College via the Health and Safety Committee. The Deputy Head is the school's health and safety representative on this committee.

4. FIRST-AIDERS

First-aiders must complete an appropriate training course approved by the Health & Safety Executive. The main duties of a first aider are:

- To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- To ensure that an ambulance or other professional help is called expediently when required.

Due to the increased risk of injuries in sport, all staff involved in teaching games are recommended to hold an appropriate first aid qualification relevant to their sport.

The school will provide opportunity for all members of staff to update qualifications on a regular basis.

5. APPOINTED PERSONS

The Health and Safety Commission have issued guidance on numbers of first aid personnel based on employee numbers. This is referred to in the DfEE Guidance on First Aid in Schools (also available from DfES Publications, ref: GFAS98). The Department recommends that for the purpose of assessing first aid personnel numbers, that student numbers as well as employee numbers are taken into account.

Details of staff with First Aid qualifications and the level of their qualification can be found in Appendix A.

6. PROVISION

Butcombe has a paediatric nurse in attendance during the school day throughout each term. The presence of personnel with the appropriate level of first aid training will depend on the age of the children concerned (n.b. EYFS must have a first aider with the 12-hour paediatric training present at all times), the specific times, places and activities. These include:

- Forest school
- Sporting activities
- School trips
- Out-of-hours provision e.g. After School Care in Butcombe, clubs, events, etc.

Arrangements should be made to ensure that the required level of cover of First Aiders and is available at all times when people are on school premises.

7. QUALIFICATIONS AND TRAINING

In Butcombe, all staff undertake paediatric first aid training every three years. In the Early Years Foundation Stage, and for Forest Schools Activity, a member of staff with a full (two-day/12-hour) paediatric first qualification is always present.

8. FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES

The Head of each school must ensure that the appropriate number of first-aid containers according to the risk assessment of their site are available. Please see Appendix B for HSE guidelines on recommended and mandatory contents.

First-Aid containers

- All first-aid containers must be marked with a white cross on a green background.
- Each building should have at an appropriate place a current list and location of the first-aid provision for that building. These are:

Butcombe House:

Main Building

First Aid Room	1 x portable
Staff Kitchen	1 x portable
1 st Floor	1 x portable
2 nd Floor	1 x portable

Sharps House:

Nursery Bottom Floor	1 x portable
Nursery Middle Floor	1 x portable
1 st Floor Music Room	1 x portable
2 nd Floor Cookery Room	1 x portable

Beggar Bush Sports Centre:

Pavilion

Reception (main Pavilion)	1 x portable
	1 x Defibrillator (To be installed by 14.05.07)
Bar	1 x portable
Kitchen	1 x portable

- Each school minibus must carry a first-aid container.
- First aid containers must accompany PE and games staff off-site.
- Spare stock is available from the school health centre.
- In Butcombe the school nurse makes a weekly check and restock of the first aid containers.

- Whenever a first aid kit is used, the member of staff using it is responsible for informing the school nurse of what is subsequently missing.

9. HYGIENE/INFECTION CONTROL

Basic hygiene procedures must be followed by staff as recommended on their first aid course.

10. REPORTING ACCIDENTS

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Head of College must ensure a record of any reportable injury, disease or dangerous occurrence is kept. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record may be combined with other accident records an example can be found at Annex C. The HSE must be informed of any RIDDOR in accordance with the current HSE guidelines.

The Head of each school is responsible for implementing RIDDOR, but in Butcombe this duty is delegated to the School Nurse, with the Head's full knowledge. The initial telephone call by the Estates Bursar to the HSE must be followed up in writing on Form 2508 within ten days.

In Butcombe, parents are provided with injury forms in the event of an accident taking place in school, on a school trip or in After School Care, although in some cases parents will be informed by telephone. The parent/carer of children who have suffered a head bump will be given a head bump note which will give details of the injury and treatments (see Appendix C).

All accidents in the EYFS are reported to parents verbally and in writing, and signed after discussion with parents about injury and/or treatment, in line with EYFS regulations.

11. RECORD KEEPING

The School's central record can be combined with the RIDDOR record and the Accident Report Form (see Appendix D), providing all legislation requirements are met.

The School Nurse at Butcombe ensures that a record is kept of any first aid treatment given by first aiders or appointed persons. The Accident report form includes:

- The date, time and place of incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given, and a review by the school nurse if required.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

- In Butcombe, records are kept for three years.

12. MONITORING

Accident records are used to help the Head of College and Health and Safety Committee identify trends and areas for improvement. They also help to identify training or other needs and are useful for insurance or investigative purposes. The Head of College has a termly review and analysis of accident records.

WEB/AC/KH 2011

Appendix A – Butcombe First Aiders

Four-hour First Aid Training

Trained March 2008, expires March 2011

Sue Ingram

Trained January 2009, expires January 2012

Anne Chapman

Marie Tucker

Rachel Griffiths

Jay Giebus

Celia Ferris

Alison Lloyd

Anne Askew

Lou Green

Sarah Michallat

Lisa Townsend

Andrea Jarvis

Katie Hamilton

Emily Wright

Jo Shurety

Pip Gillam

Wendy Bowring

Kath Henry

Fiona King

Misha Chidgey

Nicky Gardiner

Barbara Petty

Kirsti Ramsey

Annabel Purnell

Anne Askew

Juliet Michallat

Two-day Paediatric First Aid Training

Monica Montgomery-Frost

Jan 2009 (expires Jan 2012)

Imperative Training 'First Aid in the Early Years'

Mary Anglin

October 2008 (expires October 2011)

St John's Ambulance 'Early Years First Aid'

Sue Ingram

July 2008 (expires July 2011)

First Aid International

Billy Ross

Oct 2009 (expires October 2012)

BAND

Gina Burnhill

July 2009 (expires July 2012)

Bristol City Council

Four-day First Aid at Home

Gina Burnhill

July 2009 (expired July 2012)

Bristol City Council

Appendix B - HSE Guidelines on Recommended and Mandatory First Aid Container Contents

- Guidance Card (1)
- Assortment of plasters (20)
- Triangular Bandages (4)
- Eye Pads (2)
- Safety Pins (6)
- Medium Dressings (6)
- Large Dressings (2)
- Disposable Gloves –Pair (2)
- Sterile Water
- Bio-Hazard Bag (1)

Additional items may include:

- Scissors
- Kool Pack (instant Ice)
- Micro-Pore Tape
- Antiseptic Wipes
- Flamazene (burn cream)

Any other items you deem appropriate having completed your departmental risk assessment may be placed in your departmental 1st aid kits

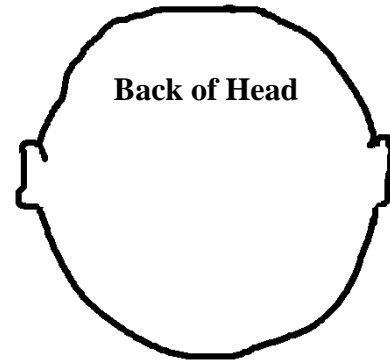
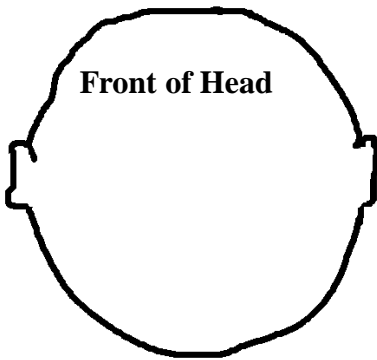
Appendix C – Head Bump Note

BUTCOMBE, CLIFTON COLLEGE PRE-PREP SCHOOL

Childs Name: _____ Class: _____

Date: _____ Time: _____

Your child had a bump on the head today in the following place(s):



Treatment: _____

If you notice any change such as increasing drowsiness, vomiting, dizziness, increasingly severe headache or blurred or double vision, please contact your GP or hospital immediately.

Print Name: _____ Signed: _____

Appendix D - Accident Report Form

REPORT FORM A (Notes overleaf)

CLIFTON COLLEGE

Injury

Sudden Illness (Please Tick)

Near Miss

PERSONAL DETAILS				Office Use Only:		
Full Name				Current Address:		
Date of Birth / /	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		
Employee	<input type="checkbox"/>	Student	<input type="checkbox"/>			
Contractor	<input type="checkbox"/>	Visitor	<input type="checkbox"/>			
School Department						
Telephone No.						
COLLEGE EMPLOYEES ONLY:				Job Title:		
Time of arrival at work on day of accident.....(24 hr. clock)				Did employee work after accident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Was person injured / taken ill engaged in normal duties? Yes <input type="checkbox"/> No <input type="checkbox"/>				If not, please state what they were doing:		
PARTICULARS OF ACCIDENT						
Date	D	M	Y	Time (24 hour clock)	Site	Building
Room / Area				Off Campus Details		
Details of accident, illness, 'near misses' (including events leading up to and outcome of accident, any injuries received and any contributory factors):						
WITNESS(ES)						
Name		Address				
SIGNATURE OF PERSON INJURED						Date
PERSON COMPLETING FORM ON BEHALF OF INJURED PERSON:						
Name				Address		
SIGNATURE						
TREATMENT GIVEN:						
SIGNATURE OF NURSE / G.P. / FIRST AIDER						Date
The accident has been investigated and the above details are endorsed. Action taken or proposed to prevent recurrence.						
SIGNATURE OF HEAD OF DEPARTMENT						Date
COMMENTS BY BURSAR / FACILITIES MANAGER						
SIGNATURE						Date

All Accidents

All staff, students, contractors and visitors are required to complete College Report form A if they suffer any injury, sudden illness or 'near miss' while on College premises or engaged on College business off campus.

If the injured or ill person cannot complete the form herself / himself, someone should do this on her / his behalf.

It is essential that causes of accidents and 'near misses' are identified in order that appropriate action may be taken to prevent a recurrence.

It is also a legal requirement on the injured person, that their injury, however trivial, is recorded (Social Security Act 1975).

Completing the Form

1. The forms are produced in sets of four copies:

Top	white
1 st copy	blue
2 nd copy	yellow
3 rd copy	pink

The sets are printed on NCR paper, so there is no need to use carbon paper. Please remember to place a sheet of card or plastic between each set when completing the form. Use firm pressure when completing this form in order to ensure clear copies. Continue on a separate sheet if space on the form is not sufficient.

2. The form should be completed by the reporter and signed by the nurse or G.P., or first aider if treatment was given. The completed form should then be given to the Head of Department, who will complete and countersign it. If the Head is away from the College and obtaining her/his comments would involve a delay of more than 24 hours, the form should be countersigned by another person authorised by the Head to receive accident reports on her/his behalf. This authorised person will be responsible for communicating the details of the accident to the Head as soon as possible.
3. The white, blue, yellow and pink copies should be forwarded to the Bursar/Facilities Manager.
4. The Facilities Manager will sign and distribute copies as follows:

Top(white)	to	Bursar/Facilities Manager
1 st copy(blue)	to	Insurance Officer
2 nd copy(yellow)	to	Medical Service
3 rd copy(pink)	to	Head of Department