



# First Aid Policy

Approved by the TCES Operational Board on behalf of  
Thomas Keaney, CEO and Schools' Proprietor

**Date of next formal review, January 2025**

This policy applies to TCES National Online School

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## **Introduction**

The First Aid policy and procedures at Central Services and The National Online School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

Health and safety legislation places duties on employers for the health and safety of their employees at the National Online School and for staff on the premises at Central Services.

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a Health and Safety Policy. This should include arrangements for First Aid, based on a risk assessment of the school, and should cover:

- Designated staff members at the head office will be nominated and trained as appointed first aiders.
- Clear procedures in the form of a flowchart is provided for teachers to follow in case of a medical emergency occurring during online class time involving a student at their own home.

The head teacher is responsible for putting the policy into practice and for developing detailed procedures. The head teacher will also make sure that parents are aware of the school's health and safety policy.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the staff will be aware of the support available and the procedures available to activate this.

## The Policy:

The purpose of this Policy is:

- To provide effective, safe First Aid cover for students and staff for the National Online School, and staff and visitors to Central Services (including contractors).
- To ensure that all staff students, parents and carers are aware of the system in place.
- To provide awareness of Health & Safety issues within school, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

### The TCES Group will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981 by providing staff who have had approved training as
- qualified First Aiders, approved by the Health and Safety Executive.
- Ensure all new staff are made aware of First Aid procedures in Central Services and The National Online School.

## First Aiders will:

Act as a person who can be relied upon to help when the need arises, by either supporting the emergency services in Central Services, or supporting on line to keep a pupil calm until help arrives.

- Ensure that their first aid kits (see Appendix 1) are adequately stocked and always to hand at Central Services.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Try and ensure that a child who is sent to hospital by ambulance is:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff if a relative cannot be contacted. (This relates to Central Services Staff).
  - Or met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the Central Services casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the Head for cover to support virtually, to ensure that lessons are covered in the event of an absent teacher from The National Online School.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in **the book provided with the first aid resources**. In the case of an accident, the Accident Book (DSS - The Accident Book B1 510) must be completed by the appropriate person at Central Services, for The National Online School complete the online accident form.
- A nominated Central Services first aider will ensure that the first aid box is kept clean and adequately stocked in a known place within the building. (See Appendix 1).

### All Staff will:

- At the start of each academic year, the National Online School Provision Manager will provide details of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell. All history obtained by the National Online School is to be updated on the Management Information System.
- Ensure that if it appears that an injury has caused a problem. Liaise with the parent/carer to ensure they contact their GP or other professional service and update The National Online School-
- Ensure that, if a student bumps their head, the student sits down and that their parents are informed. Staff must recommend to the parents and carers contact their GP or other professional service and update The National Online School;
- Know their own work area, paying special attention to potential hazards in their work area.
- Ensure that accident forms are completed appropriately.

- Ensure that the accident flow chart is followed (please see appendix 2).

### **Teachers will:**

- Familiarise themselves with the first aid flowchart (appendix 2) and the procedures in operation and ensure that they know. The accident process for major and minor injuries for students being educated at home.
- Be aware of specific medical details of individual students when they first attend The National Online School.
- Ensure that their students are aware of the procedures The National Online School have in place.
- Advise the parent/carer against moving a casualty until they have been assessed by a Medical Professional (unless the casualty is in immediate danger).

### **Central Services Staff will:**

- Call for a qualified First Aider, or the emergency services using their best judgement. In the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting emergency contact in an emergency.

### **Parents Will:**

- Parents will administer first aid and medical care to their child at home when required.
- Parents will inform The National Online School of any significant injuries or ongoing health issues relating to their child educated at home.

### **Head Injuries:**

Accidents involving a student's head can be problematic because the injury may not be evident (e.g., internal) and the effects only become noticeable after a certain period. However minor, all Head Injuries should be monitored closely, and an accident report form should be completed and given to the parents. It is highly recommended that any Head Injury patient should be referred for hospital treatment.

### **Reporting of Injuries, Diseases and Dangerous Occurrences:**

The Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR) require that employers report all fatal and specified major injuries, any injuries that result in the inability of an employee to work more than 3 days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within Central Services and The National Online school.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the

school must notify the Health and Safety Executive (HSE) immediately by the quickest practicable means. In practice, compliance with either of these provisions will normally mean a telephone call to the Incident Contact Centre (ICC) on 0845-300-9923 during normal office hours. Staff for both Central Services and The National Online School to contact the Company Business Manager and the Director of People who will lead the process.

## Reporting an Incident:

Detailed guidance is available at: <https://www.hse.gov.uk/riddor/>

The approved forms to be used for making reports under the requirement of the regulations are:

- Form F2508, to be used for reporting deaths, injuries, and dangerous occurrences.
- Form F2508A, to be used for reporting cases of disease and attached to the above.

## Contents of a First Aid box – (Appendix 1)

**THE FIRST AID BOX MUST CONTAIN AT LEAST THE RECOMMENDED MINIMUM PROVISION AS REQUIRED BY THE HEALTH AND SAFETY EXECUTIVE.**

**The First Aid box must be clearly identified; a green box with a white + marked on it. The kitchen area has a blue first aid box and is blue box with a + marked in white on it.**

A **minimum** provision of first-aid items is:

- A leaflet giving general advice on first aid - Basic advice on first aid at work (1997).
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six-medium sized (approximately 12cm x 12cm) individually wrapped sterile non medicated wound dressings.
- Two large (approximately 18cm x 18cm) sterile individually wrapped non medicated wound dressings.
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

**Medicines, creams, lotions, or drugs however seemingly mild must NOT be kept in these boxes or used in administering first aid.**

## Guidance and Sources

**This policy has been developed after consulting:**

- The Health and Safety (First Aid) Regulations 1981 which sets out what employers are required to do.

- Health and Safety Executive (HSE) Documents.
- The Education (School Premises) Regulations 1996.
- Health and Safety at Work Act 1974 (HSWA)

## **The key principles of the policy - Legal context:**

Schools must draw up first-aid policies and ensure that they are meeting their statutory duties.

They must:

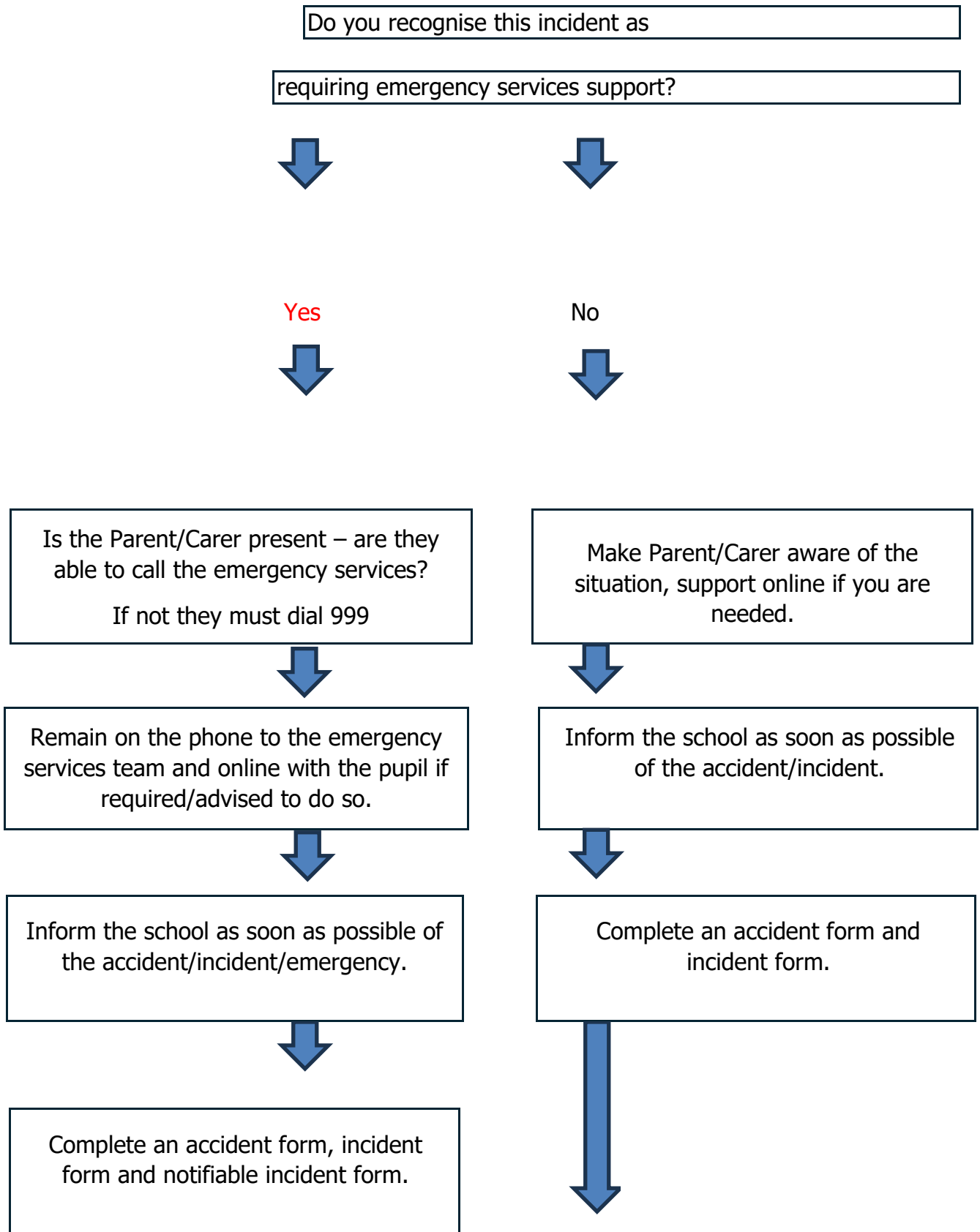
- Undertake risk assessments.
- Ensure the policy lists the items which should be in a standard first-aid kit.
- Health and Safety Executive.

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid.

## **The policy should be read in conjunction with the following National Online School Group policies:**

- Health and Safety Policy.
- Safeguarding Policy.

## Accident Reporting Flow Chart – Staff – (Appendix 2)







Review any risk assessments.



Discuss with the school and HR who and when

wellbeing calls will be made.

## List of Useful Guidance Documents

### Department for Education & Employment (DfEE)

Circular 3/94 - The Development of Special Schools  
Circular 10/96 - The 1996 School Premises Regulations  
Circular 14/96 - Supporting Students with Medical Needs in School\*  
Supporting Students with Medical Needs - Good Practice Guide\*  
HIV and AIDS: A Guide for the Education Service  
School Governors - A Guide to the Law

### All these publications are available free of charge from:

DfEE Publications Centre  
PO Box 5050  
Sudbury  
Suffolk CO10 6ZQ

**Tel: 0845 6022260**

**Fax: 0845 6033360**

\* Joint publication with the Department of Health.

### Health & Safety Commission (HSC)/Executive (HSE)

Basic advice on first aid at work (1997)  
IND (G) 215L - free leaflet or available in priced packs  
ISBN 0 7176 1070 5

First aid at work - your questions answered (1997)  
IND (G) 214L - free leaflet or available in priced packs  
ISBN 0 7176 1074 8

First-aid training and qualifications for the purposes of the Health and Safety (First Aid) Regulations 1981 (1997)  
ISBN 0 7176 1347 X £8.50

First aid at work - The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance (1997)  
L74 ISBN 0 7176 1050 0 £6.75

5 steps to successful health and safety management: Special help for directors and managers  
IND (G) 132L - free leaflet

5 steps to risk assessment: A step by step guide to a safer and healthier workplace 1994 IND (G) 163L - free leaflet or available in priced packs  
ISBN 0 7176 0904 9

A guide to risk assessment requirements: common provisions in health and safety law (1996)  
IND (G) 218 - free leaflet or available in priced packs  
ISBN 0 7176 1211 2

Everyone's guide to RIDDOR '95 (1996)  
HSE31 - free leaflet or available in priced packs  
ISBN 0 7176 1077 2

Reporting school accidents (1997)  
EDIS 1 - free information sheet  
Workplace Health, Safety & Welfare Regulations 1992 (1995)  
IACL97 - free leaflet or available in priced packs  
ISBN 0 7176 1049 7

Workplace health, safety, and welfare - a short guide (1995) free leaflet or available in priced packs - ISBN 0 7176 0890 5  
Essentials of health & safety at work (1994)  
ISBN 0 7176 0716 X £5.95

Signpost to safety signs regulations (1996)  
IND (G) 184 - free leaflet or available in priced packs  
ISBN 0 7176 1139 6  
List of current health & safety legislation 1996: Book and disk  
ISBN 0 7176 1311 9 £11.95

**HSE priced and free publications are available from:**

HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 6FS

**Tel: 01787 881165**

**Fax: 01787 313995**

HSE priced publications are also available from good booksellers.

**Department of Health (DH)**

Child Health in the Community: A Guide to Good Practice  
Developing Emergency Services in the Community: The Final Report  
EL (96)28 LAC (96)10 - Children's Services Planning: Guidance

**These publications are available free of charge from:**

Department of Health

PO Box 410

Wetherby

LS23 7LL

**Fax: 01937 845381**

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**Department of Social Security (DSS)**

The Accident Book BI 510

ISBN 011 761 3843 £1.94

**Available from**

The Stationery Office, PO Box 276, London SW8 5DT

**Tel: 0171-873 9090**

**St John Ambulance**

First-Aid Manual - 7th edition

Emergency Aid Handbook

Emergency Aid in Schools - gives advice on basic first- aid procedures.

Young Lifesaver Award Scheme - pack for teaching students aged 7 and above first-aid skills, including video, teachers' guide, and work sheets **These priced publications and first-aid**

**equipment**

**are available from:** PO Box 707a, Friend Street, London, EC1V 7NE **Enquiry line:**

**0171278 7888**