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Health & Safety Policy

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|  |  | Signed: K Morrison | **Headteacher** |
| Reviewed: | June 2024 | Signed: | **Board of Governors** |
| Ratified: |  | Signed: |  |

Key Facts:

* To ensure that we promote the good health of all the pupil in our care.
* First aid can save lives and prevent minor injuries from becoming major ones.
* Blackwater Academy will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of pupil.
* Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements, as well as adequately trained and experienced staff.
* This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to Blackwater Academy, to record the findings and to introduce measures to manage any risks.
* First aid provision must be available at all times whilst pupils are on the Blackwater Academy premises and including visits off site.
* Our Academy, staff and others have a duty to safeguard and promote the welfare of the pupils.

**1 Legislative Requirements**

1.1 - The following legislation and guidance have been duly considered, to ensure adequate provision has been made for the provision of First Aid at Blackwater Academy.

* **The Health and Safety at Work Act 1974 –** requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc.
* **The Management of Health and Safety at Work Regulations 1999 –** requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc.
* **Health and Safety (First Aid) Regulations 1981 –** requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
* **The Education (Independence Blackwater Academy Standards) Regulations 2014 –** Welfare, Health and Safety of pupils requires that the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
* **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013 –** Recommends a range of factors to be considered including the size of Blackwater Academy. The first aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as a curriculum and special educational needs and/or disabilities; history of accidents and illness; lone working; travelling; remoteness from main Blackwater Academy site; absence of first aiders; provision for non-employees such as visiting parents and First Aid policy. Page 3 of 10 June 2016 volunteers; the number of first aiders required and the type training considered most suitable.
* First aid in Blackwater Academy 2014 and Health and Safety Advice on Legal Duties and Powers outline specific additional guidance to which we adhere.
* All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues.

**2 Policy Overview**

2.1 - The definition of First Aid is as follows:

* In cases where a person will need help from a medical practitioner or nurse treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained and treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a separate Blackwater Academy policy.

2.2 - This policy provides an overview of the statutory requirements and how these are met in Blackwater Academy. All safeguarding and pupil protection policy guidelines must be adhered to both on and off the Blackwater Academy site, when first aid is administered.

2.3 - The responsibility for drawing up and implementing the First Aid policy is delegated to the Headteacher, including informing staff and parents. However, implementation remains the responsibility of all staff in Blackwater Academy in order to keep pupils healthy, safeguarded and protected whenever they are in our care.

**3 Current Procedure**

3.1 - Our appointed person (First Aid co-ordinator) undertakes and records an annual review and first aid needs assessment to ensure that adequate provision is available given the size of our Blackwater Academy, the staff numbers, our specific location and the needs of individuals.

3.2 - Our risk assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in Blackwater Academy, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, which always include a suitably trained first aider, in keeping with our Learning Outside the Classroom: Educational Visits policy.

3.3 - Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment and outlines the requirements for documenting necessary treatment once applied. The main duties or a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising specific hazards at Blackwater Academy.

3.4 - We ensure that first aid provision is available at all times, including our of Blackwater Academy trips, during PE, and at other times when the academy facilities are used.

3.5 - We keep a written record in our accident book of all accidents or injuries and first aid treatment. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. For further information please see our Accident and Incident Reporting Policy.

**3.6 - Reporting & Recording of Accidents**

Blackwater Academy recognises that we have a duty to report incidents that involve the:

* Health & Safety at Work Act 1974
* Social Security Regulations 1979
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**)\*

*\*this will be carried out by the Blackwater Academy Secretaries with assistance from the Blackwater Academy’s Health and Safety Consultant if required. Guidance from the Health and Safety policy ‘Reporting Accidents’ will be sought when such a situation arises.*

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences reoccurring which may result in personal injury to staff, parents or visitors. Breach of the statutory requirement to report specific incidents to the Health and Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

**Procedures**

At Blackwater Academy we make every effort to minimise the risk of accidents but we that accidents may still occur.

Parents are required to fill out a Medical Form, when a pupil joins Blackwater Academy, detailing any medical condition of their pupil as well as normal pupil diseases. In addition to the above, the following items and records are also controlled by Secretarial Staff:

* The Accident Book – filled in for any injury, however minor, requiring treatment.
* Pupil Medicines – kept in a locked cabinet and administered as directed.
* Medicines Book – detailing what has been given to whom, for the record.
* A small stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

All accidents to pupils, staff, parents and visitors no matter how small will be reported to Blackwater Academy officer as soon as possible after the incident took place. The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff, copies of which will be given to the form tutor and the Headteacher. An investigation into the accident should be undertaken immediately or a least on the same day. Judgement should be made as to what can be done to reduce the risk of similar accidents occurring again. The accident book is kept in the Blackwater Academy office. For more serious accidents, the First Aider should complete the relevant sections, detach the ‘Accident / Injury Record Sheet’ and place it in the Incident Log which is situated in the Office Records should be stored for three years. All accidents/near misses will be reported in the annual Health and Safety Review at the policy review date or as requested. The Headteacher will ensure that accidents, which are reportable to the Health and Safety Executive, are reported using the appropriate form.

**4 First Aid Training**

4.1 - We carefully consider and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in Blackwater Academy. In particular, we consider the following skills and experiences:

* Reliability, communication and disposition.
* Aptitude and ability to absorb new knowledge and learn new skills.
* Ability to cope with stressful and physically demanding emergency procedures.
* Normal duties are such that they may be left to go immediately and rapidly to an emergency and need to maintain normal operations with minimum disruption to teaching and learning.

4.2 - First aiders in Blackwater Academy have all undertaken appropriate training, They have a qualification in either First Aid at work or Emergency Frist Aid at work (EFAW, 1 day or 4-6 hours). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three year certificate. In relation to the FAW/EFAW training courses providers will follow the current guidelines issues by Resuscitation Council (UK) October 2015. E-learning or other forms of distance learning is not recommended by the HSE as a valid form of delivery because training must be delivered face to face to allow for a hands on practical approach.

4.3 - Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

4.4 - The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up to date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE to keep staff up to date.

4.5 - Our appointed person (First ad co-ordinator) in Blackwater Academy who is responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required.

4.6 - The following staff have completed a recognised training course in FAW:

* Kyle Morrison
* Sameera Tassawar
* Cheryl Brain
* Abdul Rehman
* Abigail Brookes
* Will Bratt
* Lucy Jelf

4.7 - The following staff have completed First Aid in Work:

* Will Bratt
* Miss Sameera Tassawar

**5 Contents of our First Aid Box**

5.1 - Our minimum provision, (not mandatory) as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see above), as well as the provision for staff of relevant information on first aid arrangements.

In our suitably stocked First Aid box we provide the following suitable alternatives:

* A leaflet giving general guidance on Frist Aid e.g. HSE leaflet ‘Basic advice on First Aid at work’ (INDG347 rev 1).
* 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 un-medicated wound dressings.
* Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; one pair of disposable gloves.
* We do not keep tablets or medicines in the first aid box.

5.2 - Our first aid boxes are kept in the following places:

* Staff Room
* Medical Room
* Headteacher’s Office

5.3 - We take great care to prevent the spread of the infection in Blackwater Academy, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate.

5.4 - First aiders take careful precautions to avoid risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.

**6 Monitoring and Evaluation**

6.1 - Our school’s senior leadership team monitors the quality of our first aid provision, including training for staff on an annual basis. Our policy will be reviewed annually, accordingly.

6.2 - Biannual overview reports are provided to our Safeguarding committee which includes an overview of first aid treatment to pupil including the identification of any recurring patterns or risks, lessons learning with the management actions to be taken accordingly including the provision of adequate training for staff.