

## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### First Aid Policy

This policy is for the First Aid provision in the school and during the offsite activities with IH Manchester and to be read in line with the Health and Safety Policy, the Fire and Evacuation Policy and the Safeguarding Children Policy.

It is School’s responsibility to provide adequate and appropriate first aid and treatment of injury to students, staff, and visitors and to put procedures in place to meet this responsibility. The policy will be reviewed annually.

#### Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.
- To ensure we are complying with the needs of the football programme in line with the FA requirement

#### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons, First Aiders and physiotherapists to meet the needs of the school and its activities.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff, student, parents and agents of the School’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.

#### Duties and Responsibilities

The school is responsible for the health and safety of their staff and anyone else on the premises. This includes the Principal and teachers, non-teaching staff, student and visitors (including contractors).

The Directors must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Directors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

Reviewed March 2018 – Next review March 2019

The Principal is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and students. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and the common areas of the school.

All staff are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years. He/she will:

- Be contacted to give immediate help to casualties if required during lesson time or break times. Any student complaining of illness or who has been injured is to be sent to the school reception, accompanied where possible.
- All incidents are to be recorded in the Accident Book located at reception.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a student, parents or agent should be contacted as soon as possible to be informed.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should an under 18 student be taken to they **MUST** be accompanied by a member of staff.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

**The Physiotherapist** must be qualified as per FA requirements. He/she will:

- Be available and on site at every training/match session.
- Administer immediate treatment and assistance to any student/player who is injured
- Work with the players to assist in injury prevention during training/match paly
- Work with specific players to aid recovery
- Record and document all treatment and discussions with players and ensure the school has these records available

Reviewed March 2018 – Next review March 2019

## Reporting

- The Principal or most senior member of staff on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book at reception
- Parents/Homestay families are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.
- Injuries requiring more than first aid, eg hospital/professional treatment, must be reported to head office to allow communication with agents and parents.

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

- Involving employees or self-employed people working on the premises.
- Involving pupils and visitors

The Principal is responsible for ensuring this happens.

## Record Keeping

The Principal or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

## Administration of drugs and medicines

The school will not provide medicines to student under any circumstances.

Medicines should not normally be brought into school. Where a student needs regular medication, they must state this prior to booking and with U18's parents must make appropriate arrangements with the school Principal and Welfare Officer to manage this.

Reviewed March 2018 – Next review March 2019

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage.

## First Aid boxes

First Aid Boxes are located in:

- The reception/Common room
- The common room in the rear suite
- The training ground store (full physio treatment kit, used pitch side)

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile un medicated wound dressings
- Disposable gloves No medicine/tablets are to be kept in the first aid boxes

## Place of treatment

Where treatment is required the first aider should use an empty classroom close to the common room. When treating a student aged U18, for the safety of both the member of staff and student they should always ensure they are accompanied by a second member of staff

Reviewed March 2018 – Next review March 2019