

POLICY:

FIRST AID

Policy statement: This policy applies to the whole school including the Early Years.

IMPORTANT: This policy should be read in conjunction with the infection control policy and in particular, the use of Personal Protective Equipment (PPE) and disposal of waste.

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the governing body to ensure adequate and appropriate first aid provision when there are people on the school premises (pupils, staff and visitors) and for staff and pupils during off-site visits and activities.

In order to ensure adequate first aid provision, it is the school's policy that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified first aider is always available during school hours
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

Responsibilities

The senior leadership team (SLT), together with the school nurses and health and safety officer will be responsible for the implementation of this policy.

The school nurse is responsible for ensuring:

- First aid needs are assessed and communicated to SLT
- To keep medical records up to date via the annual health information form completed by parents
- Contact with parents where a significant injury or illness has occurred
- Sufficient numbers of suitably qualified first aiders are available
- Identification of first aid training needs and arranging attendance on suitable courses
- Maintenance of records of all first aid training undertaken by school staff
- Provision of first aid support during the term and whole school events
- Liaison with the health and safety committee on first aid issues
- Provision and regular replenishment of first aid equipment
- Notify key staff about pupils with significant illnesses/conditions
- Training staff on administration of medication and other procedures, where required.

The health and safety officer is responsible for:

- Maintenance of records of accident reports
- Risk assessments for contractors and third-party providers.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given in accident books
- Informing school nurse of equipment used so that it may be replenished.

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are taken to all practice sessions and matches
- Ensuring their first aid kits are kept well stocked
- Ensuring that pupils with health care plans who require emergency medication such as inhalers and adrenaline auto injectors have these with them prior to lessons or fixtures.

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency
- Accurately recording all accidents/incidents/near misses via Evolve accident book or in an accident book
- Carrying out risk assessments for any off-site trips and ensuring adequate first aid provisions are taken. (first aid kits are available from the school nurse) Where possible, a qualified first aider should accompany any school trips. At least one paediatric trained first aider will accompany all off-site trips and visits in the junior school
- Ensuring that pupils with health care plans who require emergency medication such as inhalers and adrenaline auto injectors have these with them prior to any off site trips.

First Aid Risks

The SLT and health and safety committee carry out a continuous assessment of first aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special needs.

The assessment identifies:

- How many first aiders are needed during the school day
- Out of hours and off-site arrangements
- High risk areas
- First aid equipment needed
- Location of first aid equipment
- Necessary first aid notices and signs
- Good practice in record keeping.

Specific hazards

Accident statistics collected via Evolve accident book indicate the most common times, locations and activities at which accidents occur at school, therefore highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons, at break times. Out-of-hours and off-site activities may present particular risks, depending on the location and nature of the activity and the numbers of pupils and staff involved.

Special needs and particular medical conditions

There are a number of pupils who have specific health needs. The school nurses will give advice and information to staff as appropriate. Health care plans for specific pupils with particular medical conditions, e.g. asthma, epilepsy and diabetes are on the staff portal under Care Centre and the Evolve system. Staff must familiarise themselves with the health care plans.

Out-of-hours and off-site activities

Many school activities take place outside of normal school hours and off-site. First aid provision must be available at all times while people are on the school premises and on off-site school trips or visits. Games/PE staff require additional training due to the number and nature of out-of-hours activities for which they are responsible.

In school holidays there will be a qualified first aider available during working hours.

Teachers in the forest school have a Paediatric Infant and Child First Aid qualification. All caretakers are Emergency First Aid trained.

Provision of first aid personnel and training

Care Centre

All staff must be able to respond quickly and appropriately in the event of an accident or injury.

The school has a well-equipped Care Centre to deal with everyday accidents and injuries. This facility is staffed by a registered nurse from 8.15 am to 4.15 pm daily. The school nurse carries a mobile phone to enable contact at any time during the day. If the school nurse is off-site for any reason, all staff will be informed of the procedure to be followed in their absence.

First Aiders

A qualified first aider is someone who holds a valid certificate of competence in Emergency First Aid at Work (EFAW) or Paediatric Infant and Child First Aid. The certificate must be issued by an organisation approved by the Health and Safety Executive, or other regulated body. A substantial number of staff are first aid trained, having completed one of the above training courses and the school nurse will arrange for staff to attend re-qualification courses as required. See the following guidelines for HSE guidelines on training providers: <http://www.hse.gov.uk/pubns/geis3.pdf>

The majority of the junior school staff are paediatric first aid trained and in the senior school, all the nursing staff, PE staff and a number of other staff are qualified first aiders. There is always at least one member of early years staff with paediatric first aid training on the premises and accompanying the Early Years children on off-site trips. A qualified first aider is always on site to cover before and after school activities. Staffing for wrap around care meets First Aid requirements, including for children in the Early Years.

EFAW and paediatric first aid training is renewed every three years. The list of first aiders is managed by the care centre and is displayed on all health and safety noticeboards throughout the school. A list is also available on the staff portal and from reception? and the school offices?

A rolling programme for first aid training is in place to enable new staff to train and invite current staff to update their training every three years based on Risk Assessment. The majority of training is completed in January each year, with ad hoc courses offered during the year as required.

Lists of paediatric trained first aiders are displayed on health and safety noticeboards in the senior and junior school (Fan Court and Stable Court) and are also available to view on the staff portal.

There is also at least one, and in most cases several, first aid trained persons in other key departments e.g. science and technology, food and nutrition, school office staff, kitchen staff, estates and facilities. All school minibus drivers are also first aid trained.

Pupils are encouraged to learn first aid skills through schemes such as Duke of Edinburgh Award. Additional first aid training and drop-in refresher sessions are provided by the school nurse on an ad hoc basis, for example emergency aid for very young children or those with special health needs.

Information

It is essential that there is accurate, accessible information to pupils, staff and visitors about how to obtain emergency first aid.

All new staff and pupils are provided with information about how to obtain first aid assistance. This includes:

- Location of care centre
- How to contact the school nurses in an emergency
- Procedure for dealing with an accident in the school nurses' absence
- Names of qualified first aiders and appointed persons
- Location of first aid kits
- How to call an ambulance in an emergency
- PPE use and location

New staff/pupils will be informed of the above first aid procedures in their induction and all staff have access to this first aid policy.

First aid notices are posted in key areas throughout the school. Notices are easily recognisable through the use of the standard first aid symbol (white cross on green background) and include information on:

- Names of qualified first aiders
- Location of first aid boxes
- Location of defibrillators
- Location of Adrenaline Auto Injectors

Emergency contacts in school are:

- Care centre
- Estate and facilities
- Reception – senior school
- Junior school office – Stable Court
- Junior school office – Fan Court

The nurses' emergency contact number is 07834 055474.

Arrangements for obtaining emergency aid outside normal hours, e.g. caretaker emergency number and how to call an ambulance 999/112 are provided.

Rooms where first aid kits are located are clearly marked with a green sign. All first aid notices are checked regularly by the school nurse for accuracy and amended as necessary.

Emergency procedures

Depending on the severity of the injury or illness, a casualty should either see a first aider or school nurse at the next appropriate opportunity, e.g. break or lunchtime for minor injuries, or go immediately to the school nurse if more severe. During lessons times pupils may be accompanied by a responsible friend if appropriate.

If the illness or injury is more serious, the nurse should be contacted directly, and they will attend as soon as possible. The designated first aider for that environment should remain with the casualty and treat as per training until her arrival. In the event of a serious injury or illness, a parent will be informed whenever possible.

In the event of a severe illness or injury, any member of staff can make the decision to call an ambulance to attend without delay. Where possible, the school nurse and relevant school head should be informed as soon as possible. Someone should remain with the casualty until help arrives.

If an ambulance is called, estate and facilities should be informed as soon as possible and should go to meet the ambulance. Parents /next of kin of the casualty must be notified as soon as possible. This should be organised by the person in charge of the situation (school nurse/ first aider) and should be the most appropriate person at the time for example a member of the SLT or head of year. A responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given.

Infection prevention and control / clinical waste

Disposable gloves are available in all first aid kits. Biohazard removal kits and bags designed to remove body fluids safely are available from facilities or the school nurse and are available from the Fan Court office. All used PPE should be placed carefully in the clinical waste bins located in Fan Court and the care centre. A sharps' box is located in the care centre for the safe removal of needles and sharps for use with specific medical conditions by prior arrangement with the school nurse.

There are several hand sanitiser stations around the school for use when hand washing facilities are not in the immediate vicinity.

If a pupil or staff member is suspected of having an infectious disease, in accordance with guidelines for schools by Public Health England, they will be isolated and sent home with specific instructions on when to return. The school nurse will contact Public Health England if a pupil or staff member is diagnosed with a notifiable disease.

For more detailed information regarding the control of infection and disposal of clinical waste, refer to the infection control policy.

Reporting and record keeping

All accidents, however minor, for staff, visitors and pupils should be recorded using Evolve Accident Book software which is available to all staff or in an accident book at the time of the incident.

Alternative, physical Accident Books are located in the Fan Court, Stable Court and senior school reception areas, PE department, science department and care centre. If you complete a physical form, please also notify facilities.

Completed accident forms should be removed from the book and forwarded to the health and safety officer within 2 days of the incident.

It is the responsibility of the staff member who witnesses the incident or who first responds to the incident to complete the accident form.

Minor accident / injuries which are dealt with by staff other than the nurse, i.e. minor cuts and grazes, still need to be recorded.

Any accident resulting in the injured person being sent home or taken to hospital must also be reported to the head by the nurse or member of staff dealing with the incident.

It is the health and safety committee's responsibility to monitor accident forms and report any trends, regular occurrences or need for risk assessments to the director of operations.

Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. It is the responsibility of the health and safety officer to submit RIDDOR reportable accidents and keep records of these reports. A full list of reportable accidents and illness can be viewed on the RIDDOR website <https://www.hse.gov.uk/riddor/reportable-incidents.htm>. The school will also report to Ofsted if required and if the incident relates to an early years pupil.

All accidents including those reported to RIDDOR are reported and discussed at the termly health and safety committee meeting which is chaired by the estate manager.

Provision of first aid equipment - first aid kits / boxes

First aid boxes are located in many areas of the school and their locations are clearly labelled with a white cross on a green background in accordance with health and safety regulations.

The contents of first aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing). Games/PE staff have allocated orange first aid kits to be taken to all Games practices and matches. The kits should be checked and restocked by the school nurse at least once a term.

- The school nurses are responsible for the checking and restocking of first aid kits/ boxes in all buildings
- The school nurses should be notified when items have been used so they can be replaced without delay.
- PE staff are responsible for checking and restocking of sports first aid kits/bags
- The facilities and operations manager is responsible for bringing all minibus kits to be checked.

A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the care centre and checked by both parties. The teacher in charge of the trip is responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information or advice can be sought from the school nurse.

Location of first aid boxes in school

A first aid box is located in each of the main areas of the school, senior and junior (Stable Court and Fan Court) schools and administration areas. A full list of locations is below and this information is publicised to staff on every health and safety noticeboard.

New staff are notified during their induction about the location of first aid boxes and health and safety information boards. The staff handbook also provides up to date information regarding first aid box locations.

Suggested list of first aid box contents

The correct equipment to enable first aid to be administered to an injured person is vital. It is therefore essential that adequate first aid provisions are in place. The school follows the BSI (British Standards Institute) advice regarding the contents of workplace first aid kits. The new standards (BS 8599-1:2019) came into effect on 10 January 2019 and school first aid kits confirm to this standard.

The content of a BS8599-1 (2019) workplace small first aid box is as follows:

- Eye wash cartridges x 5
- Guidance leaflet x 1
- Contents Label x 1
- Medium 12 x 12cm dressing x 2
- Large 18 x 18cm dressing x 2
- Triangular bandage x 2
- No.16 eye pad and bandage x 2
- Assorted washproof plasters x 40
- Moist cleansing wipes x 20
- Microporous tape 2.5cm x 10m x 1
- Nitrile gloves (Pairs) x 6
- Finger dressing 3.5cm x 3.5cm x 2
- Resusciate x 1
- Foil blanket x 1
- Burn dressing 10cm x 10cm x 1
- Heavy duty clothing Shears x 1
- Conforming bandage 7.5cm x 4m x 1

The above are recommendations only.

Kits for residential and Duke of Edinburgh trips are arranged as per requirements.

First aid box locations

Area	Location	Type
Senior School		
Mansion	Main reception (kit includes emergency asthma kit) AED	Small box
	1st floor SS secretary office	Small box
Henry Holland	Textiles Room	Small box
	Art room 1	Small box
	Art room 2	Small box
	Dark room	Small box/eye wash
	2nd floor Geography office (Little Camm)	Extra small box
6th Form Centre		
Sir Sydney Camm	Office	Small box
	Main prep room	Small box/eye wash
	Biology prep room	Small box
	Physics prep room	Small box
Design & Tech	Food office	Small box/burn kit
	DT classroom	Cabinet
Sports Hall	DT workshop	Cabinet/eye wash
	Office Fitness suite 20 portable kits	Small box Sports bag Portable sports AED
White Cottage	IT department - Kitchen	Small box
JGC	Kitchen office	Small box/burns box/eye wash
	Drama office	Small box
Orchard	Orchard 2 (Maths office)	Small box
The Warren	Staff room	Small box
Junior School - Stable Court		
	Reception/Staff Room	Medium box including emergency asthma kit
	Library area	Small box
	Playground duty	Large bag
	Sports office – 6 portable kits shared with Fan Court	Portable sports
Junior School - Fan Court		
	Opposite main staff room	Cabinet including emergency asthma kit
	Annex building – Year 1	Cabinet
	Clearview	Cabinet/extra small box
	Playground duty, in outside wooden cabinet	Small box
Care Centre		
	Main medical facility – situated in Cedar Lodge	Asthma Kit, generic AAI

Business Services, Estate and Facilities		
	Estate & facilities office	Small box
	Caretakers' office	Small box
	Timber workshop	Small box and Bleed/Trauma kit in chainsaw bag
	Groundsman office	Small box and Bleed/Trauma Kit
	All minibuses	Minibus/PSV

Defibrillator

One emergency defibrillator is located in the entrance hall of the sports hall. A portable AED is located in the Mansion Reception. All first aiders and a number of other staff have been trained to use this. However, it is designed to be used by any responsible person in an emergency situation without training.

Lettings

Users of the school site who have booked via Claremont Enterprises are required to make their own first aid provision. All caretakers are first aid trained and should be contacted in an emergency.

Monitoring and review of the policy

First aid arrangements are continually monitored by the school nurses and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the school nurses, the health and safety committee and SLT with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.

Any concerns regarding first aid should be reported without delay to the school nurse or the director of operations.

Related policies

This policy should be read in conjunction with the following policies which are available on the staff portal or hard copies on request from the school office or business services department:

- Health and safety policy
- Risk management policy
- Infection control policy
- Administration of medicines policy (senior and junior school (Stable Court))
- Administration of medicines policy (Fan Court)
- Educational visits policy and procedure (senior and junior (Fan Court and Stable Court))