

# FIRST AID POLICY

This Policy includes Early Years Foundation Stage.



(See the Medical Handbook for details or treatments of illnesses and ailments)

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### 1. Introduction

- 1.1 This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.
- 1.2 Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

### 2. Roles and responsibilities

- 2.1 The governing body holds the overall responsibility for ensuring that the school has effective first aid provision, personnel, and equipment in place. However, it is the school Head and senior leadership team that are in the best position to monitor the first aid provision in the school on a day-to-day basis.
- 2.2 The lead Nurse is responsible for ensuring that effective first aid provision is in place and that any shortfalls in provision are identified and dealt with immediately.
- 2.3 Staff should ensure that they are familiar and up to date with the school's first aid policy, understand what to do in the event of an accident and are aware of the needs of pupils with medical conditions that they teach.

### **3. First aiders**

- 3.1 First aiders are nominated members of staff who have completed a recognised first aid course and hold a valid certification of competence in the relevant first aid area. The list of qualified first aiders is displayed throughout the school.
- 3.2 First aiders must make sure that their certificates are kept up to date through liaison with the HR Manager. Training must be updated every 3 years unless stipulated more frequently.
- 3.3 First aiders are required to:
  - respond promptly to calls for assistance;
  - give immediate first aid within their level of competence to staff, pupils and visitors to the school when it is needed; and
  - ensure that emergency services are called when necessary.
- 3.4 There will be at least one paediatric first aider on the school site when children including EYFS are present. A paediatric first aider must accompany EYFS children on any school outings.

### **4. Medical Provision**

- 4.1 The School Medical Centre has a direct dial (01903 874723). It is staffed by a qualified nurse as follows during term time:  
Monday to Friday 7.30am to 7pm  
Saturday 7.30am to 4.30pm  
Sunday 8am to 11am and 4pm to 7pm
- 4.2 A number of School staff are trained and qualified as First Aiders to deal with accidents and emergencies. This training is updated at least every three years. There is always a qualified first aider on duty in the School 24 hours a day.

### **5. First aid equipment**

- 5.1 First aid boxes are located across the school in the following areas: School Office, Junior Wing, Textiles, Design & Technology, Pottery room, Cookery room, Science lab, Pre-Prep, Boys Dorms sick bay, Girls Dorms sick bay, Forest School, Workshop, Grounds, Swimming Pool Office.
- 5.2 In addition to first aid boxes, each member of PE and Games staff has a First Aid Bag which are located in the sports centre offices and first aid boxes are permanently kept on board each school mini bus.
- 5.2 First aid medical boxes/bags are checked by the Medical Centre on an annual basis at the beginning of each academic year but it is the responsibility of all members of staff to ensure first aid boxes within their department area are kept fully stocked with all items within expiry dates.
- 5.3 Defibrillators are located in the front office kitchen and sports centre foyer.

- 5.4 Emergency asthma kits are located in the boys dorm sick bay and medical centre.
- 5.5 Emergency adrenaline auto-injectors are located in the boys dorm sick bay, medical centre kitchen and dining hall servery.

## **6. Procedure in the event of an accident or injury on site**

- 6.1 In the case of an accident or injury, the closest member of staff present will, depending on the severity of the situation, direct the person to the medical centre or call for the nurse or duty first aider.
- 6.2 Any accident involving Pupil, staff or visitor should be reported to the medical centre by the primary witness of the accident. The details of the accident will be recorded in the school's electronic accident log. Details of any accident involving pupils should also be entered into their electronic medical notes.
- 6.3 Parents should be informed of any significant injury and treatment given by email and / or hand written note on the same day the accident occurred. If a child sustains a head injury the parent should be contacted by phone and appropriate advice given.

## **7. Procedure for emergency services**

- 7.1 An ambulance should always be called by staff in the following circumstances:
  - a significant head injury
  - fitting, unconsciousness
  - difficulty in breathing and/or chest pains
  - a severe allergic reaction
  - a severe loss of blood
  - severe burns or scalds
  - the possibility of a serious fracture
  - in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.
- 7.2 If an ambulance is needed the member of staff with the casualty should ask for a member of staff to ring an ambulance straight away and request a first aider. The person phoning for an ambulance should be located as close to the casualty as possible. At the conclusion of the call, the school office should be informed straight away. The school office will immediately advise the duty SLT member and a member of the premises team to ensure that access to the school site is unrestricted and that the casualty can be easily accessed by emergency services when they arrive.
- 7.3 In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.
- 7.4 Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school.

## **8. First Aid Provision for Educational Visits**

- 8.1 Staff are required to complete a risk assessment and educational visits form before taking pupils off the school premises. These are submitted to the educational visits officer and compliance officer for sign off.
- 8.2 The Educational Visits Procedure sets out the required ratios for staff to pupils on educational visits. At least one member of staff supervising an educational visit will hold a First Aid Certificate. In EYFS trips, there will be at least one member of staff with a Paediatric First Aid Certificate
- 8.3 The lead staff member will ensure they have been fully briefed by the school nurse on information about the specific medical needs of pupils attending and before departure will collect and sign out from the medical centre any required personalised medications for the pupils they are escorting off site and a fully stocked first aid bag.
- 8.4 On return to the school, the lead staff member will return all medications directly to the medical centre and advise the lead nurse of any accidents/incidents or medical issues that arose during the visit.
- 8.5 There will always be at least one first aider on school trips and visits. For EYFS Pupils there will always be at least one paediatric first aider (as required by the statutory framework for the Early Years Foundation Stage).

## **9. Procedure in the event of contact with blood or other bodily fluid**

- 9.1 The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:
  - cover any cuts and grazes on their own skin with a waterproof dressing
  - wear suitable disposable gloves (available from the medical centre and boarding house sick bays) when dealing with blood or other bodily fluids
  - wash hands after every procedure.
- 9.2 If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:
  - wash splashes off skin with soap and running water
  - wash splashes out of eyes with tap water or an eye wash bottle
  - wash splashes out of nose or mouth with tap water, taking care not to swallow the water
  - record details of the contamination
  - report the incident to a lead Nurse and take medical advice if appropriate. The lead Nurse will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## **10. Information on pupils**

- 10.1 Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.
- 10.2 The school takes pupil privacy and confidentiality very seriously. The Head Nurse will be responsible for sharing medical information to other staff on a need-to-know basis.
- 10.3 All staff will be made aware of which pupils have access to asthma inhalers, Adrenaline Auto Injectors (AAI), injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

## **11. Reporting accidents, emergencies, and first aid administration**

- 11.1 At the earliest opportunity, the member of staff should report back to the nurse on duty in the Medical Centre. The Nurse will then enter the relevant accident data onto the pupil's electronic record
- 11.2 All injuries that have occurred, and first aid that has been carried out both on and off-site should be reported to the Nurse, no matter how minor the injury. The Nurse is responsible for ensuring that all accident data is recorded on the pupil's electronic record.
- 11.3 The Compliance Officer conducts a termly review of accident report data which is submitted to the Health and Safety Committee. The Head Nurse ensures that accident report data is kept up to date and is recorded online.
- 11.4 The Head Nurse is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving.

## **12. Reportable Incidents**

- 12.1 Injuries to anyone who has been involved in an accident at the school, or on an activity organised by the school, are reportable under RIDDOR if the accident results in:
  - the death of the person, and arose out of or in connection with a work activity, or
  - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)
- 12.2 Where there is a fatal or major injury this should be reported by calling the Health and Safety Executive Incident Contact Centre (ICC) on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). All other reportable injuries should be reported online <http://www.hse.gov.uk/riddor/report.htm>
- 12.3 It is the responsibility of the Bursar to report to the HSE when necessary.

## **Annex 1 - First aid for PE and Games**

### **1. First Aid Provision for PE**

1. The risk of injury is increased during physical activity. Each member of staff in the PE department and games taker has a named first aid bag. The member of staff is responsible for ensuring they have their first aid kit alongside them for activities and that their named first aid bag is fully stocked. All game takers should be aware of where their first aid bag is stored, what should be in it and appropriate use.

### **2. Sports Fixtures**

#### **2.1 Responsibilities of Head of PE and the Head of Games**

- The Head of PE and Head of Games are responsible for ensuring team sheets are submitted to the medical centre by, at the latest, 5pm the day preceding a fixture.
- The Head of PE and the Head of Games are to undertake a check of teams on the morning of the fixture and make any changes to team sheets to reflect pupil and staff absence on that day. Medi should be notified immediately of any pupil changes.

#### **2.2 Responsibilities of Game Takers**

- Ensure they have a fully stocked first aid bag with them
- Collect and sign out from the Medical Centre any required medication and care plans for the pupils within their team (and discuss any relevant medical information with the on-duty nurse)
- Review the risk assessment for their activity and ensure that all mitigating measures are implemented
- Check the team sheet and provide to front office. The sheet must include
- The names of each pupil in the team
- Vehicle being used (which minibus or coach)
- The activity taker's name and phone number
- The drivers phone number (if not the lead staff member driving)
- Name and phone numbers of any other staff assigned to the team.
- Register the team on the bus before departure
- On arrival at the fixture, advise the team where the pick-up point will be
- At the end of the fixture, ring front office before departure to advise on ETA and names of any pupils signed out by parents (and front office to update lists accordingly)
- Return any sign in any medications to the medical centre on the return from the fixture

#### **2.3 General Protocols that Games Takers must adhere to**

- All activity takers must ensure they have the mobile phone numbers of all other activity takers on away fixtures, the school number and the name and number of the Duty SLT Member.
- Activity leaders should communicate with one another at fixtures of any issues that arise and contact school office when necessary
- Activity leaders are responsible for collecting and returning all medications to the medical centre.

- It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place.
- If an accident or injury does occur, first aid should be provided, in the first instance, by the games taker
- If the pupil must visit the host-school's nurse's office or is given first aid treatment elsewhere, a member of staff from our school should be with them at all times.
- Where necessary in an emergency situation, pupils should be taken to the nearest Accident and Emergency Department.
- Injuries that occur off-site should be reported to the Head Nurse on return to the school, who will provide first aid follow-up care where necessary.

#### **2.4 Responsibilities of Front Office**

- To collect team sheets on the morning of fixtures and not accept team sheets that have any details missing
- Receive any updates from activity takers and action accordingly (e.g. changes to return times)

#### **3. Pitch side emergency**

3.1 In the rugby season, a qualified physiotherapist, providing pitch side first aid, is in attendance pitch side for all match fixtures. If deemed necessary by the physiotherapist, an ambulance can be called to attend pitch side during matches. During training, any injury will be assessed by the team coach and appropriate action taken.

3.2 With all other sports the team coach will initially assess any injuries on the pitch / court and then the appropriate action taken. This maybe that a child can be escorted up to the medical centre or a nurse attends pitch / court side.

#### **4. Managing a head injury during sporting activity**

Should a pupil have a head injury, staff must remember basic first aid and, in the first instance, check for the possibility of a neck injury and assess if it is safe to move the pupil. Players suspected of having a head injury/concussion must be removed from play immediately (if safe for them to move) and not return. Any pupil with a suspected head injury/concussion should be monitored and not be left alone. It is important to realise that the signs and symptoms of concussion may only last a matter of seconds or minutes and can easily be missed. **IF IN DOUBT, SIT THEM OUT.** In the event of a head injury, the medical centre and the pupils' parents/guardian will be informed at the earliest opportunity.