



13a 13c FIRST AID POLICY

This Policy outlines the schools responsibility to provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is an extension to the Health and Safety policy.

Policy Statement

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

The school will provide adequate arrangements for training and retraining of the school First Aiders. Basic Life Support and First Aid training, including the use of a Defibrillator, will be part of INSET every 3 years for all staff.

The school will provide adequate facilities to care for basic First Aid requirements of pupils, staff and visitors.

Aims/Objectives

First Aid is emergency care given immediately to an injured person. First Aid can save lives and prevent minor injuries becoming major ones.

- Provide First Aid to preserve life, prevent the situation worsening and to promote recovery
- To ensure compliance with all relevant legislation
- To appoint an appropriate number of First Aiders to meet the needs of the school
- To provide suitable training by an suitable recognised organisation
- To provide sufficient and appropriate facilities, resources and equipment
- To maintain accidents records and to report to the HSE as required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995
- To carry out regular assessment in order to maintain adequate First Aid provision

Responsibilities

The Governors are responsible for the Health and Safety of the employees and anyone else on the premises including teachers, non-teaching staff, pupils and visitors.

The Head must ensure that adequate assessment of the school is undertaken and that appointment, training and resources for First Aid provision are appropriate and in place.

The Head should ensure that the policy and information on the school's First Aid arrangements are made available to staff and parents.

The Head of Finance and Estates should ensure arrangement of adequate Insurance.

The Head of Finance and Estates should ensure a suitable available budget for First Aid training and supplies.

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

The individual First Aider or person dealing with the accident is responsible for the completion of the accident report.

The Deputy Head along with the School Nurse will ensure that assessments are carried out to ascertain the First Aid training needs of the school.

Responsibilities of the School Nurse along with the Health and Safety Officer

Ensure adequate and appropriate resources and equipment are available for the administration of First Aid. (Appendix 1)

Maintain records as required by law including accident recording and reporting.

Review accident reports looking for any regular occurrences and acting accordingly, including accident investigation.

Maintain a First Aid Register and alert staff when a refresher or retraining is required (see Appendix 2).

Arrange training as required by a suitable recognised organisation.

Maintain a First Aid Kit location register and arrange checking of the kits at regular intervals. All staff have a responsibility to inform school nurse if they have used any contents of a first aid kit.

Roles and responsibilities of First Aiders

The First Aiders and appointed person's roles include:

- Administration of First Aid, up to but not exceeding the level of their training
- Ensuring that accidents and any treatment given is recorded on the appropriate documentation.
- Taking precautions to avoid infection and follow basic hygiene procedures.
- Ensuring all spills of body fluids are cleaned up promptly and correctly as appropriate for the disposal of clinical waste; the best way to ensure this is to call for the assistance of the Domestic Services Manager or a member of her team.
- The First Aider or a member of the pastoral staff must travel with the patient in the ambulance to the hospital until their parent/relative arrives

- Ensuring their own recommended immunisations (if they chose to have them) are up-to-date

Prior to any occasion when additional First Aid cover is required in the School or by the School, it is the responsibility of the organiser of the occasion or event to ensure the Medical Centre has been informed in good time to ensure First Aid cover is in place.

Staff who are taking groups of pupils out of School must take a First Aid bag with sufficient equipment for the group size. Sufficient notice should be given to the medical centre to ensure a First Aid bag is fully equipped and available. An administration of First Aid should be documented using the appropriate document

Procedures:

First Aid Accommodation, materials and equipment

In order to comply with its obligations under the Education (School Premises) Regulations 1996 the School has a dedicated Health hub for the care of pupils.

There are also numerous First Aid stations around the School estate (Appendix 3) where First Aid containers can be found.

First Aider

A First Aider is someone who holds a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Such qualifications are:-

- First Aid at work
- Emergency First Aid at work
- Paediatric First Aid
- Outdoor First Aid

The qualification is valid for 3 years.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the School in the same way that parents might be expected to act towards their children.

In addition to qualified First Aiders, all staff receive updates throughout the year, in elements of First Aid from the Medical Centre Staff, to ensure all staff have a basic awareness of First Aid and any particular issues which are relevant to the whole School population.

Such Issues are often identified by the Medical Centre Staff when preparing the Individual Health Care (IHCP) plans.

The updates will cover but are not limited to:-

- Basic life support (CPR)
- AED use (Defibrillator)
- The use of Epipens/Anaphalaxis
- Epilepsy awareness
- Emergency response to an asthma attack

All Pre Prep staff and a number of Prep staff are paediatric First Aid trained.

All Boarding House matrons are First Aid at work qualified.

All Riding staff and Outdoor Education Staff have accessed specialist first aid training which incorporates basic First Aid training including CPR.

The school Nurse maintains the Register (Appendix 2) of all First Aiders and their relevant qualification. The Register is displayed on notice boards around School. Re-qualifications are planned in advance of expiry to ensure adequate coverage of qualified staff at all times.

The school nurse is the nominated first aider whenever she is on duty.
When the nurse is not on duty, a first aider will be nominated to cover this role.

There is a Paediatric first aider on duty at all times for Early Years Foundation Stage

First Aid provision for offsite activities will be provided by the trip leader and/or the nominated first aider at the site they are visiting. A suitable first aid kit is supplied for all off site activities and school trips.

All the boarding staff are trained in first aid. There is always a trained First Aider on duty at the Stables.

A list of First Aiders and location of First Aid Kits is displayed at prominent places throughout the school i.e. Health Hub, Staff Room, Office, Boarding and Kitchens

In addition to First Aid Kits at various points on site, all Mini buses have a First Aid kits, sick bags and tissues. It is the responsibility of the Bus Drivers to ensure these are restocked/replaced as required.

All injuries and accidents will be dealt with where possible in the Health Hub. However some accidents will need to be dealt with where the accident took place.

In the event of the First Aider being unable to deal with the injury they will need to seek further medical help by calling 111 or 999 for a medical emergency

Defibrillator

The School has three AED (Automatic External Defibrillators) which are located outside the Health Hub, at the Pavilion and the Riding stables. In the event that CPR is required, request assistance and ask that the AED be brought to the casualty. Chest compressions should commence and continue whilst the AED is retrieved.

In a Medical Emergency the First Aider should call 999.

When to call for an ambulance

All staff and First Aiders are instructed through training to call for an ambulance if there is any concern of serious illness or injury.

Where possible ask another member of staff to do so whilst continuing to administer First Aid.

A Medical Emergency is when someone is seriously ill or injured and their life is at risk, it can include

- Loss of consciousness
- An acute confused state
- Fits that are not stopping
- Chest pain
- Breathing difficulties
- Severe bleeding that can't be stopped
- Severe allergic reactions
- Severe burns or scalds

Practices

School staff are to follow the practices set out below:

- Any member of staff who provides First Aid of any kind must record this on the appropriate document and pass this as a matter of urgency to the Medical Centre at the earliest opportunity. Any First Aid provided to pupils or staff during off-site activities should be reported directly to the School Nurse and documented.
- First Aiders must remember that they must ensure the safety of themselves, their pupils, and colleagues before offering First Aid
- Following the use of any First Aid equipment, it is the responsibility of the user to inform the Medical Centre to allow immediate replacement of equipment

Pupil illness or injury and parental communications

During the School day, in the event of an emergency, the Health Hub (**Ext 5045**) should be contacted for advice or assistance.

The Health Hub is open from 08:30 to 16:30, Monday to Friday during term-time.

If a pupil becomes ill during the day, the pupil will be taken to the Health Hub and the School Nurse will contact the parents and the child will be cared for in the Health Hub, until the pupil can be collected.

Parents will be notified immediately if their child has required emergency medical treatment.

If a pupil is injured during the School day, the School Nurse or a member of pastoral staff will contact parents by Telephone/Email as soon as possible. Any First Aid provided is recorded on the School Sanatorium Manager system or an Incident Form. In the EYFS and Prep School, children should always be followed up with either a telephone call or a written parent communication of any treatment at the Health Hub.

The health and safety officer and School Nurse review all accident forms and undertake an analysis which is provided to the Health and Safety team for review.

If the school nurse cannot be contacted at the Health Hub, Staff in the Boarding Office can be contacted or the Front Desk to administer first aid or, contact the appropriately trained staff.

At times when the Health Hub is not open, one of the resident qualified First Aiders should be contacted.

Management of Pupils with pre-existing Medical Condition

Pupils with pre-existing medical conditions have, if required an Individual Health Care Plan. The plan is agreed with the parent and pupil and is available to staff as needed e.g. boarding staff and school trips. The IHCP gives an overview of the condition and management and what to do in an emergency. The plan is reviewed annually or earlier if the need arises.

When children have a medical condition which necessitates regular access to medication, parents are requested to inform and meet with the school nurse, so that an appropriate regime can be devised and communicated to relevant staff. Contact will also be made with any specialist nursing teams to ensure appropriate support is provided. The relevant academic and pastoral staff will be informed, in strict confidence, of any condition that is likely to affect the child in any area of school life.

Hygiene Procedures

Basic hygiene procedures must be followed by all staff administering First Aid. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings and equipment. For significant amounts of blood or other bodily fluids, biohazards kits should be used. The kits are located in the Health Hub.

Accident reporting

The accident books are located in the Health Hub, Riding Centre and Early Years Foundation Stage. There is a separate accident book for pupils and one for staff and visitors. The school nurse should be notified of any accidents and completed accident reports should be brought to the Health Hub ASAP after an accident has occurred.

On receipt of each accident form, the school nurse/health and safety officer will consider the nature of the accident and injury and the School's obligations in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When required a report will be submitted online to the HSE via the RIDDOR portal. In the event of serious injury, the HSE will be contacted by telephone the same day.

In relation to children in the EYFS, local child protection agencies should be notified of any serious accident or injury to, or the death of, any child while in our care, and will act on any advice from those agencies.

Parents will be informed by telephone as soon as possible if their child has had an accident resulting in an injury.

Indemnity and insurance

When an employee of the School administers First Aid to a colleague or pupil, volunteer or visitor, in the course of his or her employment, he or she will be indemnified by the School's liability insurance. This will cover a claim relating to the injury or a loss caused by their actions as long as the following criteria has been adhered to:

- That they are officially designated as a Queen Marys School First Aider or appointed person with a current valid first-aid certificate
- That the relevant protective equipment is used, for example gloves, face mask in the case of resuscitation
- That the First Aider or appointed person is adhering to protocols and acting within the limitations of their training *13a First Aid Policy 2018-2019 v1.3 7*
- The First Aider or appointed person is acting in good faith
- Where a member of staff or volunteer is not an appointed person or qualified First Aider, they can act as any member of the public would do to save life or minimise the results of an injury or a medical condition

On those occasions where First Aid is needed by a member of staff or pupil from another School, the question should be asked whether or not the patient is happy to accept First Aid assistance or advice. If the patient cannot reasonably make this decision, it is reasonable for the visiting member of staff to act 'in loco parentis'.

Useful Addresses

<http://www.hse.gov.uk/>

<https://www.gov.uk/government/publications/first-aid-in-schools>

<http://www.sja.org.uk/sja/training-courses/first-aid-in-schools.aspx>

APPENDIX 1

First-Aid Boxes and Kits

First-aid boxes should contain a sufficient quantity of suitable first-aid materials.

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first-aid equipment be checked frequently, to make sure there are sufficient quantities and all items are usable.

Sufficient quantities of each item should always be available in every first-aid box or container. In most cases these will be:

- One guidance card
- One Resuscitation mask
- Individually wrapped plasters
- Different size wound dressings
- Antiseptic wipes
- One sterile eye pad, with attachment
- Safety pins
- Foil blankets
- One large sterile individually wrapped un-medicated wound dressing
- One medium sized individually wrapped sterile un-medicated wound dressing
- Small sized individually wrapped sterile un-medicated wound dressing
- Scissors
- Disposable gloves
- Yellow bag, for medical waste
- Crepe bandages
- Sterile water pods

The maintenance, checking and replenishing of first-aid boxes/kits is the responsibility of the Medical Centre Team. Where large amounts of equipment are used from a first-aid box, staff should report this to the Medical Centre, in order that timely replenishment of stock can occur.

Reviewed On: March 2022

Next Review Date: March 2023

Mrs C Hunter RGN
School Nurse