



## **FIRST AID POLICY**

### **Introduction**

St Nicholas' School recognises that the Governing Body has overall responsibility for the provision of First Aid facilities, equipment and training, both as employer under the normal health and safety regulations and as a provider of education. The Head also has responsibility for ensuring the timely and competent administration of First Aid and the effective implementation of the First Aid Policy and will also ensure that parents are aware of this policy and the School's Health and Safety Policy. The Head has delegated responsibility for informing all staff of the first-aid arrangements to the Medical Officer.

In addition to statutory or other requirements, the School recognises that it has a responsibility to endeavour to ensure the safety of its employees and pupils at all times and provide adequately for visitors (including contractors) on the premises.

This policy complies with Part 3, note 13, of the Education (Independent School Standards) (England) Regulations 2014. Due regard has also been given to the Department for Education's 'Guidance on First Aid for Schools'.

This policy can be made available in large print or more accessible format if required.

### **First Aiders**

The first aiders for the School have completed a Health and Safety Executive approved First Aid training course. All first aiders attend refresher training every 3 years or sooner if required.

Their main duties are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; and
- Ensure that an ambulance or other professional medical help is called when appropriate.

The list of First Aiders can be found in the School Office, Staff Room and Infant Department.

### **All staff**

Teachers and all staff in charge of pupils should use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way a parent is expected to act towards their children. All staff are expected to read and be aware of this policy and know who to contact in relation to the administration of first aid.

It is important for all teachers to possess some knowledge of First Aid and any particular hazards in relation to the subjects taught by them. The aim is to achieve this by holding training sessions on a regular basis. All new staff will be informed of first-aid procedures as part of their induction.

## **Provision of Trained/Qualified Staff**

There are no rules on the numbers of first aid personnel required. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. However the HSE advises that an employer should provide a minimum of one First Aider per 50 employees.

It is important for all teachers to possess some knowledge of First Aid and any particular hazards in relation to the subjects taught by them. The aim is to achieve this by holding training sessions.

The School maintains two appointed First Aiders. A list of staff who hold valid First Aid Certificates can be found in the School Office.

There will be at least one qualified person on the School site when children are present.

Any member of staff in a high risk department will be trained in Emergency First Aid by St John's Ambulance or another similar organisation. A school trip at home or abroad should be accompanied by a member of staff who has undergone this training.

## **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of First Aid and any particular hazards in relation to the subjects taught by them.

These issues are covered during first aid and appointed person training sessions.

Single-use gloves are contained in the first aid kits.

## **Facilities and Equipment**

### **Sick Room**

This is used solely for children who are unwell and may need to have somewhere to rest and recuperate before returning to class. It will also be used for attending to minor grazes, burns or cuts. The sick room has access to a washbasin and is near a toilet.

### **First Aid Boxes**

The contents of the First Aid boxes should be used solely for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and if appropriate a paramedic, the emergency services or a doctor.

All First Aid boxes contain a minimum of (standard boxes – 10 persons):

- A leaflet giving general advice on First Aid
- Medium size wound dressings – six of
- Triangular bandages – four of
- A selection of plasters
- Large size wound dressing – two of
- Eye pads – two of
- Couple of assorted size safety pins
- Hygienic cleansing wipes – for First Aider use only

With the added risk of possible transmission of diseases spread by bodily fluids nine pairs of plastic gloves are kept in the boxes.

The Health and Safety Co-ordinator checks the contents half termly against the list above. Boxes with missing items are replenished as promptly as possible from supplies stored in the First Aid Room.

## **Location of first aid boxes**

These are located as follows:

Food Technology Room	IT Suite
Kitchen	Maintenance Workshop
First Aid Room	Science Prep Room
Branksomewood (Infant Department)	Sports Hall
Art & Textiles Centre	Music Lodge

All first aid boxes are marked with a white cross on a green background.

Whilst the Health and Safety Co-ordinator has responsibility for checking the contents of boxes half-termly, the staff responsible for the areas above are also required to check the contents of their box monthly and keep a record of such checks. They should notify the School Office when stocks need to be replenished. The boxes should be restocked as soon as possible from supplies stored in the First Aid Room.

In addition the School possesses a "Travel" first aid pack for residential school outings. This is kept in the First Aid Room and checked when returned after a visit.

## **First Aider Protection**

With the added risk of possible transmission of diseases spread by bodily fluids six pairs of plastic gloves are kept in the boxes. Any spillage of body fluids should be reported to the school office immediately. Disposal equipment and the bio-hazard disposal bins are kept in the first aid room and Infant department. The maintenance department should be informed and provide assistance if required.

## **First Aid Procedures**

All pupils must be briefed by their form teacher that should an accident occur and there is no member of staff present, the pupil must make her way to the School office in the company of "a friend". The School Office will treat minor problems within their expertise. Should the injury require emergency treatment beyond basic first aid, the pupil will be taken to A&E having been either collected by their parent or taken with a member of staff in loco parentis. In the event of the latter, the parents will be informed of the accident and the hospital, promptly using the numbers provided on the on-line Parent Information Sheet or on the school database. If a pupil has collapsed and is unresponsive the Medical Officer or another member of staff will call an ambulance. It is reasonable to expect that a paramedic will be dispatched to assess the situation. Should a pupil sustain an injury this will be assessed by the Medical Officer or another First-Aider to determine what action should be taken and if Emergency Services are required.. An ambulance should be called for accidents or incidents that require emergency care. Such incidents include

- Head injuries with suspected loss of consciousness
- Sudden collapse
- Major wounds or bleeding that require emergency attention
- Spinal injuries
- Use of an Epipen / anaphylaxis
- Major asthma, diabetic or seizure event

There may be other situations when an ambulance is required. If in doubt, always call an ambulance.

Should an accident or injury occur members of staff should conduct appropriate emergency First Aid depending on the injury or condition of the casualty and their own training and experience. Should assistance be required the member of staff involved should send someone else to get help from the school office and should remain with the casualty until help arrives.

In the event of an injury or accident sustained by a pupil whilst in the care of the school the parents must be informed as soon as is practicable. Parents of pupils under the age of 5 will also be informed where any First Aid is given.

### **Reporting**

All accidents and injuries are reported in detail on an electronic First Aid Book which runs parallel with the school database. Records will be kept for a minimum of three years or in the case of a child/young adult then until that person reaches the age of 21.

The First Aid Books are used to record:

- The date, time and description of the incident
- The name of the sick or injured person
- The treatment given
- What happened to the casualty afterwards (went home, resumed work, went back to class, went to hospital)
- Any other pertinent details.

The Medical Officer is responsible for reporting any accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reportable incidents include:

- deaths or major incidents
- over-7-day injuries
- an accident causing injury to a pupil, member of the public or other people not at work
- a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

The Health and Safety Executive can be contacted on 0345 3009923 (Mon-Fri 8.30-5pm) where there is a death or major injury. All other reportable injuries should be reported online.

A report to the HSE will include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. The report will be completed online via the HSE.gov.uk website. The report must be made within 10 days in the event of a fatality or a major injury or it involves a pupil or visitor.

In relation to the Early Years Foundation Stage provision, the School will notify the HSE as soon as is reasonably practicable, but in any event within 14 days of the incident occurring, of any serious accident or injury to a pupil whilst in their care and the action taken in respect of it. Serious incidents include where two or more children are ill with food poisoning or where a child suffers from a notifiable disease such as malaria or yellow fever. The EYFS staff also record any child attending school with existing injuries onto a separate form completed by the parent/carer. This information is confidential and is held in a secure manner.

Any serious accident or injury to, or death of, any child under the age of 5 whilst in the care of the School will also require notification to the child protection agencies. The School will act on any advice given by the child protection agencies and the Local Safeguarding Childrens Board (LCSB).

## **Pupils with Special Circumstances**

Registration forms and information sheets completed by new parents require medical details. Current parents are asked to complete on-line information sheets at the beginning of the school year in order to update personal details including any changes regarding health. Medical cards with photographs are created by the School Office for children with serious conditions – febrile fits, epilepsy, diagnosed serious asthma, anaphylactic reactions to certain substances, diabetes, or any other medical condition that staff should be aware of including a disability or special educational need. These are then posted on the staff notice board in the Staffroom and staff are asked to take special note of the pupils concerned. Children with minor non-life threatening conditions are listed under a cover sheet posted on the staffroom notice board. Staff are expected to read this.

## **Pupils with medical conditions**

If a pupil has specific medical needs, we will invite parents to a meeting with relevant staff and any outside specialist who has been involved with their care previously, to discuss their individual needs.

As a school we will make sure that sufficient staff are trained to support any pupil with a medical condition.

All relevant staff will be made aware of the condition to support the child and be aware of medical needs and risks to the child.

An individual healthcare plan may be put in place to support the child and their medical needs.

## **Mental Health**

Form tutors and class teachers see their pupils every day. They know them well and are well placed to spot changes in behavior that might indicate an emerging problem with the mental health and wellbeing of pupils.

When concerns are identified, school staff will provide opportunities the child to talk or receive support within the school environment. Parents will be informed of the concerns and a shared way to support the child will be discussed.

Where the needs require additional professional support, the school may recommend a referral be made to the appropriate team or service with the parent's agreement and/or child's if they are considered to be competent.

## **Medicines in school**

Consent will be sought annually on the Blanket Consent Form for permission to administer paracetamol and/or throat lozenges. A '**Consent to Administer Medication**' form must be completed for all other medication. Medication must be in original pharmacy packaging and clearly labelled with the child's name.

## **Childhood Immunisation Schedule**

Parents' consent will be sought from time to time to administer immunisations recommended by the Department of Health. Immunisations will be administered at school by the North East Hampshire School Age Immunisation Team

## **Emergency Salbutamol Inhaler**

The school holds two emergency salbutamol inhaler kits. One is held in Branksomewood (Infant Department) and one in the school office. The emergency salbutamol inhaler is only to be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

## **Emergency Medical Treatment**

In accepting a place at the School, parents authorise the Head (acting in 'loco parentis') to give consent on the advice of an appropriately qualified medical specialist to the pupil receiving emergency medical treatment, including general anaesthetic and surgical procedure, if the School is unable to contact parents in time. This also applies for overseas and residential School trips where the Lead teacher will seek medical assistance as required.

## **Off-site activities**

The Head will assess what level of First Aid provision is needed before undertaking off-site activities.

First-Aid provision will be available for school activities which take place off school premises such as schools trips. In the Early Years Foundation Stage setting, there will be at least one person who has a current Paediatric First Aid certificate on outings.

The School will ensure, as a minimum that there is a prominently marked first aid box for travelling.

All school minibuses should have a prominently marked first aid box on board which will contain, as a minimum:

- Disposable bandages measuring at least 7.5 cm wide– one of
- Triangular bandages – two of
- A selection of plasters
- Large size wound dressing – one of
- Eye pads – two of
- Assortment of safety pins
- Hygienic cleansing wipes – for First Aider use only
- Disposable gloves – one pair

## **Monitoring/ Review**

This policy is reviewed on an annual basis to ensure first aid provision is adequate and complies with the relevant Health and Safety legal requirements.

Reviewed and updated October 2019

Review date October 2020