

# ALDRO



## First Aid

## Policy 13a

**Author:**

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(Margot Spencer)

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- The Governing body of Aldro School, as the employer, accepts its' responsibility to ensure that there is a suitable and effective first aid policy in place.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The school ensures there will be a first aid qualified member of staff on duty at all times when pupils are present to deliver timely and competent administration of first aid. In addition, for 15 hours a week, there is a qualified school nurse on site.
- In the event of an accident requiring first aid, staff will call for the school nurse, matron or other first aid qualified member of staff immediately.
- The Bursar will be notified of any injuries to be reported to RIDDOR sustained by staff or pupils.

### **Assessment of Need**

The school has made a suitable and sufficient assessment of the risks to the health and safety of pupils, staff, visitors and contractors whilst on our site, to identify what measures are needed to prevent or control these risks.

All reportable accidents are discussed at regular Health and Safety meetings. These meetings are held every half term. This helps the school identify accident trends and possible areas for improvement in the control of health and safety risks.

### **First Aid Provision**

A first aid risk assessment has been carried out to determine the provision of first aiders based on the following:

Approximate number of pupils in school: 200

The majority of the pupils and staff are fit and able-bodied, but a small number of children have special physical needs and occasionally are temporarily incapacitated through injury (i.e. use of crutches).

The school is primarily a network of interconnected buildings on one main site, although there are separate buildings for Art, Design and Technology, Science and Music. There are outside playgrounds (with a fort and a tree house) and sports pitches. There is a lake and a swimming pool within the grounds.

Most parts of the school are considered to be LOW risk due to the nature of classroom-based activities.

The following are classed as MEDIUM risk:

- Science laboratories
- Aston Sports Centre
- DT workshop
- Art room
- Maintenance workshop
- Kitchen

- Sports pitches
- Playground

The following is considered to be HIGH risk:

- Shooting range

The majority of staff and pupils are on site between 8.00am and 6.00pm Monday to Friday and Saturday between 8.00am and 1.00pm during term time. However, boarders and a reduced number of staff are on site 24 hours and throughout most weekends during term time. A first aider is on site all times there are pupils on site, including boarders.

Based on the information above, the school considers it requires as a minimum:

***6 fully qualified first aiders (See Appendix 1) additionally sports staff attend Sports First Aid courses every two years.***

The school regularly reviews its' first aid needs, and particularly after any changes (i.e. buildings, curriculum), to ensure the provision is adequate. The Health and Safety Committee meet half termly and review first aid provision annually.

#### **First Aid Equipment/ Materials**

All first aid containers are clearly marked with a white cross on a green background and are located in:

- Matrons Room x 4
- Staff Room
- Bursar's Office
- Kitchen
- Workshop
- Crispin Hill Centre (CHC)
- Design Technology
- Aston Sports Centre (ASC)
- Art Centre
- Science Laboratories (biology & physics)
- Swimming Pool
- 2 x Shooting Range
- Pavilion
- Library
- All minibuses

In addition to the four green first aid kits used by the matrons there are an additional 15 orange sports first aid kits used by the sports coaches. These kits are taken for matches either home or away.

The contents of each container (in the list above) may vary according to their locality.

First aid containers are re-stocked as soon as possible after use. In addition, termly checks are made by a member of matron's team which are recorded on the kits and out of date items replaced.

### **Eye wash stations are located at**

- Design Technology Room
- Physics/Chemistry Laboratory
- Biology Laboratory
- Kitchen
- Workshop

**Additional equipment** – whenever a pupil is taken off site the member of staff responsible takes (and signs for) any relevant inhaler or auto injector. It is that member of staff's responsibility to sign the equipment back in again.

### **Defibrillator**

There is a defibrillator (suitable for both adults and children) located in the staff room (behind the door). Information about its location is available on all of the first aider posters. Staff are periodically invited to training sessions about how to use the defibrillator, although the style of the device makes it accessible to all. The School Nurse is responsible for the maintenance of the device and the purchase of the defibrillator pads prior to expiration.

### **Facilities in the school**

Matrons' room on the 1<sup>st</sup> floor of the main building serves as the first aid room. This room contains a washbasin and contains all of the first aid stores. First aid stores are monitored, ordered and restocked by the School Nurse.

Matrons room is situated on the first floor of the boarding house.

There is a two bedded sick bay in the boarding house which may be used to accommodate pupils who may have injuries or illness and may be waiting for parents to pick them up. There are two sets of boy's toilets close to sick bay and Matrons room. One set is isolated (when necessary) for pupils with potentially infectious illnesses.

In the grounds of Aldro (by pitch I) there is a sports pavilion. This pavilion has a room allocated in it which is used solely for the storage of first aid supplies and for the treatment of pupils injured during matches. The key for this room is held in Matrons room key cabinet and it is stocked and maintained by a member of the Matrons team.

### **Providing Information**

First aid notices detailing current first aiders, the location of first aid containers and the location of the defibrillator are displayed outside Matrons' Room, the Centenary Vestibule, staff room, Crispin Hill Centre, Aston Sports Centre, science prep room and the kitchen.

### **Definition of a First Aider**

A first aider has successfully completed a 3 day First Aid at Work training course approved by the Health and Safety Executive. The school normally uses the services of St Johns Ambulance as the trainer. This training is valid for three years. The school will arrange for re-qualification prior to expiry. The Bursar keeps records of all first aid qualifications and copies of certificates.

### **Duties of a First Aider**

- Give timely and competent assistance to casualties with common injuries or illnesses and those arising from specific hazards, and accidents at school;
- The first aider will call an ambulance if in their opinion:

- The injured person is suspected of having sustained a serious head, neck, back or leg injury.
- The injured person is unconscious.
- The injured person is suspected of having had a stroke/heart attack.
- The injured person is, in the opinion of the first aider, requiring immediate paramedic assistance.

The school's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment and training.

The school recognises that first aid cover is not always part of a member of staff's contract of employment. Such staff, who agree to become first-aiders do so on a voluntary basis.

### **Precautions to Avoid Infection**

All staff will take precautions to avoid infection and follow basic hygiene procedures. The school provides personal protective equipment. Disposable gloves will always be used when administering first aid. All blood soils will be placed in a biohazard bag and disposed of in the dressings bin (which is changed half termly by a contractor – PHS) in Matrons' Room as soon as possible.

A sharps box is available in Matrons' Room and is renewed half termly by a contractor (PHS).

All spills of body fluids e.g. blood; faeces; nasal and eye discharge, saliva and vomit, are cleaned up immediately. Disposable gloves and, where necessary, over-sleeves and a disposable apron will be worn. Any surface on which the body fluid has been spilled will be cleaned and disinfected. Any material contaminated with any bodily fluid will be disposed of in a biohazard bag and disposed of in a sanitary bin as soon as possible. Where there are areas which require mopping down, the red 'matron's use only' mop and bucket will be used and will be disinfected in the cleaners' sink and left to air dry. Any soiled bedding is bagged separately by Matron and washed separately on a 90°C cycle by the school's laundry.

### **Record Keeping**

The school keeps a record (in the confidential medical file) of any first aid treatment given by first aiders and appointed persons to pupils. This includes:

- Date, time and place of the incident;
- Name (and form) of the injured or ill person;
- Nature of injury and circumstances which led up to the injury;
- What first aid treatment was given including any non-prescriptive medicines;
- What happened to the patient immediately afterwards (eg. went home, resumed normal duties, went back to class, went to hospital.)
- Name and signature of the first aider or person dealing with the incident.
- Contact with parents as necessary.

Any accident which is incurred by a visitor or member of staff is held in the accident book which is stored in Matrons' Room.

### **Head Injuries**

Anyone sustaining a head injury will be seen by a Duty Matron and the Aldro Head Injuries Policy and Protocol as in the 13. b. Healthcare Policy - Appendix 4 will be followed.

### **Reporting of Accidents**

Accidents which occur on the school site or whilst on a school trip requiring treatment will be entered as soon as is practicable into the Accident Book (separate books for adults and pupils) which are kept in Matrons' room. All entries in the Accident Book are discussed at the next Health and Safety Meeting. Entries relating to Aldro pupils are noted in their Confidential Medical File and the Accident book number and page are referenced.

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

### **Notification to Parents**

Parents of boys will be notified as soon as possible following any serious or significant incidents. In the case of a boy needing transportation to hospital by emergency ambulance the school will ensure a member of staff is available to accompany the patient if the parents are not contactable or available to attend immediately. Likewise, should a boy require urgent hospital/dental treatment which does not warrant an emergency ambulance, the school will arrange transportation accompanied by a Matron (or member of staff) if the parents are not immediately available.

### **First Aid for Matches**

Due to the nature of contact sports a significant proportion of the school's injuries (Aldro & visiting teams) occur on the playing field. In view of this:

- Sports staff and matrons will regularly (at least every two years) receive Sports Specific First Aid training.
- Professional first aid support will be brought in for rugby match days with high volume.
  - In addition to the sports coaches carrying sports first aid kits, when matches with visiting teams are taking place on the premises, at least one Aldro first aider stays pitch side and carries a portable first aid kit. They also carry their mobile phone and usually have a walkie talkie with them. The walkie talkie enables the first aider to liaise directly with estate staff and/or bursar.

### **Off-site activities**

Consideration has been given to off-site activities – away matches and trips. Any member of staff taking pupils on a journey of any kind will ensure that they carry with them a first aid kit and any inhalers and auto injectors needed by the pupils in their care.

### **Additional Information**

Arrangements for pupils with diagnosed medical conditions (asthma, epilepsy, etc) are included in Policy 13b Health Care, together with individual health care plans. Please refer to the confidential pupil medical information displayed on the staff room notice board and in the Matrons room, for details of individual boys and their conditions or allergies. Detailed information can be found in the Individual Healthcare Plans which are stored in the locked confidential medical files cabinet, in Matrons room.

### **Confidentiality**

Medical confidentiality is respected. Staff (except Matrons team) do not have access to pupil's healthcare records. If it is deemed necessary (by the School Nurse) to share health information staff are given the information required to keep the pupil safe and no more.

Appendix 1: Current First Aiders – September 2018

**List of Current First Aiders**

<b>Name</b>	<b>Position</b>	<b>Qualification</b>	<b>Date</b>	<b>Expiry</b>
Alison Bastable	School Nurse	First Aid at Work	22/09/12	30/06/18 <i>Being renewed 3 &amp; 4 Dec</i>
Jill Woolger	Matron	First Aid at Work	27/06/18	26/08/21
Sarah Allen	Matron	First Aid at Work	15/06/18	14/06/21
Georgia Caire	Matron	First Aid at Work	05/09/18	04/09/21
David McCoy	Catering Manager	First Aid at Work	19/08/15	18/08/18 <i>Being renewed 11&amp;12 Dec</i>
Ed Larkin	Maintenance	First Aid at Work	06/01/17-	05/01/20
Emily Allen	Music & drama Form Tutor	First Aid at Work	08/08/18	07/08/21
Terence Doyle	Estates Manager	First Aid at Work	07/11/18	06/11/21