



## ROYAL RUSSELL SCHOOL FIRST AID PROCEDURES

**This policy covers all pupils from age 3 – 19 years across the Junior and Senior School including the Early Years Foundation Stage (EYFS) and anyone who works within the school community.**

Schools are not required to have a regard to a particular guideline however it recommended the Department of Health (DoH) 2014 guidance for first aid in schools provides best practice.

### **AIMS: PRESERVE, PREVENT AND PROMOTE**

First aid saves lives and prevents minor injuries from becoming major ones. This document sets out the policy for the provision of first aid cover at Royal Russell School and the reporting of accidents. Please note that the main policy document applies to both Senior and Junior Schools, however, there are some additional arrangements for the Junior School and these are set out in Annex A, C and D.

**PRESERVE LIFE:** Your first aim is to preserve life by carrying out emergency first aid procedure. Preserving life should always be the overall aim of all first aiders.

**PREVENT DETERIORATION:** The second aim of first aid is to prevent the casualty's condition from deteriorating any further. In addition, this aim includes preventing further injuries. You should attempt to make the area as safe as possible by removing any dangers.

**PROMOTE RECOVERY:** Finally, you can promote recovery by arranging prompt emergency medical help.

All trained staff have a responsibility to preserve life, where the risk is deemed too high, individuals should seek support and call Emergency Services 999.

### **APPOINTED FIRST AIDERS:**

There are no specific rules on the number of first aiders required for an establishment and employers make a judgement based on the School's circumstances, the perceived risk and the location of the emergency services. Out-of-hours and activities in the school holidays also have to be considered.

The aim is to provide staff qualified in 'Emergency First Aid at Work' the knowledge to deal with emergency situations. The main point of contact, in the event of an accident, is the duty nursing staff in the Medical Centre. The Medical Centre Team consists of 3 qualified medical staff operating on a shift pattern. The Medical Centre is operational 24-hours-a-day during term time.

Junior School teaching assistants are trained in 'Paediatric First Aid' and some of them are on-site from the start of Breakfast Club to end of crèche at 6:00pm.

### **FIRST AID TRAINING AND RECORDS:**

The record of first aid trained staff is maintained by the Health and Safety Officer who is responsible for arranging training to ensure staff qualifications remain current.

Details of qualified first aiders are to be widely distributed to staff and in each building the name and location of each 'Emergency First Aid at Work'/'Paediatric First Aid' qualified member of staff is to be displayed.

### **NEW STAFF:**

All new staff are provided with information on how to obtain first aid assistance during their induction process. **INDEMNITY:**

The School's insurance provides full cover for claims arising from actions of staff acting within the scope of their employment. Members of staff, with current first aid qualifications, who use those skills at the School or whilst involved on a school trip or off-site activity, are viewed as acting within the scope of their employment and are indemnified.

### **FIRST AID CONTAINERS:**

First aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

In the School, there are 3 forms of first aid containers.

- 1 The first are **full first aid kits (FAK)**, which are located where there are first aid at work/paediatric first aid qualified members of staff.
- 2 The second type of container is an **immediate aid kit (IAK)** and provides a straightforward selection of plasters and dressings for low risk areas.
- 3 The third is **BS8599-1 Workplace First Aid Kits** and are located in high risk areas that are open throughout the year.

### **STOCKING OF THE MEDICAL FIRST AID KIT:**

First aid containers are kept stocked, checked and replenished termly by Medical Centre staff. Annex E lists the composition of the various kits and their location. If staff note stock is low, they should come to the medical centre to replenish any missing items.

### **OFF-SITE ACTIVITIES:**

A first aid kit is taken to all off-site activities and visits. Equipment suitable for use on day trips, and those involving overnight stays, are available from the Medical Centre; there are ordered in advance and returned to the Medical Centre immediately on return. There are also first aid kits in each of the school minibuses.

### **DEFIBRILATORS:**

There are 5 defibrillators located in appointed areas across the Junior and Senior School. All staff who have received 'Emergency First Aid at Work' training are able to use the defibrillators however in the event an untrained member is not available, all individuals are responsible for preserving life and encouraged to use an AED.

Location of Defibrillators:

- Main Reception PAC
- Swimming Pool
- Pavilion
- Junior School Reception
- Sports Hall

## RECORD OF THE ADMINISTRATION OF FIRST AID:

The School is required to maintain a record of first aid administered.

Junior School: The first aid book is completed by the member of staff on first aid duty or pupils are referred to the Medical Centre where information will be inputted onto iSAMS.

Senior School: Pupils are referred to the Medical Centre and information inputted onto iSAMS.

## REPORTING OF ACCIDENTS:

Accidents need to be reported and, depending on their severity, some have to be reported to outside agencies.

**Staff Accidents:** All accidents to staff, both teaching and non-teaching, must be entered in the Accident Book. There are 4 Accident Books and the entry can be made in any one of these. Copies are held at the Main Reception in the Performing Arts Centre, the Maintenance Crew Room, the Senior School Secretary's Office and the Junior School Office.

**Accidents Involving Pupils:** Accidents to Senior School pupils are to be reported in accordance with the Accident Report Form Annex F, in the Staff Handbook. If the child is sent to the Medical Centre, they also produce a record of treatment and where appropriate call parents/ guardians to inform. More serious accidents have to be reported to the Health and Safety Executive (under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and the report will normally be made by the Health and Safety Officer. As a guide, reportable accidents are those that fall into the following categories: death, major injury, broken limb or an injury resulting in three days off work.

Any accident that results in either a pupil or member of staff being sent to hospital should be notified as quickly as possible to the Senior Leadership Team.

## LINKED PROCEDURES:

This policy must be read in conjunction with the School Medical Care Procedures

<b>Reviewed by Deputy Head Pastoral</b>	January 2018
<b>Reviewed SLT</b>	January 2018
<b>Reviewed and Approved by EWC</b>	January 2018
<b>Reviewed and Approved by Board</b>	March 2018
<b>Reviewed by Deputy Head, Pastoral</b>	January 2020
<b>Reviewed SLT</b>	January 2020
<b>Reviewed and Approved by EWC</b>	January 2020
<b>Next review</b>	January 2021

## ANNEX:

- A ADDITIONAL GUIDANCE FOR FIRST AID IN THE JUNIOR SCHOOL
- B HEAD INJURY ADVICE
- C REPORT OF MINOR FIRST AID, INJURY OR ACCIDENT
- D FIRST AID FLOWCHART
- E FIRST AID KITS CONTENTS AND LOCATION
- F MEDICAL CENTRE ACCIDENT REPORT FORM

## **ANNEX A**

### **ADDITIONAL GUIDANCE FOR FIRST AID IN THE JUNIOR SCHOOL**

#### **FIRST AID PROVISION:**

The first point of call for all serious accidents and injuries is the Medical Centre, where there are nursing staff working on a rota, so that one of them is available at all times.

**Medical Centre: 0208 657 7861 - Extension 212**

**Medical Centre Mobile: 07547 053 368**

In the Lower Juniors (Nursery to Year 2), staff are placed on a rota to provide first aid treatment for minor injuries during break and lunchtimes playtimes eg cleaning small cuts and grazes. These are to be recorded in the Minor Accident Form which is kept by the First Aid Station. Children with minor head or facial injuries are to be given the Head Injury Advice letter to take home to their parents – Annex B.

Children who are clearly unwell (e.g with diarrhoea or sickness) should be taken directly to the Medical Centre. Accompanying adults should remain with the nursing sister in case the child needs to be washed and changed. This is in accordance with the School's Safeguarding Policy.

In the Upper Juniors (Years 3 to 6), any child who is injured or who is feeling unwell is sent, with an escort, to the Medical Centre, at the discretion of the class teacher or of the teachers on duty. Injuries and treatment are recorded, and parents are informed if necessary.

In all cases, children with serious injuries are sent to the Medical Centre (unless it is a situation where the pupil should not be moved in which case a nurse will be called to the scene). Parents are to be given the Head Injury Advice letter, Annex B, if it is thought necessary and be contacted.

#### **FIRST AID TRAINING:**

All other members of staff are able to attend 1 Day 'Emergency First Aid at Work' training.

Junior School teaching assistants are 'Paediatric First Aid' trained which will be updated as necessary.

Details of which members of staff are first aid trained will be displayed on the Common Room Noticeboard.

#### **BODILY FLUIDS (SPILLAGES):**

A requirement to clean up any body fluids should be reported to the Cleaning Supervisor or to the Domestic Services Manager. Please see the School's Medical Procedure Policy.

**The Domestic Manager: Extension 356**

He is also contactable via Reception and through the school radio network on channel 4.

Email: [maintenance@royalrussell.co.uk](mailto:maintenance@royalrussell.co.uk)

## **ADMINISTRATION OF MEDICINE:**

No member of the teaching or non-teaching staff may administer medicine to a pupil, unless they have had appropriate training to do so. If a child needs to receive medicine at school, such as antibiotics, which has been prescribed by the child's doctor, it may be administered only by the nursing staff in the Medical Centre, who will require written permission from the child's parent. However, a parent may sign a consent form so that a child can have medicine administered by a member of staff on an out-of-school trip. Parents are asked to indicate consent in writing for EYFS children in Nursery for the administration of 'paracetamol' if it is considered to be in the child's interests at the time if a parent cannot be contacted. Medicines containing 'aspirin' may only be given to pupils under the age of 16 if prescribed by a doctor.

Any medication given in school is recorded on spreadsheet/iSAMS indicating dose and time of medications and parents are informed.

Emergency asthma inhalers are located around the Junior and Senior School. Pupils who have been prescribed an inhaler, and whose parents have given written consent, can use the inhaler when required. All staff have been trained to use the inhaler and are given annual updates. All administrations are recorded and pupils are further assessed at the Medical Centre.

Children in the Lower Juniors who are suffering from an asthma attack will be taken to the Medical Centre, but, in case of emergency when the nursing staff are unavailable, inhalers are kept in the Junior School Office, with parental consent forms.

All children in the Upper Juniors who suffer from asthma are deemed capable of using his/her inhaler when necessary, and these children will keep an inhaler in school. A spare inhaler is kept by the Medical Centre and in the School Office in case of need.

Instruction in the use of the Adrenaline Autoinjector (AAI) is given to all members of staff who may come in contact with a child suffering from a known serious allergy. AAI are located as follows:

- For pupils in Lower Juniors' the pen is held in the Junior School Dining Room
- For pupils in Upper Juniors' the pen is held in the Senior School Dining Room
- For pupils in the Senior School the pen is held in the Senior School Dining Room.

NB: The AAI are named and it is essential the correct pen is given to the right pupil. Monitoring of the AAI in the Dining Room are undertaken every month by the Medical Centre.

For individuals who have parental consent, universal AAI's are stored in the Medical Centre and can be used in the event of emergency when an individual's AAI is not available. Any confirmed allergic reactions, 999 should be called noting the time the first AAI was given and any further doses. Parents should also be informed.

## **Medical Conditions:**

All pupils with a medical condition will be asked to complete a detailed 'Individual health care plan' to support staff whilst on the school grounds. Parents have a responsibility to ensure any changes to their child's health are reported to the school medical centre contacting:

[medicalcentre@royalrussell.co.uk](mailto:medicalcentre@royalrussell.co.uk) and also any relevant teaching staff. (Refer to Administration of Medicines policy)



### **REQUEST FOR SCHOOLS TO ADMINISTER MEDICATION**

Please ensure the information you provide is accurate, medication will only be accepted in the **original packaging** and with the pupil's name clearly visible. This is a legal requirement to safely administer medications.

#### **DETAILS OF THE PUPIL**

FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

Any allergies: \_\_\_\_\_

Name of the condition or illness:  
\_\_\_\_\_

#### **MEDICATION**

Name/type of medication: \_\_\_\_\_

Date started: \_\_\_\_\_

For how long the pupil will take this medicine: \_\_\_\_\_

#### **FULL DIRECTIONS FOR USE**

Dosage \_\_\_\_\_

Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Side effects \_\_\_\_\_

Self-administration \_\_\_\_\_

Procedures to take in an emergency \_\_\_\_\_

If your child requires the use of an inhaler and prescribed, do you consent for the use of the universal inhaler in the event of an emergency: - **yes /no/ not applicable**

If your child requires the use of an adrenaline autoinjector (AAI) for severe allergic reactions and prescribed, do you consent for the use of the universal AAI in the event of an emergency: - **yes/no/ not applicable**

#### **CONTACT DETAILS**

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

Date \_\_\_\_\_

**All medication being administered must be delivered to the Medical Centre by the Parents**

**ANNEX B**



**HEAD INJURY ADVICE**

Name of child: \_\_\_\_\_ Class/House: \_\_\_\_\_

Your child received a slight injury to the head today. This happened:

.....

A first aider has checked your child and has not found anything of immediate concern. The injury did not justify a referral to the Medical Centre.

We advise that you keep an eye on your child. It would be best for your child if s/he does **not** undertake any physical activities for the rest of the day. Eg - **No** games/sports/running/cycling.

Should you be at all worried you should either telephone NHS 111 for advice, or contact your own doctor.

In particular, you should look out for if your child displays any of the following:

- Becomes unusually sleepy or is hard to wake
- Complains of a bad headache
- Complains of blurred or double vision
- Vomits
- Has twitching of the body; has any difficulty in walking or displays any unusual behaviour
- Becomes unconscious.
- Watery or bloody oozing from their nose or ears
- Behaves differently to normal

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

ANNEX C

**REPORT OF MINOR FIRST AID, INJURY or ACCIDENT**

Today your child was treated by a Junior School First Aider for a minor injury.

Name: ..... Class..... Date.....Time.....

<u>Injured Body Part</u>		
Head	Left arm	Right arm
Face	Left leg	Right leg
Torso	Left hand	Right hand
Back	Left foot	Right foot

<u>Treatment given</u>	
Washed	Dressed
Icepack applied	

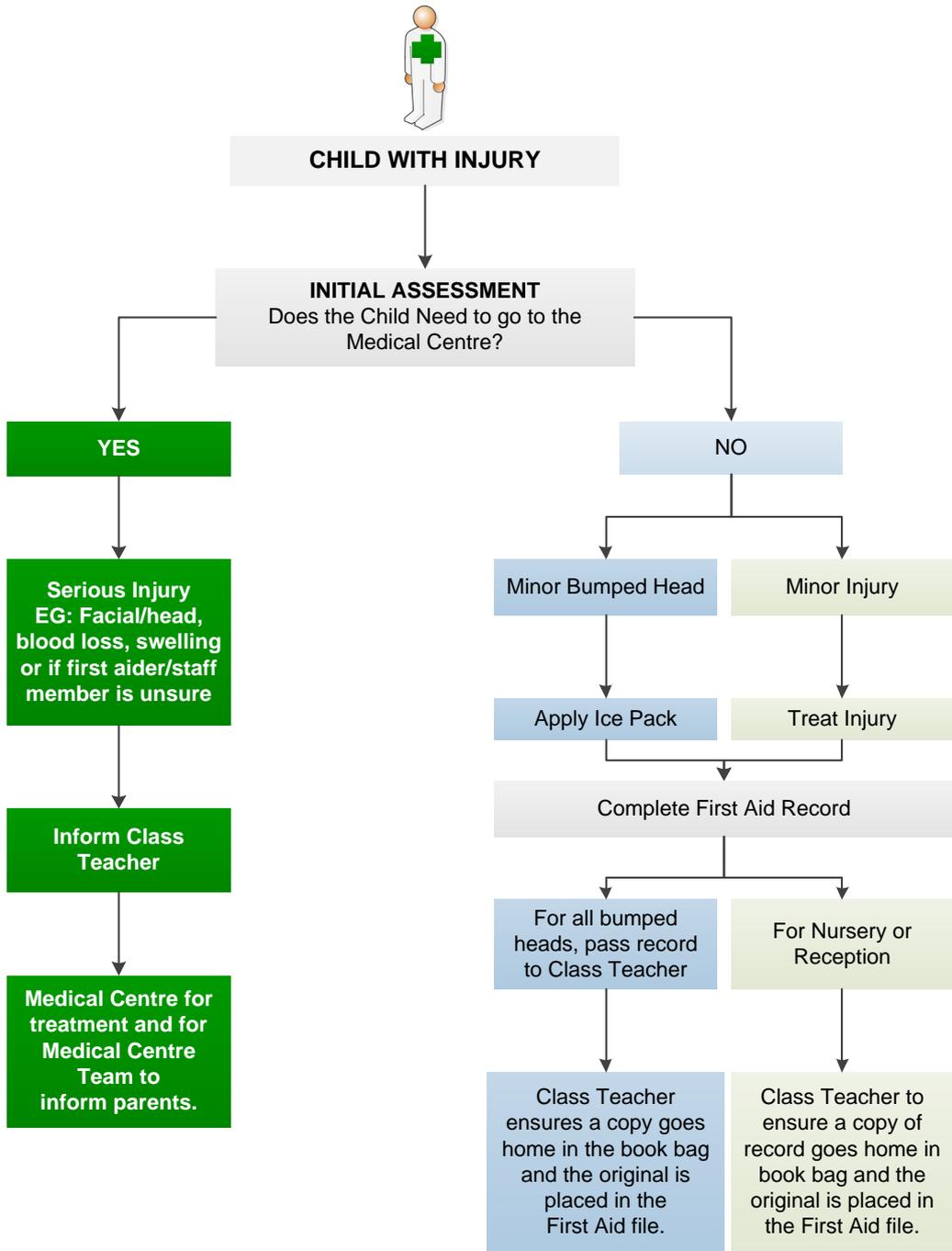
Additional information

Signed by staff member.....

**In the event of a head injury.**  
If you are worried about your child, please contact your doctor or accident and emergency department: examples of concerns are:  
If you notice your child is sleepy or hard to wake  
Complains of a bad headache  
Complains of blurred or double vision  
Vomits  
Has twitching of the body, face, has any difficulty in walking or displays unusual behaviour  
Becomes unconscious



FIRST AID FLOWCHART



## ANNEX E

### FIRST AID KITS CONTENTS AND LOCATION

FIRST AID KIT (FAK)	IMMEDIATE AID KIT (IAK)	TRAVEL KIT	PE TRAVEL KIT
1 x First Aid Guidance Leaflet	1 x First Aid Guidance Leaflet	1 x First Aid Guidance Leaflet	1 x First Aid Guidance Leaflet
20 x Individually wrapped sterile adhesive dressings		6 x Individually wrapped sterile adhesive dressings	6 x Individually wrapped sterile adhesive dressings
4 x Eye pads with bandage No 16	2 x Eye pads with bandage No 16		
4 x Triangular bandages		1 x Triangular bandage	1 x Triangular bandage
6 x Wound dressings – medium approx 12cm x12cm	2 x Wound Dressings – medium approx 12cm x12cm		
2 x Large sterile unmedicated wound dressings approx 18cm x18 cm		1 x Large sterile unmedicated wound dressings approx 18cm x18 cm	1 x Large sterile unmedicated wound dressings approx 18cm x18 cm
2pr x Disposable gloves	2pr x Disposable gloves	1pr x Disposable gloves	1pr x Disposable gloves
6 x Individually wrapped moist cleansing wipes	5 x Individually wrapped moist cleansing wipes	10 x Individually wrapped moist cleansing wipes	10 x Individually wrapped moist cleansing wipes
	20 x plasters (blue for food industry)	15 x Plasters	
1 x Instant ice pack	1 x Instant ice pack	1 x Instant ice pack 1 x Crepe bandage 22 x paracetamol tablets	1 x Instant ice pack 2 x Crepe bandages 1 x Space Blanket 1 x Life-aid resuscitator 2 x Eye pads with bandage

<b>LOCATION OF KITS</b>	<b>FAK FULL FIRST AID KIT</b>	<b>IAK IMMEDIATE AID KIT</b>
PAC - Reception	x	
PAC - Catering Department	x	
PAC - Music Head of Department Office		x
PAC Finance Kitchenette		x
PAC - Drama Studio		x
Practical Block - Design Technology	x (2)	
Practical Block - Science Department	x (2)	
Practical Block – Food Technology Practical Room	x	
Practical Block - Art Room		x
Junior School Office		x
Junior School Gym		x
Junior School Common Room		x
Junior School Science		x
Senior Teaching Block - English Office		x
Senior Teaching Block - Common Room		x
Senior Teaching Block - Library		x
Great Hall – Chaplain’s Office		x
Sports Hall - PE Department Office	x	
Sports Hall - Sports Staff - (PE Travel Kits)	x (13)	
Swimming Pool	x	
Maintenance Department	x	
Grounds Department	x	
Oxford House - Boarding		x
Cambridge House - Boarding		x
Queen’s House - Boarding		x
St Andrew’s - Day		x
Keable - Day		x
Madden - Day		x
Buchanan - Day		x
Hollenden - Day		x
Reade - Day		x
Minibuses (x 3)	x	

**MEDICAL CENTRE ACCIDENT REPORT FORM**

<b>PUPIL NAME</b>					
<b>PUPIL FORM</b>				<b>PUPIL HOUSE</b>	
<b>PUPIL DOB</b>				<b>PUPIL HOM/TUTOR</b>	
<b>DATE OF INCIDENT</b>				<b>TIME OF INCIDENT</b>	
<b>PLACE OF INCIDENT</b>				<b>NATURE OF INCIDENT</b>	
<b>DESCRIPTION OF INCIDENT</b>					
<b>ASSESSMENT OF INJURIES</b>					
<b>TREATMENT ADMINISTERED</b>					
<b>HOW PARENT NOTIFIED</b>					
<b>SUBSEQUENT ACTION TAKEN</b>					
<b>HOW IS PUPIL TRAVELLING HOME</b>					
<b>WITNESS DETAILS</b>					
<b>DATE OF REPORTING/TIME</b>					
<b>SIGNATURE OF ASSESSING NURSE</b>					
<b>ACCIDENT INVESTIGATION FORM SENT</b>				<b>ACCIDENT INVESTIGATION FORM RETURNED</b>	
<b>ACCIDENT REFERENCE NUMBER</b>					
<b>COPIES TO</b>	Headmaster (CJH)	DHP (NDH)	DHP&O (DJS)	Operations Director (DN) & Assistant Operations Director (CPL)	HoM