

AMDG



STONYHURST

CROSS CAMPUS FIRST AID POLICY

Academic Year 2020 – 2021

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Revised by:	Nurse Manager
Approved by:	The Stonyhurst Headmaster on behalf of the Executive Team
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Location(s) where Policy can be found	<ul style="list-style-type: none">✓ ISI Portal✓ College Website✓ Intranet Hard copy files in the following offices: <ul style="list-style-type: none">❖ Compliance & Legal Support❖ Headmaster's PA❖ SMH Headmaster's PA❖ Bursar's PA

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Stonyhurst Cross Campus First Aid Policy (including EYFS)

Stonyhurst Cross Campus First Aid Policy

1. Provision

First Aid is the initial assistance or treatment given to an ill or injured person. It is important that a person is assessed quickly and calmly and that appropriate help and treatment is given at once. Stonyhurst follows the principles of Early Recognition and Call for help: Early CPR, Early Defibrillation and Early Professional follow-up when assisting an ill or injured person.

Stonyhurst provides First Aid for all pupils, teachers, support staff and visitors on site. DfE guidance on First Aid for Schools states that teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. 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 the pupils at the school in the same way that parents might be expected to act towards their children.

Parents / Guardians are asked to complete documentation, which includes consent to Emergency Medical treatment for their child and also requests information in relation to any allergies, regular medication, recent or on-going illness. This information is collected by the Health Centre and is subject to appropriate confidentiality.

Many departments on campus have their own First Aid trained staff. A significant number of staff at Stonyhurst have First Aid at Work qualification (FAW - 3 day course) and others have Emergency First Aid at Work qualification (EFAW - 1 day course), a Paediatric First Aid qualification (Care for Children -12 hour course), or a 4 hours First Aid Awareness Course.

There is always at least one member of staff who has a First Aid qualification on site at the College and one at St. Mary's Hall whilst the school is open. Within the EYFS setting, all staff are EYFS trained. A list of people who have a current First Aid Certificate is located in the Health Centre, in the School Office and in both the College and SMH Receptions and displayed in Hodder House. This is updated regularly. The current list is attached available from the Health, safety and security manager (HSSM). This is a working document which is updated as necessary during the course of the year.

Listed below are the current First aid qualifications held by some staff;

Advanced First Aid	Sports First Aid	Paediatric First Aid
First Aid at Work	First response Emergency Care	Outdoor First Aid

All First Aid qualifications must be renewed every three years. A centrally kept data base keeps a check on renewal dates and alerts staff in advance of their qualification end-date. This is monitored and updated by the HSSM.

During First Aid courses, staff are specifically trained to use Adrenaline Auto Injectors. They are also trained in responding to specific situations such as dealing with Diabetes. Sports First Aid Training also covers the initial management of Head Injuries and Concussion.

If an accident / injury occurs (or a pupil becomes unwell), the member of staff in charge of the pupil assumes responsibility for that pupil and should call the Health Centre. A member of the Nursing team should be asked to attend and assist with the injury / illness. If an adult is the subject of the accident/illness, then the first person at the scene should contact the Health Centre. An ambulance should be called (999) if necessary.

The Nurse on Duty at the Health Centre can be contacted on the numbers shown

- Internal Extension 240
- Radio Channel 8
- Radio Pager 109
- Landline 01254 827100
- Mobile 07702856880 (used for Sports Fixture Days)

The Appointed Person for any First Aid or Medical Emergency is the Senior Member of Staff on duty at the Health Centre. The Health Centre is fully staffed 24 hours per day, 7 days per week during School terms with at least one qualified Nurse on duty at all times.

If an accident/incident occurs outside school terms when the Health Centre is not staffed, then First Aid provision is coordinated by First Aid at Work qualified security staff. They can be contacted on the internal extension 282 and 0, Radio channel 1 or landline 01254 827020.

Certain activities, such as sports activities carry a greater risk of injury. All sports staff have a First Aid qualification and have access to a radio to contact the Nursing team should an emergency arise. Risk assessments are carried out for such activities. Any injuries sustained either during Games fixtures or on Field trips must be reported to the Health Centre at the earliest opportunity. As much information as possible about the cause and extent of the injury should be provided along with detail of any treatment received.

2. First Aid Equipment on Campus

First Aid boxes are available in key locations around the campus. Stonyhurst also has 4 Automated External Defibrillators. These can be located at:

College reception

Sport centre

St Marys Hall

Health Centre

All First Aid boxes are checked and re-stocked at the start of each half term. First Aid kits are tagged and dated with an easily removable tag which ensures that when First Aid kits are returned to the Health Centre, if the tag has been removed then the kit can be checked and replenished. It is the responsibility of Head of Departments to notify the Health Centre if First Aid kits require re-stocking.

The College has Emergency Adrenaline Auto Injectors and Emergency Asthma kits. Adrenaline Auto Injectors are held in:

- The College Health Centre
- St. Mary's Hall Reception
- The College Refectory

Emergency Asthma kits are held in the College Health Centre and the St. Mary's Hall Reception. All College Mini-bus / Public Service vehicles are provided with a fully equipped First Aid Kit

3. Recording of Accidents and First Aid Treatment

Records are kept of all First Aid treatment administered. Accident Registers are located at the College Health Centre, Reception at St. Mary's Hall, Security, sports centre and within Hodder House (EYFS). The Accident Registers will have details of any First Aid treatment given on campus. The report on each accident should include:

- Date, place and time of the incident
- Name of the injured or ill person
- Details of any treatment provided
- Outcome in terms of “what happened next” for the injured or ill person (e.g. transferred to hospital, returned to class, been taken home)
- Name and signature of the First Aider in attendance and/or persons involved in dealing with the incident
- Any other relevant information

Some accidents must be reported to the Health and Safety Executive (HSE) under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR 1995). Further details can be found in the Health and Safety Guidance Notes available on the College website and/or from the HSSM. The HSE and also representatives of Environmental Health may access the campus without warrant to conduct an inspection / investigation following any serious accident or incident.

Accident forms are completed for all serious accidents. HSE would be notified as appropriate by the Health Centre and/or the Health and Safety Manager, as appropriate. Copies of Accident forms should be sent to the following internal staff:

- The Health and Safety Manager
- The Bursar
- The College Deputy Head (Pastoral) and/or the St. Mary’s Hall Assistant Head (Pastoral)

Parents will be notified in the event of an injury or accident to their child via telephone. This will be done either by a member of the Health Centre team or the First Aider.

4. Head Injuries

If a pupil sustains a blow to the head, in any circumstances the utmost care must be taken in dealing with them. All head injuries must be recorded in the Accident Register and parents must be informed of the details of the injury.

Please also refer to the Head Injury and Concussion Policy.

5. Dealing with Body Fluids

Please refer to Stonyhurst Infection control policy.

6. Early Years Foundation Stage

First Aiders who are primarily working with EYFS pupils must have successfully completed a Paediatric First Aid course. At least one qualified Paediatric First Aider will be on campus when children are present and a Paediatric First Aid trained member of staff will accompany any off-site trips / visits / activities. **Hodder House EYFS First Aid Policy** provides a more detailed EYFS First Aid information.

7. Visits off site

First Aid provision for trips will be determined with the completion of a full Risk assessment and will depend upon the nature, location and duration of the visit. First Aid kits will be taken by members of staff accompanying the trip.

Prior to a trip/visit departing, the trip organiser should provide the Health Centre with a list of who is attending the trip/visit. This enables the Health Centre to check the medical files of those attending and thereby ensure that First Aid kits can be pupil-specific where appropriate for example if a pupil has a known condition such as Asthma.

Minor injuries will be treated should they occur by members of staff present on the trip. Members of staff are expected to seek medical advice and treatment for pupils regarding any serious injury that may have occurred,

either at the place they are visiting (if appropriate) or at a local Hospital (Minor Injuries Unit/ A & E Department). The school and parents must be notified of such an event as soon as possible.

8. Delivery of First Aid within a Covid pandemic

Each first aid situation should be risk assessed for the requirement for direct contact with an individual. Where a person is able to provide self-care and can deliver first aid to themselves with verbal instruction this should be completed.

Where a social distance of 2 meters cannot be maintained or direct contact is required to provide treatment, PPE including a minimum of mask and gloves should be used by the First Aider. A mask should also be offered to the injured individual. All First Aid kits have been stocked with at least 2 face masks.

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions for infection control.

In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem, therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.

If you perform mouth-to-mouth ventilation, no additional actions need to be taken other than monitoring yourself for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website.

9. Reference Documents

In preparing this policy reference has been made to the following documents:

- <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- DfE Guidance on First Aid for Schools – A good practice guide
- Working together to Safeguard Children (2018)
- Supporting pupils at school with medical conditions (Dec 2015)
- www.Resus.org.uk