

FIRST AID POLICY

Owner: JAP
Reviewed: September 2021
Governor Approval: October 2021
Next Review: June 2022

1. Policy Statement

1.1 In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations, 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision when there are people on School premises, and for staff and pupils during off-site visits and activities.

1.2 In order to make adequate First Aid provision, it is the policy of LEH to ensure that:

- There are sufficient numbers of trained personnel together with appropriate equipment available so that someone competent in basic First Aid techniques can rapidly attend an incident when the School is occupied;
- A qualified First Aider is always available during normal School hours;
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site visits and activities.

2. Responsibilities under the Policy

2.1 The Deputy Head (Pastoral) is responsible for ensuring:

- First Aid needs are assessed and addressed;
- Sufficient numbers of suitably qualified First Aiders are available at all times;
- First Aid services are provided during normal School hours and that appropriate First Aid cover is available for out-of-hours and off-site visits and activities.

2.2 The School Nurses are responsible for:

- Assessing the First Aid needs throughout the School;
- Advising on appropriate levels of First Aid provision;
- Identifying training needs and arranging in-house and external training, including training for dealing with pupils with special medical needs;
- Maintaining a record of all School staff First Aid training;
- Liaising with the Health and Safety Committee on First Aid issues;
- Ensuring First Aid cover is available in the Junior and Senior Schools during normal School hours;
- Organising provision and replenishment of First Aid equipment (in case of kits kept off-site, subject to being notified by the responsible member of staff);
- Maintaining accurate records of First Aid treatments given by the School Nurses or reported to them.

2.3 Qualified First Aiders are responsible for:

- Responding promptly to calls for assistance;
- Providing First Aid within their level of competence;
- Summoning medical help as necessary;
- Recording details of treatments given and informing the School Nurses promptly;
- Keeping their qualification in date.

2.4 The Director of Sport is responsible for ensuring:

- Appropriate First Aid cover is available at all out-of-hours sports activities;
- First Aid kits are taken to all training, practice sessions, and matches.

3. First Aid Risk Assessment

The School Nurse on behalf of the Health and Safety Committee will assess from time to time the First Aid needs of the School.

4. Special Needs

4.1 There will be a number of pupils from time to time who have particular medical needs, i.e. epilepsy, diabetes, asthma and severe allergies and there are separate procedures for such cases. Protocols for allergen management are set out at Appendix 2.

4.2 Pupils' individual management plans are kept in their personal file on SIMS and alert notices are displayed in the respective Staff Rooms in the Senior and Junior Schools.

4.3 For further information on the management of particular medical conditions, refer to the School Nurse and the iLp.

5. Provision of First Aid Personnel and Equipment

5.1 Medical Rooms

Senior School: The Medical Room is located in the main building and is staffed by a Registered Nurse. If the School Nurse is off-site for any reason, a notice in the Medical Room will direct girls to the School Office for attention by a First Aider.

Junior School: The Medical Room, which is part of the Junior School office, is staffed by the second School Nurse, and in her absence, the Junior School Secretary.

5.2 Hours of Work

The Medical Room in the Senior School is open from 0800 - 1730 hrs and the School Nurse is in attendance (unless elsewhere on or off site) from 0800 - 1615 hrs. The Junior School Medical Room is open from 0800 - 1630 hrs.

5.3 Personnel

The Medical/Nursing pages on the ilp hold an up to date list of those members of staff who hold an approved First Aid at Work certificate. From January 2018 all staff will be trained in Emergency First Aid every three years.

5.4 Equipment

The School Nurses will supply First Aid kits in the areas stated in the list kept up to date on the Medical/Nursing pages on the iLP.

The P.E. staff should carry First Aid kits to all training sessions on the field, practices and matches.

First Aid kits should be taken to all off-site activities and visits, obtainable on notice to the School Nurse.

All minibuses must carry First Aid kits.

The School Nurses are responsible for checking and restocking the First Aid kits as necessary.

5.5 Spillage of Bodily Fluids

The procedure for dealing with a biohazard spillage can be found in the 'Biohazard Spill Procedure' in the Medical section of the iLP. During normal working hours the caretakers and cleaners are responsible for the clearing up of bodily fluids using the equipment provided for this purpose. Outside of normal working hours the duty caretaker takes on this responsibility.

Procedures for removing bodily fluids from the swimming pool are outlined in the Normal Operating Procedures for the swimming pool held by the Facilities department.

6. Emergency Procedures

- 6.1** If a pupil becomes unwell or has an injury, she must (if able) go to the Medical Room accompanied by another pupil (if thought necessary by a member of staff). If the pupil is too unwell to go to the Medical Room, the School Nurse must be contacted on extension 777 so that she can assess the pupil's condition wherever she is at that time. In the event of severe illness or injury, an ambulance should be called without delay and the School Office informed. (Follow summoning an ambulance guidelines via link at the end of the policy.)
- 6.2** If the School Nurse is not available, one of the qualified First Aiders should be contacted directly or via the School Office.
- 6.3** If an ambulance is called, the School Office, on being informed, will contact one of the caretakers, who should go to the front of the Junior or Senior School (as appropriate) to direct the ambulance crew. (See summoning an ambulance guidelines via the link at the end of the policy.)
- 6.4** Parents/guardians will be notified and the Deputy Head (Pastoral) or relevant Head of Section or the Head of the Junior School, will arrange for a member of staff to accompany the pupil to hospital if a parent is not available when the ambulance departs.

7. Reporting and Recording

- 7.1** Records of every medical incident and treatment given to each pupil in the Junior and Senior Schools are kept electronically on SIMS by the School Nurses. The Staff and Pupil Accident Books are kept electronically.
- 7.2** The School Nurses will report to Public Health England any infectious or contagious diseases where these are notifiable.
- 7.3** The School Nurse will report the incident if necessary to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and send copies of the completed form to the Director of Finance.

8. Information

Further information is available in:

- Medical/Nursing/Staff Essential - Conditions: section of the iLP
 - Various procedures for management of serious conditions e.g. asthma, epilepsy etc. e.g.
- Medical/Nursing/Medical Procedures section of the iLP
 - Biohazard spills
 - Guidance on calling an ambulance (<https://ilp.lehs.org.uk/medicalnursing/staff-essentials--how-to/calling-an-ambulance-in-school>)
 - Confidentiality within the Medical Room
 - Defibrillation/AED guidelines
 - Human influenza
 - Storage and Administration of Medications
- Medical/Health/Staff Essentials - How to: section of the iLP
 - Guidance for staff on using the Medical Room
 - Accident Reporting
- Parent Handbook (on the Parent Portal)
 - Section on Pastoral Care

9. Covid-19

Provisions relating to First Aid for Covid-19 are set out in Appendix 1 to this document.

10. Monitoring and Review of the Policy

First Aid arrangements are reviewed annually by the School Senior Nurse who reports her findings to the Health and Safety Committee.

Appendix 1 First Aid for Covid-19

- 1 If anyone in School becomes unwell with a new persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow Government guidance: [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- 2 If a pupil develops symptoms they must go, or be sent to the Nurse in the first instance who will call their parents for them to be collected.
- 3 Whilst a pupil is awaiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. In the unlikely event it is necessary to isolate multiple pupils the School will use the room next door to the Medical Room or Careers Office as it is possible gain access to the Medical Room, and the Medical Room bathroom from there.
- 4 PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- 5 If a member of staff develops Covid-19 symptoms they must ring or email the Nurse to confirm they are going home with Covid-19 symptoms so that the Nurse can follow up on their test results. They should then leave School and go home immediately.
- 6 Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a PCR test; or
- 7 Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
- 8 **Face Masks:** All staff and pupils must wear face masks in all areas that the School stipulates in accordance with Government Guidance from time to time. Pupils/staff should not touch the front of their face covering during use or when removing it. Staff and pupils should use reusable face masks and keep them in a zip lock bag when not in use. If it is absolutely unavoidable to use a disposable face covering, these should be placed in a covered bin. The Nurse will be able to advise on safe use and removal of face masks.

Appendix 2 Protocols for Allergen Management

1. Definitions

- 1.1 The School's position is not to guarantee a completely allergen-free environment, but to minimise the risk of exposure by hazard identification, instruction, and information and thereby to encourage self-responsibility to all those with known allergens to make informed decisions on food choices.
- 1.2 The intent of these protocols to set out the procedures in place to minimise the risk of any person suffering allergy-induced anaphylaxis or food intolerance whilst on the School premises.
- 1.3 The School has plans for an effective response to possible emergencies as can be found on the iLp here.

2. Responsibilities

2.1 The School is committed to proactive risk food allergy management through:

- encouragement of self-responsibility and learning avoidance strategies amongst those suffering from allergies.
- establishment and documentation of a comprehensive management plan for menu planning, food labelling, and customer awareness of food produced on site.
- provision of a staff awareness programme on food allergies, possible symptoms (anaphylaxis) recognition and treatment.

2.2 Specific responsibilities for allergen management at the School are as follows:

2.2.1 **Parents:** Parents are responsible for:

- Ensuring the School is aware of any food allergy their child may have and keeping that information up to date.
- Ensuring that any child with an allergy is provided with two individually prescribed devices for use in school and that these devices are within date.

2.2.2 **Sodexo:** Sodexo is contracted to provide catering services at the School. References in this policy to Sodexo are to the catering management team at the School which is responsible for:

- All aspects of compliance with food law.
- Providing allergen information to consumers at the School for both prepacked and non-prepacked food and drink served at mealtimes and at other School events they are catering for.
- Handling and managing food allergens in food storage and preparation, including dealing with suppliers and supplies of foods and food stuffs.
- Ensuring all Sodexo staff are trained termly on allergen policy, process, and any updates.
- Ensuring Catering Management and Allergen Champions will provide allergen advice and guidance on foods being served that day.
- Ensuring the School notify the catering management team those pupils at the School with known food allergies.

- Providing specific dishes for those Junior School pupils who have been identified by the School and parents.
- Identifying pupils from the Junior School requiring allergen meals through photos of the individuals and dietary requirements provided by the School and parents.
- Ensuring all updates on allergen requirements are provided via the School Nurse in both the Senior and Junior School.
- If the School knows of catering requirements for a specific event e.g. gluten free attendees at a Governors Meeting, then the School must inform catering in advance otherwise they cannot guarantee that specific requirements will be available.

2.2.3 The School: The School has a duty of care to all users of the School premises and a particular responsibility to support pupils with medical conditions, including allergies. As such it will:

- Information: Ensure that up to date information on pupils with food allergies and specific dietary requirements is provided to Sodexo and available to School staff. Updated information will be provided by the School at the start of each academic year, when a new pupil joins the School about which Sodexo needs to know, and when any other changes occur about which Sodexo needs to know.
- Emergency Devices: Manage the storage and supply of emergency devices/AAls.
- Training: Ensure that relevant School staff are aware of allergens and suitably trained in emergency procedures and in the use of AAls.
- Catering Arrangements: Provide suitable facilities for food service and use reasonable endeavours to seek to ensure that staff, pupils and visitors are aware of allergy information at events in School where food is provided.

3. Devices/AAls

3.1 Pupils in the Senior School with allergies must carry two individually prescribed devices with them at all times. The Nurse in the Junior School holds two individually prescribed devices for pupils in the Junior School in the Medical Room.

3.2 Generic spare devices are held in both Medical Rooms (Senior and Junior). These devices are generic rather than specific prescribed pens.

3.3 The Nurse will be responsible for ensuring that spare devices are checked termly and stay in date.

3.4 Parents are responsible for ensuring the specifically prescribed devices of their child are up to date.

4. Training

4.1 First aid training is given to specific staff at the School.

4.2 The School will ensure that all staff at the School receive on a regular basis basic training on allergies, triggers, and anaphylaxis recognition, management and treatment - including the administration of devices and first aid procedures which should be followed in the event of an emergency.

4.3 A summary of anaphylaxis recognition and treatment is set out on the iLp.

5. Catering Arrangements

- 5.1 Sodexo will comply with duty of care under common law not to serve food which contains relevant allergens to an individual who has a known allergy.
- 5.2 Sodexo will provide the customer allergen notice wherever food is served.
- 5.3 Where served, a member of the catering team will have the relevant allergen information available to inform consumers.
- 5.4 Food on buffets will have the relevant allergen information available.
- 5.5 Sodexo will take part in a termly introduction/reminder by the School for the meal time process for all those pupils with a food allergy.
- 5.6 Sodexo will retain and refer to the list of pupils with allergies provided by the School.

6. Staff

- 6.1 During induction, all new staff are advised that they should consider informing their line manager/ Head of Department/or Nurse if they have any serious medical condition or allergies, especially those that necessitate the use of an auto-injector.
- 6.2 It is the responsibility of individual members of staff to inform Sodexo of their specific dietary requirements, including intolerances and allergies. Sodexo will supply allergy-free meals where requested, but otherwise it is the responsibility of staff to check with Sodexo that their meals meet their dietary requirements.

7. Visitors

It is the responsibility of visitors to inform the School of any dietary needs. The School will inform Sodexo as required.

8. Trips

- 8.1 As part of the risk assessment, all staff must check the requirements of all pupils they are taking off-site regarding allergies. Where food intolerance has been identified and packed lunches/refreshments/food are required, this information must be relayed to Sodexo who will prepare suitable supplies.
- 8.2 Staff must also:
 - Physically check that pupils have their two AAls with them before leaving site.
 - Ensure that all food collected from Sodexo has been clearly labelled and matches the information provided by the School to Sodexo.
 - Staff are aware of any foods that should not be given to pupils (including any foods that pupils may purchase outside the School during the trip).

9. Charity Events and Brought-in Food

The School has separate risk assessment(s) to deal with individuals bringing food on site for consumption by individuals other than themselves.