



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.

Please see Appendix G for COVID 19 Provision

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 Health and Wellbeing Centre. The Health and wellbeing Team consists of 3 qualified medical staff operating on a shift pattern. The Health and Wellbeing Centre is operational during the following hours:

Monday to Friday: 7.30am - 8.30pm
Saturday: 8.00am - 4.00pm
Sunday: Closed

Junior School Teaching Assistants are trained in 'Paediatric First Aid' and a number of Teaching Assistants are on-site from the start of Breakfast Club at 7.45am 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 and renewed every three years.

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 Health and Wellbeing 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 Health and Wellbeing 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 Health and Wellbeing Centre; they are ordered in advance and returned to the Health and Wellbeing 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.

*Defibrillators available in areas which are open 12 months of the year. In local vicinity of the Health and Wellbeing Centre.

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 all 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 Health and Wellbeing Centre where information will be inputted onto iSAMS.

Senior School: Pupils are referred to the Health and Wellbeing 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 pupils are to be reported in accordance with the Accident Report Form (Annex F), on either Firefly (Medical Centre Section).

If the child is sent to the Health and Wellbeing Centre, the accident form on Firefly (Annex F) will also be completed and when appropriate parents/ guardians will be inform.

In all cases a copy of the form will be sent to the Health and Safety Officer for review.

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 Junior or Senior Leadership Team, as appropriate.

Reviewed regularly since	January 2018
Reviewed SLT	January 2020
Reviewed and Approved by EWC	January 2020
Reviewed SLT	January 2021
Reviewed and Approved by EWC	February 2021
Reviewed and Approved by Board	March 2021
Reviewed by EWC	February 2022
Reviewed and Approved by Board	March 2022
Next Review	January 2023

LINKED PROCEDURES:

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

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 HEALTH AND WELLBEING CENTRE ACCIDENT REPORT FORM
- G COVID 19 FIRST AID PROVISION BLS training Update for resuscitation and covid-19

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 Health and Wellbeing Centre, where there are nursing staff working on a rota, so that one of them is available at the following times:

Monday to Friday: 7.30am - 8.30pm

Saturday: 8.00am - 4.00pm

Sunday: Closed

Health and Wellbeing Centre :
Health and Wellbeing Centre

0208 657 7861 - Extension 212
Mobile: 07547 053 368

Across the Junior School, all staff are able to provide first aid treatment for minor injuries during curriculum time as well as at break and lunchtimes and during wrap-around care e.g. cleaning small cuts and grazes. For Lower Junior pupils, these are to be recorded in the Minor Accident Form which is kept by the First Aid Station, a copy of which is sent home to parents. Where more serious injuries occur, pupils are escorted to the Health and Wellbeing Centre for assessment by the nursing team. 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 Health and Wellbeing Centre. Accompanying adults should remain with the nurse in case the child needs to be washed and changed. Any pupil who experiences a vomiting or diarrhoea episode must not return to school until 48 hours after the symptoms of vomiting and diarrhoea have ceased. Parents and carers must also notify the school if their child contracts any notifiable disease.

In all cases, children with serious injuries are sent to the Health and Wellbeing 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. A member of staff with paediatric first aid training will always be on site when EYFS children are present and accompany every EYFS trip.

BODILY FLUIDS (SPILLAGES):

A requirement to clean up any body fluids should be reported to the Housekeeper. Please see the School's Medical Procedure Policy.

Children must not return to school until 48 hours after the symptoms of vomiting and diarrhea have ceased. They must also notify the school if their child contracts any notifiable disease

The Housekeeper: Extension 356

Contactable via Reception and through the School Radio Network on channel 4.

Email: jdiazfranco@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 Health and Wellbeing 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 Health and Wellbeing Centre.

Children in the Lower Juniors who are suffering from an asthma attack will be taken to the Health and Wellbeing 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 Health and Wellbeing Centre and in the School Office in case of need.

Instruction in the use of the Adrenaline Auto injector (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 Rooms are undertaken every month by the Health and Wellbeing Centre.

For individuals who have parental consent, universal AAI's are stored in the Health and Wellbeing 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:

Families of 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 Health and Wellbeing Centre by completing the Medical Information Form on Firefly. This information will be relayed by the Health and Wellbeing Centre to key stakeholders across the school (JLT, Catering etc) who will disseminate the information to 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 auto injector (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 Health and Wellbeing Centre by the Parents



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 Health and Wellbeing 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.....

Injured Body Part

Head	Left arm	Right arm
Face	Left leg	Right leg
Torso	Left hand	Right hand
Back	Left foot	Right foot

Treatment given

Washed Dressed

Icepack applied

In the event of a head injury.

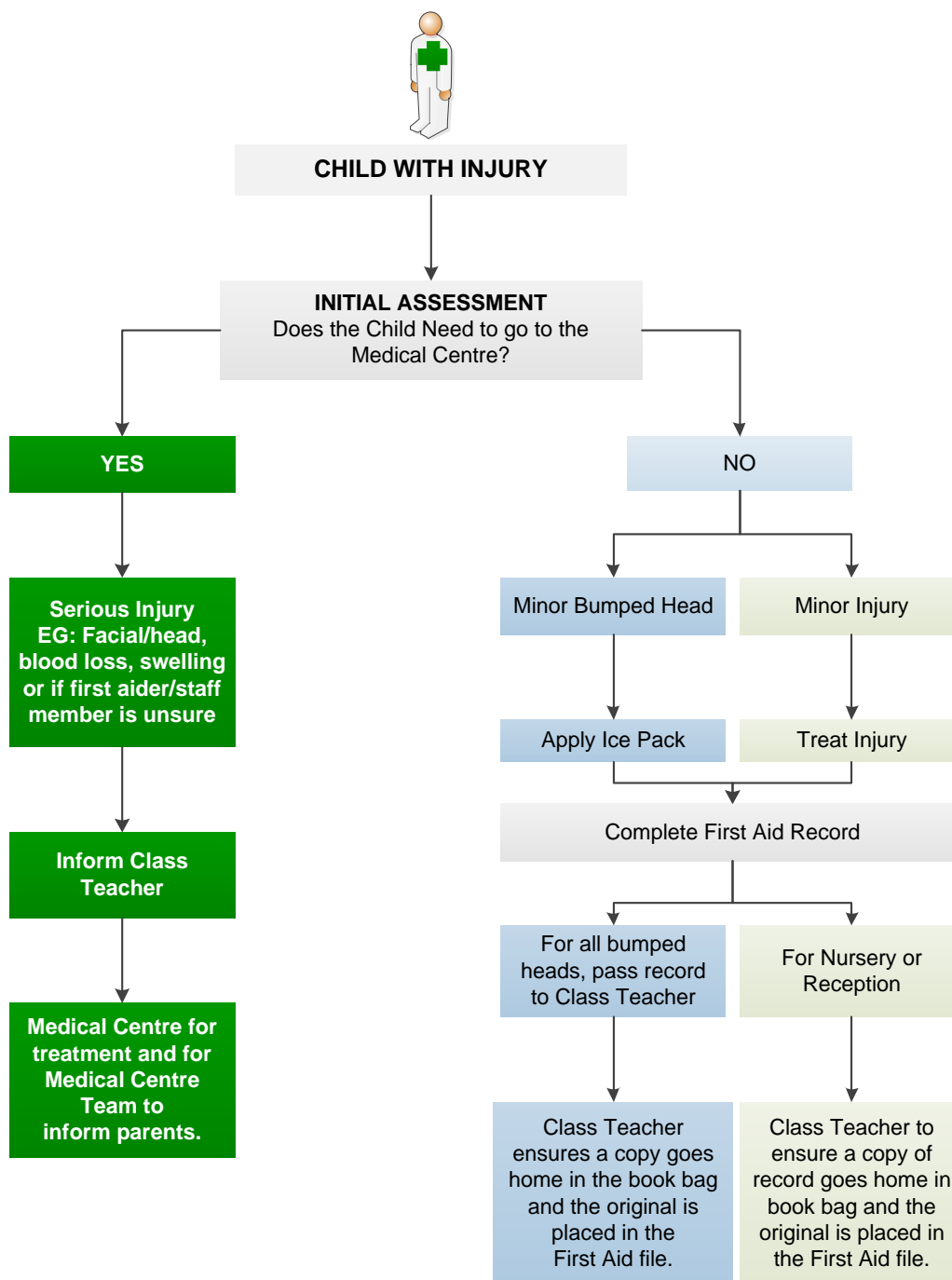
If you are worried about your child, please contact your doctor or accident and emergency department: examples of concerns are:
If you notice your child is sleepy or hard to wake
Complains of a bad headache
Complains of blurred or double vision
Vomits
Has twitching of the body, face, has any difficulty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

Additional information

Signed by staff member.....



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

LOCATION OF KITS	FAK FULL FIRST AID KIT	IAK IMMEDIATE AID KIT
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		
Junior School Classrooms (One per year group)		x
Junior School Common Room		x
Junior School Science		x
Junior School Lower Junior Playground/Dining Hall		x
Junior School Upper Junior Playground		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	

ACCIDENT REPORT FORM

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

APPENDIX G: COVID 19 PROVISION

Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings.

This statement is for anyone who is performing CPR/defibrillation in an out-of-hospital setting. Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths. Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given.

Paediatric advice

We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

The first things to do is shout for help and dial 999.

First responders should consult the latest advice on the Gov.Uk website:

<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>).

Paying particular attention to sections: 7. What to do if you are required to come into close contact with someone as part of your first responder duties

Paying particular attention to sections 8. What to do if you become unwell

Remember the simple steps to save a life while staying safe:

Resuscitation council UK (2020) Out of Hospital Cardiac Arrest Guidance during COVID-19 (Coronavirus) Pandemic

1. If someone is collapsed and not breathing normally do not put your face next to theirs. Shout for help and Call for an ambulance.
2. Use a towel or clothing to lay over their nose and mouth
3. Do not do mouth to mouth
4. Start chest compressions
5. Use a Defibrillator if accessible if not please ask for assistance (Please see step number one 'Shout for help')

Please see video Link for further information: '[Out of Hospital Cardiac Arrest Guidance during COVID-19 \(Coronavirus\) Pandemic video clip](#)' to clarify the steps above.

Further reading:

COVID-19: guidance for health professionals [Public Health England]:

<https://www.gov.uk/government/collections/wuhan-novel-coronavirus>

Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

Covid-19: Guidance for first responders

<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>

NHS Covid-19

CPR- First aid

<https://www.nhs.uk/conditions/first-aid/cpr/>

Resuscitation council UK (2020) Out of Hospital Cardiac Arrest Guidance during COVID-19 (Coronavirus) Pandemic video clip:

The video is available for your viewing at: <https://vimeo.com/399707203>