

Habs

HABERDASHERS'
ELSTREE SCHOOLS

First Aid Policy

Policy Type	Statutory
Regulation	ISSR: Part 3, 13a
Approval Committee	E&I Committee
Last Review	Spring 2022
Next Review	Spring 2023

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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

1.3 Supporting Documents

The following related information is referred to in this policy:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	
Boys' School	Girls' School
Anaphylaxis Policy	Allergy and Anaphylaxis Policy
Asthma Policy	Asthma Policy
Head Injury and Concussion Policy	Diabetes Policy
Management of Seizures Policy	Epilepsy Policy
Storage and Administration of Medicines Policy	Head Injury and Concussion Policy
Mental Health Policy	Mental Health Policy
Type 1 Diabetes Policy	

1.4 Terminology

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Girls School **and/or** Haberdashers' Boys' School, as now or in the future constituted (and any successor).

Student or **Students** means any student or students in the School at any age.

2 Practical Arrangements at the Point of Need

2.1 At the Boys' School

2.1.1 Staff

New staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a Student falls ill, as part of their induction training. This includes what to do if a Student falls ill in class.

2.1.2 Senior School

If the Student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the Student and send a Student to ask a teacher or member of the support staff to contact the School Nurse on ext. 1790 or mobile phone number 07801 385426. The School Nurse will then come to the scene and deal with the situation.

If the Student is able to go to the Medical Centre, then the teacher must email 'School Nurse' to inform them that they are coming and send the Student, escorted by another Student, to the Medical Centre.

2.1.3 Preparatory School

The same procedure as above applies in the Preparatory School if a serious injury or illness occurs. If a more minor illness or injury occurs, the classroom assistants are responsible for sending the injured/ill Student over to the Medical Centre with a slip explaining the injury/illness. In lesson time, the teacher will send the Student, escorted by another Student, to the Medical Centre via the Preparatory School Reception, to ensure the Student's whereabouts will be known. If it is a very minor injury, the classroom assistants will deal with it and record it in their record book.

2.1.4 Pre-Preparatory School

The designated first aiders are responsible for dealing with any injuries and illnesses as they occur. For any queries, the School Nurse is available to provide telephone advice.

2.2 At the Girls' School

2.2.1 Staff

All staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a Student falls ill, as part of their induction training and at the start of each academic year. This includes what to do if a Student falls ill in class.

Relevant staff for specific medical conditions will be trained as appropriate.

2.2.2 Senior School

If the Student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the Student and send another Student to ask a teacher or member

of the support staff to contact the School Nurse on ext. 2306 or contact the School Office who will use the walkie talkie to contact the School Nurse. The School Nurse will then come to the scene and deal with the situation.

If the Student is able to go to the Health Centre, then the teacher must email 'Senior Nurse' to inform them that they are coming and send the Student escorted by another Student.

2.2.3 Junior School

The same procedure as above applies in the Junior School if a serious injury or illness occurs. If a more minor illness or injury occurs, the classroom assistants are responsible for sending the injured/ill Student to the Junior School First Aid Room to see the designated first aider. If no first aider is available or the first aider feels the Student needs to be seen by the School Nurse, then the School Nurse will be contacted.

3 Qualified First Aiders and Training

The School reviews its first aid provision on an annual basis and ensures that a suitable and sufficient number of first aid personnel are on site whenever there are children present. These staff have appropriate qualifications and the School ensures that qualifications are renewed at least every three years. A full list of personnel with first aid qualifications and their expiry dates are maintained by the School Nurse and notices are displayed around the School site on how to contact them. The Boys' School also uses the provision of an external first aid provider.

If there is an after School or weekend event, a risk assessment is completed which ensures that first aid provision is adequate for the number of individuals and the level of risk involved in the activity.

4 Accident Reporting

Accidents are recorded by way of an accident form which is common across both Schools. The accident form usually originates from the member of staff who is witness to the accident, or the nursing staff. Once the School Nurse has assessed the incident, it goes to the relevant Deputy Head (Pastoral) , who may ask for further information or follow up. Once this has been completed, the forms are sent to the Compliance Manager who will determine if the incident needs to be reported under RIDDOR (see below) and then the accident form is filed by the School Nurse (current students only). Trends are collated for scrutiny by the Health and Safety Committee. The Student accident form is returned to the School Nurse for filing. Staff and visitors' accident forms remain with the Compliance Manager for filing.

Depending on the severity of the accident / injury and/or circumstances, parents or carers will be contacted even if the Student does not need to go home.

5 Access to First Aid Equipment

The School reviews its provision of first aid kits on an annual basis and ensures that there are a suitable and sufficient number of appropriately sized kits across the campus, particularly in high-risk areas. The School Nurse maintains a list of the location of first aid kits and a designated First Aider in each area is responsible for ensuring that the contents are checked regularly.

6 Arrangements for Students with Particular Medical Conditions

Arrangements for Students with particular medical conditions are outlined in separate policies, available upon request from the School, and include:

- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Head Injury and Concussion Policy
- Seizures/Epilepsy Policy

7 Hygiene Procedures for Dealing with the Spillage of Body Fluids

The School's cleaning contract staff are trained to deal with the spillage of body fluids, and staff should not deal with the issue themselves. In the case of spillage, the duty cleaner will be called to collect a spillage pack and deal with the spillage.

8 Guidance on When to Call an Ambulance

In an emergency during School hours, the School Nurse should be called first, although this should not delay the calling of an ambulance if one is clearly needed. In their absence, the first aider should assess the situation and call an ambulance if needed. The School Reception should also be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Outside School hours, the first aider will assess the situation and call an ambulance if needed. The Duty Caretaker should be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Occasions when an ambulance should be called include but are not limited to:

- an Adrenaline Auto Injector has been used
- A Student has a seizure and is not known to suffer from epilepsy
- Any possible broken bones except fingers, toes and arms that are closed breaks
- A Student suffers from a severe asthma attack that is not relieved by the use of an inhaler
- Any loss of consciousness that is not a faint e.g. as a result of accident/head injury or illness/diabetic coma

- a Student has suffered a severe loss of blood or severe burns or scalds
- a Student has, or is suspected of having, taken an overdose
- Any other circumstances where a Student is perceived to require urgent medical attention.

The competent person should assess each situation as it arises.

9 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools slightly differently than in most places of work. Most incidents that happen in schools or on school trips do not need to be reported to the Health and Safety Executive (HSE). Only in limited circumstances will an incident need notifying to the HSE under RIDDOR.

Injuries to Students and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- The death of the person that arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Dangerous occurrences are specified near-miss events which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

The Compliance Manager is responsible for reporting such events to the HSE.