



First Aid Policy (Trust including EYFS)

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This policy is considered a 'live' document and will be updated as statutory guidance is released

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Vision, Mission and Values

Our Vision

Where every child finds joy in their pursuit of brilliance

Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values

Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

Policy Principles/Aims:

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace. First Aid provision must be available at all times while Staff, Visitors and Pupils are on Bede's School premises as well as off the premises whilst on School visits.

The Purpose of this policy is to ensure:

- To ensure sufficient First Aid facilities are available.
- To ensure sufficient First Aid personnel are on hand at all times at both School sites to render assistance to casualties and to summon an ambulance or other professional help.
- To ensure that staff have guidance for the provision of First Aid on visits away from the school

Statutory Guidance:**Related Legislation**

- The Health and Safety (First Aid) Regulations 1981, as amended in 2013
- Health & Safety Executive Guidance L74: First Aid at Work
- Department for Education and Employment: Guidance on First Aid for Schools
- This Document also contains Public Sector Information in accordance with the Open Government Licence
- RIDDOR – Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995, as amended 2013
- part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).
- The Health & Safety at Work Act 1974.

Associated Trust Policies:

- Administration of Medicines Policy
- Admissions Policy
- Care of Chronic Conditions Policy
- Care of the Unwell Boarder Policy
- Equality and Diversity Policy
- First Aid Policy
- General Health & Safety Policy
- General Medical Care Policy
- Infection Control Policy
- Safeguarding Policy

Organisation & Responsibilities**1. Bede's School Responsibilities**

- I. Bede's School both as an employer and providing appropriate care for pupils/children and visitors, have overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- II. It is the Trust's responsibility to ensure that there is a First-Aider on site at all times.

1.1 Head of Nursing

- I. The Head of Nursing is responsible for ensuring that Bede's has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times to render assistance to casualties and to summon an ambulance or other professional medical assistance as necessary;
- II. The HR department is responsible for ensuring that staff have access to appropriate and necessary First Aid training in relation to First Aid; The Head of Nursing holds the list of trained staff.

1.2 Bede's School Staff Responsibilities

- I. **All Staff** are to be aware of the First Aid policy and procedure and know who to contact in the event of any illness, accident or injury. This information should always be part of the induction training given to new staff and pupils.

- II. **Anyone on Bede's School Premises** is expected to take reasonable care of their own and others safety
- III. Anyone on Bede's School Premises is encouraged to use an Automated External Defibrillator (AED) in an emergency, with or without formal training.

2. First Aiders and Training

- I. At School the main duties of a First Aider are to:
 - a) give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.;
 - b) when necessary, ensure that an ambulance or other professional medical help is called. Or the casualty referred for medical assessment by a medical professional.
- II. All School nurses have First Aid training and First Aid cover as part of their contract of employment.
- III. A list of all First Aiders at the Senior School and their departments can be found with the School Nurse and on the Bede's Staff Hub, Medical page.
- IV. Details of appropriate training courses are available from the School Nurse.
- V. The First Aid training is a standard First aid at Work course and are run by an approved HSE First Aid trainer however, in some cases (e.g., where there is identification of serious risk of exposure to toxic chemicals or to burns by certain acids) the First Aider may need additional training.
- VI. Selected Prep School staff will need paediatric emergency training, including resuscitation procedures for children. At the Nursery there must be at least one person on the premises at all times, and on all outings who holds a paediatric first aid certificate.
- VII. Training arrangements for First Aiders will be organised through the Health and Wellbeing team.
- VIII. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with their Head of Department, Line Manager or the Health & Wellbeing Department. In selecting staff to attend First Aid training consideration is given to the provision of First Aid cover during weekends for boarding pupils and holiday periods for support staff, school clubs and sports summer camps. The school will have at least one named first aider on site during open times during non-school hours.

3. Assessment of First Aid Needs

- I. The nature of the First Aid provision and arrangements at Bede's School has been risk assessed, taking into account in particular:
 - a) The layout of the school premises and campus;
 - b) The nature of activities taking place on site including Sports Fixtures and School Events;
 - c) The likely response time of emergency services;
 - d) Previous accident records;
 - e) Off-site activities
 - f) The number of First Aid trained staff.

4. Bede's School First Aid Provision

- I. First Aid boxes (which are marked with a white cross on a green background) can be found in various key places/departments around the school campuses - (See Appendix 1 – Location & Contents of First Aid Boxes Summary Sheet);
- II. Departmental First Aid boxes are kept stocked with the contents described in Appendix 1 Location & Contents of First Aid Boxes Summary Sheet in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 and BS8599 -1. In most situations departmental First Aid boxes will be stocked with the contents identified for a medium size box.

- III. Contents of the First Aid boxes are checked annually by the School Nurse Assistant at the Senior School and the School Nurse at the Prep School. The checks ensure stock is in date and appropriate levels. Heads of Department must regularly check their First Aid boxes are correctly restocked (according to the list in Appendix 1) and that items which have reached their expiry date are replaced and disposed of safely.
At the Senior School the School Nurse Assistant records first aid box checks via a google document in the medical shared drive. The School Nurse at the Prep Documents will undertake this at the Prep School. The Transport Managers/Transport Assistant is responsible for checking the minibus/school transport First Aid packs at both school sites.
- IV. When equipment from a First Aid box has been used, it should be taken by the First Aider to the School Nurse Assistant/Health & Wellbeing Centre staff who will ensure that it is properly restocked.
- V. Sports First aid bags are restocked by the sports department. That person restocking will also examine the contents at that time to ensure that items which have reached their expiry date are replaced and disposed of safely.
- VI. Eye wash stations are positioned in locations where there may be an increased risk of injury to the eye (generally Science Lab's, DT Workshops, Estates & Grounds Departments). The locations of eyewash stations are identified by signage.

5. Automatic External Defibrillators

- I. Bede's School has a number of automatic external defibrillators sited at strategic places around the school campuses as detailed below:
 - a) Preparatory School: Front Reception and Sports Hall
 - b) Senior School: Sports Complex, Staff Room and Porters Lodge (**Community AED**)
- II. A member of the Health and Wellbeing team checks and records the Front Reception AED (Prep) and the Staff Room AED (Senior) for battery life, battery wire intact, pad expiry date, equipment in place (Mask, scissors, razor)
- III. The MPH AED and the Prep AED in the Sports Hall is checked by sports staff.
- IV. The community AED (Porters Lodge) is checked by members of Upper Dicker Village and is not the School's responsibility, other than reporting to the parish if it has been used or damaged.

6. Out of School Activities & School Trips

- I. Bede's School minibuses have a marked First Aid box on board. The First Aid box will be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).
- II. When activities take place away from school including trips, First Aid requirements will vary according to the nature of the activity and its associated risks. Consideration of First Aid requirements during each trip **must be** included on the trip risk assessment. Additional advice may need to be sought from the Head of Health and Wellbeing, especially with consideration of individual pupil needs and nature of the school trip e.g. overnight stays, abroad, higher risk activities.
- III. First Aid provision for residential and day trips are signed out from the Health & Wellbeing Centre using a signing in and out sheet for a numbered bag.
- IV. The Health & Wellbeing Team collates a list of any medical conditions (through Evolve) for the pupils on a trip, the medical conditions are then shared with the trip leaders.

- V. First Aid boxes/bags for any sporting activities are kept by each individual team at the Senior School and Sports Staff and coach at the Prep. These are allocated at the beginning of each term and those staff are responsible for the monitoring and restocking of those bags.
- VI. Administration of Medicine training is provided, by the school nurse, for staff who may be required to administer medication on day or residential trips.

7. Sports Fixtures

Duties / Requirements

- I. Sports staff **must** identify the pitch side First Aider before the start of the match.
- II. Bede's School recognises that on certain occasions (e.g. some sports lessons/fixtures) that it might not always be possible to have a dedicated sole first aider present. On these occasions there **must be** a sports coach/teacher or referee present who is first aid trained and there must be a first aid kit available pitch side.
- III. Matches are not authorised to start until the First Aider (who can be the coach / teacher) arrives.
- IV. Any gates to the sports pitches must be accessible to allow ambulance access. The Sports Operations Manager (Senior School), Head of Games/Head of PE (Prep School) **must** arrange this with the grounds staff in advance of any matched being played (e.g. Stud Field/The Hollow);
- V. The Sports department t (Senior School), Head of Games/Head of PE (Prep School) **are responsible for ensuring adequate First Aid cover is available for the fixture;**
- VI. **They must** provide the Medical Centre staff with a list of all fixtures, timings and locations.
- VII. Bede's Prep School **must** provide a designated First Aider (who can be the coach/official) for their fixtures and sports training whilst at the Senior School.
- VIII. Accident forms **must** be completed for all injuries.
- IX. The sports complex will have a radio and phone line to the Health and Wellbeing Centre for a quick response. In the rare occasion the Health and Wellbeing Centre is not open or available the Head nurse will provide a designated matron, who can be contacted in their allocated House. This might be particularly evident during the cricket season.
- X. Pupils who have recently sustained an injury or illness that has affected their health / mobility such as concussion, a fracture or ligament damage must be assessed by the Health and Wellbeing Team before returning to physical activity.
- XI. The relevant parties (Sports/marketing/Medical Team/H&S) will decide on suitable first aid depending on the size and nature of the event

8. Phone numbers

- I. Senior School: 01323 356790 – Direct Line or ext. 6798 / 6790 / 6791
- II. Prep School: 01323 356887 or Prep Mobile 07834 792371
- III. Each member of the SMT on-call team has a Bede's School mobile (published in a weekly document)

- IV. There is a nurse On Call during any out of hours period during the term time. The On-Call rota which includes contact numbers is sent to all House staff, sport staff and SMT.

9. Emergency Services

- I. Call **999** immediately if it is clear that the casualty requires urgent medical attention, then call the School Nurse, in the medical Centre or the On-Call nurse if immediate emergency help is required whilst awaiting the arrival of the emergency services;
- II. Make sure you give clear instructions to the emergency services of your exact location within the School; The postcode for the location is included on the Critical Incident Procedure Flow chart, which is displayed in prominent areas throughout the school.
- III. If possible, ensure that a designated person is able to meet the ambulance and, if possible, notify the front reception desk or Porters Lodge (Senior School) that an ambulance / paramedic has been called;
- IV. Take into account access for the Paramedic, the main school site will need the 'bollard' to descend for paramedic access, gates to Stud field will need unlocking.
- V. If an ambulance is called when away from the school, the nominated senior member of staff must be contacted as soon as possible;
- VI. The Health and Safety Officer will need to be informed of the emergency services being called if the incident was an accident or RIDDOR reportable.

10. Head Injury/suspected Head Injury/Concussion

- I. In the event of any head injury or suspected concussions first aiders must follow the FA's Concussion Guidelines and Pocket Concussion Recognition Tool. <http://www.thefa.com/my-football/coach/concussion> <http://bjsm.bmj.com/content/47/5/267.full.pdf>
- II. Copies of the Pocket Concussion Recognition Tool should be laminated and kept in all sports departments, and published as Posters in the MPH
- III. All head injuries must be reported to the Health and Wellbeing team at the time of occurrence, who will advise if a medical assessment is required.
- IV. First Aiders should also advise the relevant carer (parent/guardian, House staff) of the person who received the head injury or suspected concussion and advise them to seek further medical advice.
- V. Any advice given must be recorded on the Bede's school accident form.

11. Specific health needs

- I. Some staff, pupils and visitors may have specific health needs which require specific/ different first aid procedures. Parents / guardians are responsible for reporting any health care requirements to the Health and Wellbeing Team, who will assess and plan care as required.
- II. Any relevant pupil medical information is recorded on iSAMS (e.g. pupils with asthma, epilepsy, diabetes). Care plans for pupils with complex medical needs are held by the Health and Wellbeing Centre. Copies of care plans are also kept in the relevant House of the pupil and should be referred to in an emergency.

12. Hygiene and infection control

- I. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to disposable gloves, hand washing facilities and take care when dealing with

blood and other body fluids, using PPE (Personal Protective Equipment) appropriately and as required.

- II. The first duties of people at risk of exposure to infection is to ensure their own safety by vaccinations, by use of protective clothing (non-latex gloves, gowns, eye protection etc.) appropriate to the task, and to dispose of waste safely. Safe work practices also include the avoidance of sharps whenever possible.
- III. Those treating blood injuries, for instance on the sports field, should wear a new pair of non-latex rubber gloves for each casualty. Wounds should be cleaned with a fresh supply of water and single use of sponges or gauze squares. (This is included in first aid training).

13. Dealing with blood and body fluid spills

- I. Spillages of blood, vomit, urine and excreta in the School setting should be cleaned up promptly. Other pupils must be kept away from the spillage. (See Appendix 2)

14. Accident Reporting & Record Keeping

- I. All injuries, accidents and any First Aid treatment provided (including the name of the First Aider involved) must be reported to the School Nurse/Health & Wellbeing Centre, via an Accident report form or in emergencies verbal contact, followed by completing an accident form.
 - a) When a Bede's School Accident Form is completed it automatically informs the medical team. All accident forms including Early Years Foundation Stage (EYFS) are stored digitally and emailed to the Head of Nursing and Passed to the Trust Health & Safety (Fire Safety) Coordinator, when appropriate.
 - b) Parents, carers and/or guardians / House staff must be contacted and informed as soon as possible of any accident/incident involving their child. This is undertaken by the School Nurse/School Nurse Assistant, duty matron or by the relevant House staff if the incident was dealt with in School.
 - c) For accidents outside the School the member of staff in charge should ensure that parents, carers and/or guardians are informed and also inform the relevant House staff and the Health and Wellbeing Centre, as necessary.
 - d) Records of accidents will be kept in archiving records, once a pupil has left the school.
 - e) Accident Statistics are collected by the Health and Wellbeing Team and reviewed termly during the trust Health and Safety meeting.
- II. Bede's School uses an online Accident Reporting Form (Google Docs), the form collates Accident Statistics and a Summary Sheet is presented to Health and Safety meetings. **(Restricted access in accordance with Data Protection)** to record any accidents involving pupils, staff, or visitors etc.
- III. Serious accidents, injury or illness must be reported to the School/Head of Health and Wellbeing and / or Trust Health & Safety (Fire Safety) Coordinator as soon as practicable. As well as the Head Master and DSL if appropriate.

15. Early Years Foundation Stage (EYFS) record Keeping

- I. For all EYFS pupils' accidents, staff must complete an accident form which includes a witness signatory and parent signature as well as the basic details included on all Bede's accident forms. These forms are then given to the Nursery manager who then adds details to the school accident

spreadsheet. Forms are scanned and sent to the Health and Safety Coordinator and the hard copy is saved in an accident file kept in Holywell reception.

16. Information on Pupils

- I. The Health & Wellbeing Team will collate up to date medical information in regard to each pupil. This involves reviewing Pupils' medical records and providing essential medical information regarding allergies, recent accidents or illnesses or other medical conditions which may affect a pupil's functioning at the school to School Staff on a "need to know basis".
- II. Basic medical information is provided on the Bede's Staff Hub, under the Medical tab as Medical conditions. GDPR guidelines are followed for personal information and consent sought to share basic information. Medical information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the school community.
- III. Each relevant member of staff should read this information at least termly. The Health & Wellbeing Team are responsible for keeping this information up to date and for updating staff more frequently if necessary, for example where a pupil develops a severe allergy.

17. RIDDOR

- I. Bede's School has a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to report certain workplace injury, illness and dangerous occurrences involving staff, pupils or visitors.
- II. The Trust Health & Safety (Fire Safety) Coordinator ensures that accident forms are filled in correctly and that the HSE are kept informed as necessary.

18. Monitoring and Review

- I. Accidents, Incident and Near Misses occurring at each school are reviewed at the relevant Schools' Termly Health & Safety Committee Meetings and Annual Health & Safety Management Committee.
- II. Actions to prevent reoccurrence are discussed. These reviews also consider any patterns of reoccurrence in accidents identified.

19. Review of this Policy

- I. The review and re-issue of this Policy and procedures will be carried out on changes in Legislation, Health & Safety Executive Guidance, changes in Bede's Organisational arrangements, Risk Assessment as necessary in accordance with the Health & Safety at Work Act 1974.

Location and Contents of First Aid Boxes Summary Sheet including Eyewash Stations

First Aid Box Locations

First Aid Materials and equipment all containers are clearly signed with a white cross on a green background and are located in the following areas:

Senior School

All Boarding Houses	The Old Nursery
All Day Houses	Ceramics
Support Departments	Drama Studios
School Office	Science Block
Front Reception	Pottery
Facilities Dept. Rest Room	Catering (maintained by Holroyd Howe)
Facilities Dept. Vehicles	Legat
	Sports dept. (maintained by themselves)
Health & Wellbeing Centre	MPH-front desk-poolside-gym
School Shop	The Cricket Pavilion
Matrons Car Kits	Legat School of Dance
Finance Department	Summer School
Estates Office	Cedars
Academic Departments	Summer School Office
Art Dept.	Porters Lodge
DT Dept.	Transport –all mini buses
Food & Nutrition	Grounds Vehicles
Staff Room	Transport Drivers Rest Room and Workshop
Media & Film Dept.	All Minibuses (maintained by themselves)
Ceramics	Information Technology
Animal Management	Aviary
Learning Enhancement	Astro – waterproof bag
The Old Nursery	Drama Studio
Science Block	School Office

Eye Wash Stations
Science Block
Cedars
Catering
Pavilion
Estates Office
Facilities Rest Room
Transport Rest Room

Prep School

H&W Centre and Emergency Kit	Pre-Prep - <u>Holywell</u>
Staff Room	Holywell Office
Front Desk	Adventure Playground
Learning Support	Rooms x 4
Maintenance	Bum Bags x 2
Cleaners' Bum Bags	Staffroom
Kitchen	<u>Downs House:</u>
Music Dept.	Box x1 Baby Room
Science Labs	Baby Unit Buggy Bag
Art Room	Jellyfish
Cookery Centre	Garden
<u>Sports:</u>	Staffroom
Sports Hall and Office	<u>Meads End Boarding House</u>
Multiple Bags for Sport	1 st Floor
Dance Studio	2 nd Floor
Transport	Kitchen/CR
School Minibuses	Trip Bag
	Eye Wash Stations
	3 x Science Labs

First Aid Box Contents

Signs are displayed throughout the Schools indicating the location of the nearest First Aid box.

As recommended by HSE, each box contains, as a minimum, the following:

- a) A leaflet giving general advice on First Aid
- b) 20 individually wrapped sterile adhesive dressings (assorted sizes)
- c) 2 sterile eye pads
- d) 4 medium sized (approximately 12cm x 12cm) individually wrapped sterile wound dressings
- e) 2 large (approximately 18cm x 18cm) individually wrapped sterile wound dressings
- f) 2 triangular bandages
- g) 2 safety pins
- h) 8 individually wrapped moist cleansing wipes
- i) 3 pairs of disposable gloves
- j) 1 x 5pack sterile gauze
- k) 2 irripods
- l) 1 rebreathe mask
- m) 1 foil blanket
- n) 1 x conforming bandage
- o) 1 x finger dressing
- p) 1 x micropore tape
- q) 1 x scissors

Additional items may be necessary for specialised activities. Equivalent or additional items are acceptable, if advised by the school nurse.

The School Nurse Assistant will carry out regular checks of First Aid kits and restock as required. The School Nurse will undertake this at the Prep School.

The Transport Manager/Transport Assistant is responsible for checking the minibus/school transport First Aid packs.

Travelling First Aid containers

Before undertaking any off-site activities, an assessment will be made of what level of First Aid provision is needed. In accordance with HSE recommendations, where there is no special risk identified, the minimum stock of First Aid items for travelling containers is:

- a) A leaflet giving general advice on First Aid
- b) 6 individually wrapped sterile adhesive dressings (assorted sizes)
- c) 2 sterile eye pads
- d) 1 large (approximately 18cm x 18cm) individually wrapped sterile wound dressings
- e) 2 triangular bandages
- f) 2 safety pins
- g) 8 individually wrapped moist cleansing wipes
- h) 1 pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

Minibuses

Transport regulations require that all minibuses have on board a First Aid container with the following items:

- a) 10 antiseptic wipes, foil packaged
- b) 24 individually wrapped sterile adhesive dressings (assorted sizes)
- c) 2 sterile eye pads
- d) 3 large sterile ambulance dressings
- e) 2 triangular bandages
- f) 12 safety pins
- g) 1 pair of disposable gloves
- h) 1 conforming disposable bandage
- i) One pair blunt ended scissors