

## THE KING'S SCHOOL IN MACCLESFIELD



### FIRST AID POLICY, PROCEDURE AND GUIDANCE (FOUNDATION)

This policy should also be read alongside the School's Health and Safety policy, the EYFS Administration of Medicines policy and the Educational Visits Policy. It pays due regard to the guidance on first aid for schools published by the Department for Education.

#### INTRODUCTION

The First Aid Policy aims to ensure that every pupil and member of staff, along with every visitor to the school sites, is properly cared for in the event of an accident or illness. The school complies with its statutory obligations to provide the necessary equipment and facilities to enable First Aid to be rendered to anyone in the school community if they become ill or are injured whilst at school.

All accidents or illnesses within the school working day which may require prompt treatment should be reported to one of the School Nurses. The School's medical provision is overseen by the Senior Nurse. The School also benefits from a larger team of qualified first-aiders from among the teaching and support staff.

The school's First Aid Policy and Protocols for the Administration of Medicines are made available to parents and prospective parents on the school website and to staff in the school's Policy Bank.

#### AIMS

The King's School aims to:

- Ensure that experienced medical care is available on the school sites in normal school hours, Monday to Friday during term time.
- Provide access to appropriate first aid facilities at all times.
- Provide effective and safe first aid support for pupils, members of staff and visitors.
- Ensure that all members of staff are aware of first aid arrangements and have opportunities to undertake training in first aid.
- Receive regular updates from the school's medical staff.
- Raise awareness of health and safety issues within school and during educational visits.

#### RESPONSIBILITIES

**The Governing Body** is responsible for the health and safety of their employees and anyone else on the school premises. This includes providing adequate and appropriate equipment and facilities for first aid in school. Governors ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In practice, most of the day to day functions are delegated to the **Head of Foundation**, who is responsible, along with the broader SMT, for ensuring that an effective policy is put into practice, and that staff, pupils and parents are aware of the school's health and safety policy, including arrangements for first aid.

**The Health and Safety Committee** reviews the Health and Safety policy, procedures and guidance on an annual basis. **The Director of Finance** notes any significant outcomes of this review in his contribution to the Head of Foundation's report to Governors.

**The School's Nurses** are qualified professionals employed to work on site during term time. They are the school's primary first aiders. The Senior Nurse, supported by a nursing colleague, are responsible for:

- Suggesting revisions to the School's First Aid Policy as appropriate.
- Providing guidance to staff on the principles of first aid and arranging for more specialist training as appropriate.
- Ensuring that the accident book for employees is completed following any injury or accident involving staff.
- Informing the Director of Finance of any accidents requiring reporting to the HSE under RIDDOR.
- Ensuring that staff are aware of any pupils with a medical condition (for example, asthma, epilepsy, diabetes and severe allergy), and publicising this information online and in Health Care plans accordingly.
- Ensure that the defibrillators are working and pads/ batteries are in date.

**All school staff:**

- are expected to use their best judgement at all times to secure the welfare of pupils in the same way that parents might be expected to act towards their own children;
- should know where to locate First Aid equipment and how to contact a first aider and the medical centre;
- should advise the School Nurses when First Aid equipment has been used and needs to be replaced;
- have a responsibility to be aware of the most common serious medical conditions of pupils that they teach;
- are required to avoid infection and must follow basic hygiene procedures;
- involved with taking pupils outside of the school grounds, must ensure that out-of-hours and off-site procedures are followed with regards to First Aid.

**Pupils** have a responsibility to know how to access their medication in an emergency and to ensure a member of staff is called in an emergency situation.

**Parents** have a responsibility to inform the School Nurse if their child has a medical condition, and must keep the nursing team updated of any health changes. Parents are also responsible for ensuring that any medication sent in from home are in date and replaced as needed.

## **PROCEDURES AND GUIDANCE**

### **1 The Medical Centre**

- There is a well-stocked and equipped medical room maintained by the School Nurses, who are on site in normal school hours during term time.

The School Nurses have an emergency mobile phone and an extra Walkie talkie system for the Infant and Junior Division. This enables staff to contact the nursing team at any time during the above hours.

In the unlikely event of a nurse not being on site, all staff will be informed of the procedure to be followed in their absence. In this instance a notice will be displayed on the medical room door - giving details of where to go in the case of treatment being sought.

The nursing team:

- liaises with Principals and other senior pastoral staff of significant accidents and ensures parents are informed;
- keeps all staff and pupils aware of the first aid arrangements;
- informs form tutors and all relevant staff (on an annual basis) of the pupils with serious medical conditions;
- provides a travelling first aid bag for off-site visits (available in the medical centre);
- updates first aid information in staff and parent handbooks;
- fronts the medical induction programmes for new staff.

The medical room houses the first aid equipment according to HSE recommended provision. There are numerous basic first aid boxes located in all buildings around the site, including emergency eye wash stations in all Science, Art and Technology areas. Locations are listed in the Staff Handbook. There are also 4 automated defibrillators, asthma and anaphylaxis kits located around the site.

1. In the Infant and Junior reception area
2. In the main reception foyer / office of the Senior Division
3. Swimming pool / sports hall
4. Derby fields Pavilion

Routine checks on the defibrillators are made every week by the maintenance staff. Any issues are reported to the Senior Nurse, and it is the responsibility of the Senior Nurse to keep all Defibrillators in good working order and to order replacement equipment as necessary.

## **2 First Aiders**

A qualified first aider is someone who holds a valid certificate of competence in First Aid at work. Staff who agree to be first aiders do so on a voluntary basis. An appointed person is someone who has undertaken a minimum of 6 hours training who will take charge of a situation with confidence. An appointed person is competent to perform emergency first aid until further advance help arrives.

A list of First Aiders is maintained by Human Resources. HR is responsible for organising update training as necessary.

The school has a rolling programme of training, approved by the HSE, with the aim of training twenty-four staff a year. Additional training will be offered by the Senior Nurse to provide refresher courses as required. Staff may acquire more advanced training and in specific areas dependent on their activities.

First aiders are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school or during extra-curricular activities. When necessary, they ensure that an ambulance or other professional medical help is called. In

the absence of the nurse, pupils or staff report to the Main Office of their respective division.

Rugby matches carry a particularly high risk of serious injury. Appropriately trained personnel must be available at every event. It is the responsibility of the member of staff in charge of the match to check the presence of a trained first aider at the start of the match. A member of the nursing team will be available for all home fixtures. In the event that a member of the nursing is not able to attend a fixture, appropriate cover will be coordinated by the lead sport staff.

High risk departments (craft and design, sciences etc.) have a qualified first aider within the department.

The school has extensive grounds, so all staff need to know where and how to obtain help in an emergency situation

### **3 First Aid Kits**

First aid kits are located in many areas of the school grounds and are clearly labelled in accordance with Health and Safety regulations. The contents of kits may vary depending on location and requirement for that area. PE staff have allocated bags that are taken to each lesson and fixture. The Director of Sport is responsible for ensuring that the stock is replenished by the nurses as required.

A first aid kit must be taken to all off-site activities and visits and can be collected from the medical rooms on the day of or the day before the trip. All minibuses must have a well-stocked first aid bag.

All first aid equipment will be easily accessible and visibly signposted.

### **4 Reporting and Record-keeping**

Any pupil, member of staff or visitor given first aid or seen in the medical room (whether medication is administered or not) will be recorded electronically in the “medical diary” on ISAMS. This will be completed by the nurse / nurses on site.

Accidents and injuries outside school must be reported to the medical centre and a written record must be completed by the lead person as soon as this is possible on return to school. This must include the following:

- Date, time and place.
- Name of casualty.
- Factual details of the injury / illness.
- Treatment and advice given.
- Outcome of the situation (hospitalisation, return home etc.).
- Name and signature of person/ persons completing the report.
- All EYFS and junior injuries are reported to the parents on the same day. An accident record duplicate is completed by the first responder to the accident and the injury and care given is recorded on the form. Any serious injuries resulting in a noticeable injury i.e., large laceration - then a call will be put into the parents to advise them of this before the end of the school day. The accident duplicate must still be completed and stapled into the child’s school/ home communication book.
- Any head bump injuries - from EYFS will have an accompanying email from the nursing team advising the parents that their child has sustained a head bump at school and what to look out for in case of delayed concussion.

Depending on the nature and severity of injury/illness, further documentation may be required. Accident forms will be issued as necessary and can be obtained from the medical centre.

Accident forms for staff are also available from the medical centre. All returned forms will be sent to Director of Finance to oversee and send to RIDDOR as appropriate.

## **5 Guidance on when to call an ambulance**

In the event of an emergency the school nurse or any member of staff assisting the casualty will ring for assistance from the emergency services (999). They will need to be able to provide clear concise information regarding their exact location and details of the individual including name, age, level of consciousness, type of injury and any other relevant information as requested from the emergency services. Once the emergency services have been alerted then the parents or next-of-kin need to be informed by a nominated member of staff and asked to go straight to Accident and Emergency to meet the casualty.

Protocols for requesting an ambulance can be found in the Policy Bank.

## **6 Spillage of bodily fluids**

Blood and body fluids (e.g., faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practise good personal hygiene and be aware of the procedure for dealing with body spillages.

- Facilities Manager to be contacted initially so that he/ she can arrange for a member of his/ her team to clean the area appropriately.
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident.

### **Clean Up Procedure**

- Disposable gloves and Personal protective equipment must be worn.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up.
- the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
- The bin that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

*Author:* Senior Nurse  
*Approved:* SMT  
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