

# FIRST AID POLICY

<p><b>Policy Owner</b></p> <p>PPC Lead Nurse</p>	<p><b>Applies to</b></p> <p>Prior Park College</p>	<p><b>Superseded documents</b></p> <p>Trust Wide First Aid Policy v2</p>
<p><b>Associated documents</b></p> <p>Health and Safety Policy Accident, Dangerous Occurrences and Near Misses Risk Assessment and Management Policy Educational Visits Policy Medical Management Policy Student Health Treatment Guidelines</p>	<p><b>Review frequency</b></p> <p>Annually (unless the legislation/regulations update before this time)</p> <p><b>Implementation date</b></p> <p>16 November 2023</p>	<p><b>Legal Framework</b></p> <p>Department of Health Health Protection Agency Health and Safety Executive DfE related regulations ISI related regulations</p>

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This policy is reviewed every year, or more regularly as required, prior to approval by Trustees (if applicable)

<b>Last reviewed by:</b>	Lead Nurse (Katya Alldis) and Head of Compliance (Miss Emma Wickham)
<b>Date last reviewed:</b>	February 2023 (November 2023)
<b>Approved by Trustees:</b>	NA Approved by PPC H&S Committee and SLT
<b>Date last approved:</b>	14 March 2023
<b>Date for next approval:</b>	May 2024

## 1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

This recognises the specifically Catholic Christian nature of the College, whose motto 'Deo duce, Deo luce' (God our guide, God our light) sets the love of God as central to our school.

Prior Park Schools Values:

Curiosity - Generosity - Courage

## 2. Policy Statement

First Aid is the immediate and temporary care given in the case of an injury or health emergency until the services of a medical practitioner can be obtained where necessary.

The objective of First Aid is to give help as soon as practicable to students, staff, or visitors, who are injured or suddenly taken ill before expert help arrives.

The principal aims are to save life or limbs, help recovery, and prevent a deterioration in the individual's condition.

## 3. First Aid provision

First Aid is available for all students, staff and visitors to PPC.

Students primarily receive first aid at the Health & Wellbeing Centre (H&WBC) from the school health team, while staff receive first aid at point of need or at the designated first aid locations from a qualified first aider as per the list of roles/staff found at the first aid locations around the school or they can self-administer first aid using the kits.

Staff and visitors can receive first aid from qualified first aiders and the HWBC at PPC when life or limb threatening.

### **3.1 First Aid for students at PPC**

#### Arrangements

- First aid for students is provided by the PPC H&WBC which is staffed during the school day by the health team. The hours of operation are Monday to Friday 08:00 - 18:00.
- During opening hours, a student can attend the H&WBC for assessment and treatment of their injury or condition.
- In the event of an accident where the student cannot be moved, the health team should be informed immediately (via teams “Health Centre VOIP”)
- Boarding students, first aid provision is provided in the boarding houses outside of opening hours.
- At weekends, first aid for sport fixtures is provided by an external ambulance agency.

### **3.2 First Aid for staff and visitors at PPC**

#### Arrangements

- First aid is provided for staff and visitors via the qualified first aiders and the first aid kits found in designated areas within PPC as found in Appendix I.
- Staff can access all the kits.
- When a kit is located behind a locked door their staff pass will gain them access.
- Emergency pain relief medication is available for staff in the Staff Common Room first aid kit and Staff Work Room (behind reception), staff can use this when their personal supply is not available.
- Visitors will have first aid provided by the qualified first aiders who will utilise the first aid kit as necessary.
- Should further care be required beyond that which a first aider can deliver, arrangements should be made to get them to definitive care.
- Personal transport, a taxi or public transport can be used as necessary to reach definitive care.
- In life or limb threatening circumstances a nearby first aider should attend, help should simultaneously be sought from the H&WBC staff and an ambulance should be called.

### **3.3 First Aid for Educational Visits**

On educational visits, and in line with the Educational Visits Policy, a first aider will be identified by the Group Leader. This member of staff should be a trained First Aider (3-day First Aider at Work qualification) or when this is not possible, must have completed the EduCare module “First Aid Essentials” and will be designated the first aid kit custodian.

The identified ‘first aid kit custodian’ will administer first aid when required. For trips where there is likely to be a high need for first aid, it may be necessary to have more than one designated first aider. The Group Leader can liaise with the Lead Nurse to ascertain appropriate levels of staff for this purpose.

The first aid kit custodian will collect the first aid kit from the H&WBC on the last working day before the trip and will return the kit to the H&WBC on the first working day after the trip if it not possible to collect and return on the first/last day of the trip. The staff in the H&WBC will go

through the contents of the kit, including how and when to use it with the custodian and ensure they are clear on their responsibilities during and after the trip.

The first aid kit is the responsibility of the custodian for the duration it is signed out of the H&WBC. The kit must not be used for other trips unless expressly agreed with the Lead Nurse prior to the associated trips.

#### 4. Supplies

- First Aid kits are in designated areas within PPC, see Appendix I.
- First aid kit contents as per kit list stored in H&WBC Team online.
- Heads of Department where a first aid kit is stored are to appoint custodians.
- First aid kit custodians must check the contents monthly and arrange with the H&WBC staff to replenish the kits as necessary.
- It is the responsibility of each member of staff to familiarise themselves with the College's First Aid Policy.

#### 5. Reporting of Accidents and Incidents

- Accidents, injuries and near misses should be reported within 24hours via the Accident and Near Miss recording form.
- Any first aid given should also be recorded on the Accident and Near Miss recording form.
- The form is available [here](#).

#### 6. First Aid Emergency Situations

##### 6.1 Step by Step

**Danger:** check for potential danger to yourself and the casualty, make the area safe for all parties.

**Response:** check for a response from the casualty, 1. Shout, 2. Touch, 3 Safe painful stimuli, 4. Call for help

**Catastrophic bleeding:** action to stop any catastrophic bleeding.

**Airway:** Check and open the airway

**Breathing:** check for breathing 10 seconds,  
If child not breathing give 5 rescue breaths, then move to C,  
If adult not breathing move to C,  
If adult not breathing from a drowning situation give 5 rescue breaths, then move to C.

**Circulation:** Check for signs of life, if no signs of life start CPR → child 15:2 adult 30:2 (compressions to breaths)

##### 6.2 Calling for help

- Call for help from students or staff nearby who can assist you or take over.
- Arrange for someone to call 999, ask for an ambulance, state location and casualty details.

- Arrange for someone to call the H&WBC, tell them the location. They will bring a comprehensive grab bag, oxygen and defib if needed.

### 6.3 Severe Allergies

- Students who have a known severe allergy must carry at least one Auto Adrenaline Injector (AAI) to treat anaphylactic shock.
- Staff who have a known severe allergy should carry two AAI.
- There are AAI kept in the following locations:
  - H&WBC on a shelf opposite the second treatment room.
  - The canteen office.
  - Sports centre - on a shelf to the left outside the reception desk.
  - Behind reception.
- **Day students:** It is the parent or guardians' responsibility to provide AAI for their child.
- **Boarding students:** It is the parent or guardians' responsibility to provide AAI for their child prior to their arrival at PPC at which point it becomes the responsibility of the H&WBC alongside the Schools Medical Officer (SMO).
- All staff are trained how to use AAI Pens annually.

### 6.4 Asthma

- Students with Asthma diagnosis should carry their required medication with them throughout the school day.
- **Day students:** it is the parent or guardians' responsibility to ensure that students have their inhalers with them.
- **Boarding students:** It is the parent or guardians' responsibility to provide medication for their child prior to their arrival at PPC at which point it becomes the responsibility of the H&WBC alongside the SMO.

### 6.5 Cardiac arrest

- A casualty that is unresponsive and not breathing indicates a cardiac arrest.
- Defibrillators are available from outside the H&WBC and outside the Bury Sports centre.
- Signs are placed around the school to indicate which defibrillator is the closest.
- Staff are trained in the use of defibrillators annually.
- When required turn on the defibrillator and follow the audio prompts from the defibrillator.
- Defibrillators are checked according to the contract with SWAST.

## 7. First Aid Training

- Designated staff roles are trained and qualified to provide first aid, please see Appendix II.
- All first aid training is contracted into the school to ensure consistency and compliance with current practice.
- Annual training provided by the Lead Nurse to all student facing staff includes the use of:
  - AAI
  - Spill kit
  - Defibrillator

## 8. Appendix I: First aid kit locations

AREA	KIT	NOTE
Reception	1 first aid box 1 spill kit 1 Adrenaline Auto Injector (AAI) 1 Emergency diabetes treatment kit	To be used by anyone who needs it under the supervision of a school approved first aider or the reception team
Staff Work Room	1 meds box	For staff to self-administer
Music Department	1 first aid box 1 spill kit	
Art Department	1 first aid box & 2 boxes of plasters 1 spill kit 1 Eye wash station	
CCF & DofE	1 first aid bag	
Design Technology	1 D&T first aid box 1 Eye wash station 1 spill kits	1 set in St Peters 1 set in Butts car park studio
Swimming Pool	1 first aid box 1 Eye wash station	
Common Room	1 first aid box - inc meds 1 spill kit	For staff to self-administer
Science Department	1 Science first aid box 1 Eye wash station 4 spill kits	
Theatre	1 first aid box 1 spill kit	
Sports Hall Reception Shelf	1 Spill kit 1 Auto Adrenaline Injector (AAI) 1 Defibrillator (Outside) 1 Emergency diabetes treatment kit 1 Asthma kit	To be used by anyone who needs it under the supervision of a school approved first aider or the reception team
Sports Fixture Bags	12 sports specific first aid bags	
Maintenance	1 first aid box 1 Eye wash station 1 spill kits	
Grounds Department	1 first aid box 1 Eye wash station	
St Mary's House	1 first aid box 2 spill kits,	
St Paul's Office	1 first aid box 2 spill kits	
Minibuses	6 first aid bags	
School Trip Bags	4 first aid bags	Ready to go, more can be made up if there are more than 4 trips out at a time. Not applicable for sporting trips.
Emergency Health Centre Outreach	1 Defibrillator (Outside) 1 Nurse grab bag 1 oxygen bag	Bags are for HC staff attending emergencies
Shelf opposite bedrooms	2 Adrenaline Auto Injectors 1 Diabetic Emergency response kit	For times when the consulting rooms are inaccessible.

9. Appendix II: Trained first aiders



# First Aiders

Your Trained First Aiders are:



Natalie Cordon

Tony Jenkins

Scott Edwards

Malcolm Bond

Carrie Jenkins

Tom Howes

Hope Brough

Martha Riggs

Xavier Lord

James Lindsay

Rory Firmin

Jason Gunn

Zoe Parfitt

Fiona Gay

George Braham

Dom Gage

Emma Louise Goymer

