

# FIRST AID POLICY

<b>Policy Owner</b>  PPC Lead Nurse	<b>Applies to</b>  Prior Park College	<b>Superseded documents</b>  First Aid Policy v1
<b>Associated documents</b>  Health and Safety Policy Accident, Dangerous Occurrences and Near Misses Risk Assessment and Management Policy First Aid Needs Risk Assessment Educational Visits Policy Medical Management Policy Student Health Treatment Guidelines <u><a href="#">Model-Policy-for-allergy-at-management-at-school-v2.1-090124.pdf (bsaci.org)</a></u>	<b>Review frequency</b>  Every three years (unless the legislation/regulations update before this time)  <b>Implementation date</b>  18 October 2024	<b>Legal Framework</b>  Department of Health Health Protection Agency Health and Safety Executive DfE related regulations ISI related regulations

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

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## 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.

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.

Generally, staff and visitors do not receive more general care from the H&WBC unless it is an emergency, where immediate support will be given from the school health team before the emergency services arrive. Staff and visitors can also receive first aid from qualified first aiders (as detailed in appendix B).

### 3.1 First Aid for students at PPC

#### Arrangements

- First aid for students is provided by the H&WBC (or from trained First Aiders) 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.
- First aid kits can be found in designated areas within PPC (as found in Appendix A) and can be accessed by all staff, when they are located behind a locked door their staff pass will gain them access.
- Should further care be required beyond that which a first aider can deliver, arrangements should be made to get them to the H&WBC or a member of the H&WBC to them.
- In the event of an accident where the student cannot be moved, the health team should be informed immediately (via teams “Health Centre VOIP”)
- Parents/carers will be contacted.
- In life or limb threatening circumstances an ambulance should be called, and where a member of the H&WBC and/or trained First Aider is available, they should attend the scene, and if additional emergency first aid is required, the school health team will provide immediate support.
- In situations where an ambulance is not required but urgent transfer to definitive care is required parents/carers will be contacted or in the case of a Boarding student, a residential member of staff will escort them.
- All situations which require First Aid will be documented on the Accident and Near Miss reporting form.
- 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 as found in Appendix A.
- 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.
- All situations which require First Aid will be documented on the Accident and Near Miss reporting form.

### 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.

All situations which require First Aid will be documented on the Accident and Near Miss reporting form, even when off site.

## 4. Supplies

- First Aid kits are in designated areas within PPC, see Appendix A.
- 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:** Before approaching the casualty, always make sure the area is safe.
- Response:** Check for a response from the casualty.  
1. Gently shake their shoulders asking, 'Are you OK?', 'Can you open your eyes?'  
2. If they do not respond to you in any way, they are unresponsive and should be treated as quickly as possible.  
3. If there is catastrophic bleeding, apply direct pressure to the wound before managing their airway and CALL 999.
- Airway:** Check the airway is open and clear. Open the airway by placing one hand on the forehead to tilt the head back and use two fingers to lift the chin.
- Breathing:** LOOK, LISTEN and FEEL for breathing for a maximum of 10 seconds. If they are unresponsive and not breathing normally you need to CALL 999 and start CPR. Ask a helper to find and bring a defibrillator (AED).
- Circulation:** Check for signs of life, if no signs of life start CPR
- child 15:2 (compressions to breaths)
  - 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

An allergy is an abnormal reaction to an allergen or 'trigger' substance. Anaphylaxis is a severe, life-threatening form of allergic reaction.

All students at risk of anaphylaxis, should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. The [BSACI Allergy Action Plans](#) include this information and are recommended for this purpose.

The plan should include First Aid procedures for the administering of adrenaline. Identify activities which the child may be at risk - for example food-based and outdoor activities.

Symptoms of anaphylaxis include one or more of the below:

#### **Airway:**

- Swollen tongue
- Difficulty swallowing/speaking
- Throat tightness
- Change in voice (hoarse or croaky sounds)

#### **Breathing:**

- Difficult or noisy breathing

- Chest tightness
- Persistent cough
- Wheeze (whistling noise due to a narrowed airway)

**Circulation:**

- Feeling dizzy or faint
- Collapse
- Babies and young children may suddenly become floppy and pale
- Loss of consciousness (unresponsive)

**Action to be taken:**

- Position is important -lie the person flat with legs raised (or sit them up if having breathing problems)
- Give adrenaline - WITHOUT DELAY - if an AAI is available
- Bring the AAI to the person having anaphylaxis, and not the other way round. Avoid standing or moving someone having anaphylaxis
- Call an ambulance (999) and tell the operator it is anaphylaxis
- Stay with the person until medical help arrives
- If symptoms do not improve within five minutes of a first dose of adrenaline, give a second dose using another AAI
- A person who has a serious allergic reaction and/ or is given adrenaline should always be taken to hospital for further observation and treatment

Sometimes anaphylaxis symptoms can recur after the first episode has been treated. This is called a biphasic reaction.

Students who have a known severe allergy must carry two Auto Adrenaline Injectors (AAI) to treat anaphylactic shock.

Staff who have a known severe allergy should carry two AAIs.

Additionally, there are unnamed AAI kept in the following locations:

- H&WBC on a shelf in the corridor
  - The canteen office.
  - Sports centre - on a shelf to the left outside the reception desk.
  - Behind reception.
  - Boarding Houses
- **Day students:** It is the parent or guardians' responsibility to provide AAIs 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.

Full medical information and a HealthCare Plan is available to all staff via iSAMS Medical Module.

A legal exemption under Regulation 238 permits a school's unnamed adrenaline auto-injector(s) to be used for the purpose of **saving a life**, for a pupil or other person not known by the school to be at risk of anaphylaxis (and thus does not have medical authorisation/consent in place for the spare device).

This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy. The provision under Regulation 238 should be reserved for exceptional **circumstances only**, that could not have been foreseen.

The use of a school's unnamed adrenaline auto-injector, rather than using another pupil's personal auto-injector, to treat an individual not known by the school to be at risk of anaphylaxis ensures that the personally prescribed auto-injector remains available to that student.

#### 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 House Parents.

Additionally, there are unnamed inhalers (and spare spacers) for emergency use for those diagnosed with asthma, kept in the following locations:

- H&WBC on a shelf in the corridor
- Sports centre - on a shelf to the left outside the reception desk.
- Behind reception.
- Boarding Houses.

A student's own inhaler **cannot be used by any other person**, even if they have an asthma diagnosis. Under no circumstances can an unnamed inhaler be used by anyone who does not have a diagnosis of asthma.

For more information please see the following document: [Guidance on the use of emergency salbutamol inhalers in schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/guidance-on-the-use-of-emergency-salbutamol-inhalers-in-schools.pdf)

#### 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 briefed in the use of defibrillators.
- 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 B.
- 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 kits
  - Defibrillator

## 8. Appendix A: First aid kit locations

AREA	KIT	NOTE
Reception	1 first aid box 1 spill kit 1 Adrenaline Auto Injector (AAI) 1 Emergency inhaler 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 1 spill kit 1 Eye 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 - including staff 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 in the Health Centre	2 Adrenaline Auto Injectors 1 Diabetic Emergency response kit	For times when the consulting rooms are inaccessible.



9. Appendix B: Trained First Aiders



# First Aiders

## Your Trained First Aiders are:

Natalie Cordon  
 Malcolm Bond  
 Roly Matovski  
 Jane Watson  
 Matt Nicholls  
 Rob Faulkner  
 Simon Burt  
 Nicolette Jaeger  
 Gemma Chignell  
 Paula King  
 Niamh McLoughlin  
 Toby Marshall  
 James Timbrell  
 Tom Charlesworth  
 Tali Mosler  
 Aled Hanson  
 Dave Holmes  
 Celia Mike  
 Sarah Holbrook  
 Sean Brady  
 Rob Dishington  
 Martha Crowfoot-Riggs  
 Xavier Lord

James Lindsay  
 Jason Gunn  
 Fiona Brown  
 George Braham  
 Dom Gage  
 Emma-Louise Goymer  
 Sukey Holder  
 Lori Redman  
 Rheanne Lee  
 Rich Pandya  
 Greg Bazell  
 Evie Catt  
 Leigh Andrews  
 Stanislan Junik  
 Niamh Nugent-Willis  
 Mike Blaikley  
 Rob Archer  
 Emma Stewart  
 Amy Colquhoun  
 Emily West  
 Matthew Coughlin  
 Alley Singer

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