

KING EDWARD VII SCHOOL POLICY



First Aid Policy

Document Adopted by Governing Body

Date: February 2018

Signed (Chair): *Barbara Walsh*

Date: February 2018

Print Name: Barbara Walsh

Date of Next Review: February 2020

Leadership Team Responsibility: Catherine Jackson

First Aid Policy

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

This policy is created and maintained by the school governing body with the assistance of the Headteacher and Michael Black, and is put into practice in conjunction with the school's **Health and Safety Policy**. The governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

1. Roles and responsibility

The governing body holds the overall responsibility for ensuring that the school has an up-to-date First Aid Policy, and effective first aid provision, personnel and equipment in place.

The governing body must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Michael Black is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

First aiders

The current school first aiders are:

King Edward VII school - First aiders					
Surname	Name	Date of training	Date Expires	Lower/ Upper	X = Epi Pen
Asquith	Sarah	Sep 22 nd 2017	Sep 2020	Mainly lower	
Alford	Rekha	Sep 22 nd 2017	Sep 2020	Upper / lower	
Allison	Michelle	Sep 22 nd 2017	Sep 2020	Mainly Upper	
Balfield	Hayley	D of E First Aid - 15/16th Dec 2016	Dec 2019	Mainly Upper	
Berry	Justin	Sep 22 nd 2017	Sep 2020	Upper / lower	
Black	Michael	Feb 3 rd 2016 <i>St Johns Ambulance First Aid Qualified</i>	Feb 2019	Lower	x
Blanchflower	Ann	Feb 3 rd 2016	Feb 2019	Upper/lower	x
Braisby	Vivien	Feb 3 rd 2016	Feb 2019	Mainly lower	x
Bradley	Chris	23 rd Sept 2016	Sept 2019	Mainly upper	
Brannan	Sara	Feb 7 th 2018	Feb 2021	Both	
Brown	Michael	D of E First Aid - 16/17th Jan 2017	Jan 2020	Mainly upper	
Cooke	Kate	7 th Feb 2018	Feb 2021	Mainly upper	
Cooke	Simon	D of E First Aid - June 2015	June 2018	Mainly upper	
Creasy	James	D of E First Aid - Jan 16/17 th 2017	Jan 2020	Upper	
Fehler	Andrew	Feb 3 rd 2016	Feb 3 rd 2019	Mainly upper	x
Garside	Mary	Feb 3 rd 2016	Feb 3 rd 2019	Upper	x
Gilbert	Jenny	Sep 22 nd 2017	Sep 2020	Upper	
Harrison	Yvonne	Feb 7 th 2018	Feb 2021	Both Lower/upper	
Hopper	Jennifer	Sep 22 nd 2017	Sep 2020	Both Lower/upper	
Hussain	Aram	Sep 22 nd 2017	Sep 2020	Upper / lower	
Jarvis	Chris	Feb 3 rd 2016	Feb 2019	Upper / lower	x

Johnston	Joe	Sep 22 nd 2017	Sep 2020	Upper / lower	
Kavanagh	David	Sep 22 nd 2017	Sep 2020	Upper	
Kennedy	Ian	Feb 7 th 2018	Feb 2021	Both	
Kirkup	David	D of E First Aid - 15/16 June 2017	June 2020	Upper	
Murray	Camilla	Sept 2016	Sept 2019	Upper/lower	
Pare	Maddy	Feb 3 rd 2016	Feb 2019	Upper	x
Palmer	Abi	Sept 2016	Sept 2019	Mainly lower	
Patu	Tony	Feb 7 th 2018	Feb 2021	Mainly lower	
Perry	Carol	23 rd Sept 2016	Sept 2019	Upper/lower	
Poulter	Rachel	Sept 2016	Sept 2019	Upper	
Puskas	Zsuzsanna	Sep 22 nd 2017	Sep 2020	Mainly Lower	
Reeves	Anna	Sep 22 nd 2017	Sep 2020	Lower	
Saddiq	Sam	Feb 7 th 2018	Feb 2021	Mainly upper	
Sadiq	Rukhsana	Feb 3 rd 2016	Feb 2019	Upper	x
Sale	Jenny	Nov 11 th 2015 First Aid for outdoors with Interski	Nov 2018	Upper	
Tariq	Ryan	Feb 7 th 2018	Feb 2021	Both	
Tyler	Charlotte	Feb 7 th 2018	Feb 2021	Upper	
Ward	John Paul	D of E First Aid - 16/17 th March	March 2020	Mainly upper	
Wells	Paul	Sept 2016	Sept 2019	Mainly upper	
Wheadon	Agnieszka	Feb 3 rd 2016	Feb 2019	Lower	x
White	Andy	D of E First Aid - 16/17 th Jan 2017	Jan 2020	Mainly upper	
Williams	Michael	Feb 7 th 2018	Feb 2021	Mainly upper	

Based on the size and nature of the school, there will be at least one first aider on each of the school sites when children are present. There is an up to date list of First Aid trained staff in the office at Upper and Lower School offices and First Aid rooms. We will always ensure we can apply basic first aid to students and contact parents if it is felt necessary.

School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **Health and Safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's First Aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's Health and Safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including administering medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- a designated member of staff (give role or name) will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's Health and Safety policy and procedures.

Pupils

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff or go to the pastoral office or reception in the first instance. Pupils can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in

danger through reckless behaviour may be dealt with under the school's behaviour policy

- making sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip
- where a pupil has a health condition which requires an individual health / care plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- acting in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in the first aid room or office unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff
- where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**.

First Aid Rooms and Boxes

The first aid room is equipped with first aid equipment and is fully stocked. The Main first aider is responsible to check equipment to make sure it safe and clean. All stock must be checked to make sure any stock that has been used or out of date is restock with fresh supplies as soon as possible. Any equipment which is damage must be reported and replaced.

- For trips first aid bags will be issued to trained staff, as will any care plans for the individual student.
- There is a first aid supply in the lower school office and in the upper school office. These are checked frequently

The main first aider needs to ensure that all care plans are up to date with the relevant information. The school will hold students medication but it has to be:-

- In date
- Student name and address on the box
- Name of medication
- Amount to be taken
- Dr's name and surgery
- All medication has to be locked in a safe clean place away from heat and direct sunlight.

2. Information on students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. The school nurse will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in the nurse's office and will only be accessed by the nurse.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

3. Policy for pupils with medical conditions that are known to the school

4. Managing medicines on school premises

Please

see separate policy

5. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

Emergency services

An ambulance should always be called by staff in the following circumstances:

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported.

Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to a member of the first aid team and take medical advice if appropriate. Arrangements will be made for the proper containment, clear-up and cleansing of the spillage site.

The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective

gloves and the waste must be cleared into the bag provided in the spillage kit. Housekeeping staff on both sites will help if trained. All bodily fluids must be disposed of safely and quickly.

6. First aid in the physical education department and off-site provision

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the Sports Hall and on the notice board at the entrance to the games hall/PE department.

For off-site activities and away fixtures, first aid boxes will be taken from the PE Office and returned back to the same place. These will be taken on any off-site activity. The first aid boxes within the school's physical education department are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must host- be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported on return to the school.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

7. Reporting accidents, emergencies, and first aid administration

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident book is kept on both sites in the office which is then transferred on to the student's records. When necessary, the accident will be reported to RIDDOR.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **Health and Safety policy**.

Serious incidents

Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Headteacher and Business Manager to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

Involving pupils, parents, or school visitors

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

Incident investigations

An investigation may be launched by the relevant external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

January 2018
M Black, C Jackson