

First Aid Policy

[Next update – September 2018]

First Aid Policy

This Policy should be read in conjunction with the School's policies on Child Protection, Emergencies and Health & Safety. These and other policies reflect the fact that the School fully complies with the requirements of the Education Act 2002 and the Education (Independent Schools) (England) requirements 2010.

General Statement

Priory School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School with regard to all staff, pupils and visitors.

The Principal has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first-aid personnel and for ensuring that the correct first-aid procedures are followed.

This policy aims to comply with paragraph 3(6) of the *Schedule to the Education (Independent School Standards) (England) Regulations 2003* (SI 2003/1910), the *Health and Safety at Work etc Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First Aid at Work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aimed at safeguarding children in all circumstances.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are administered at the School only when express permission has been granted for this
- To ensure that all medicines are appropriately stored
- To promote effective infection control

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first-aid boxes, with items all in date.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health
- Appoint sufficient trained first-aiders to take charge of first aid
- Provide information to employees, pupils and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis)

First-aid boxes and first-aid travel bags

The first-aid boxes are located in the following locations:

- First Aid room
- The Science laboratories (kept in room 16)
- Cabin School (Year R class)
- One mobile sports bag (Kept in First Aid room)
- 2 mobile trip bags (Kept in First Aid room)

At least one first-aid kit should be taken on all off site activities along with individual pupil medication such as inhalers and epipens. Contact details, including medical information, should be taken on all school trips.

First-aid kits will be stocked with a minimum of:

- Waterproof Plasters
- Wrapped sterile adhesive dressings
- Sterile eye pads
- Individually wrapped triangular bandages
- Finger dressings
- Individually wrapped sterile un medicated wound dressings of various sizes
- Disposable gloves
- Burn relief dressings
- Moist cleansing wipes
- Scissors
- Foil blankets
- Sterile water pods
- Micropore tape
- Tweezers
- Cool packs

The School's minibus(es) also have a prominently marked first-aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986*.

It is the responsibility of the first-aiders to check the content of the first aid kits regularly and restock if necessary.

First-aiders

The main duties of first-aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First-aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal. They will meet on a regular basis to ensure any new information on pupils is circulated.

The following members of staff have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

- Mr Simon Lynch - who is located in the Science Labs
- Mrs Judy White (Pediatric First Aider) - who is located in the School Office
- Mrs Sarah Gully - who is located in the School Office
- Mrs Emma Dale - who is located in the Computer room
- Mr Scott Byrne - who is located on the School Field
- Mrs Helen Hunnybun - who is located in the Cabin School/School Field
- Miss Leighanne Estcourt (Pediatric First Aider) - who is located in the School Hall

First-aid training

The Principal will ensure that there are appropriate numbers of first-aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three-yearly intervals.

The School will maintain a record of employees who have undergone first-aid training, which can be requested from the School office.

Main duties of a first-aider

First-aiders will complete an approved training course; they should give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; when necessary they should ensure that appropriate medical assistance is called, e.g. ambulance. Risk assessments will be completed by relevant teachers, not necessarily a first aider, including the science lab and playground equipment. First-aiders will be kept informed of any changes.

First Aid Information

Notices are posted in the School indicating the location of the first aid boxes and the names of the School's first-aiders.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a first aider. If summoned, a first aider will

assess the situation and take charge of first aid administration. First-aiders should be contacted according to availability, as in the 'priority call rota'

If the first-aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, he/she should arrange for the injured person to access appropriate medical treatment without delay. Any items used in first-aid should be reported to the School office so that they can be restocked.

If a pupil or member of staff suffers from illness then the following guidelines must be followed:

- Anyone who suffers from vomiting and diarrhoea is required to stay absent from School until at least 48 hours after their symptoms have gone.
- Anyone who suffers from vomiting alone is required to stay absent from School until at least 24 hours after their symptoms have gone.

Ambulances

The first-aider/appointed person must always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called the first-aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

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

First-aiders should take the following precautions to avoid risk of infection:

- 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
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth-to-mouth resuscitation
- wash hands after every procedure
- dispose of any equipment used in a hazard bag.

If a first-aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which 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 and/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
- take medical advice as appropriate

Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which is located in the First Aid room. There are separate books for staff, students and trips.

The record shall include:

- Date, time and place of accident
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given
- Outcome of accident
- Name and signature of the person or first-aider dealing with incident

Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as possible. Parents must be informed in writing, via the school's bumped head letter, of any injury to the head, minor or major.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher or teacher in charge of the activity at the time of the accident, in consultation with the Principal, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

In the event of a minor injury, where appropriate, the first aider will contact parents by telephone by the end of the School day.

A copy of the School's accident and first aid book is available for inspection by parents.

Reporting to HSE

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors

- where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises)

- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

Accidents involving Staff:

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE 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 which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (e.g. near misses - reportable examples of these include bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Visits and Events off Site

Before undertaking any off-site events, the teacher in charge of the excursion will assess level of first-aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. Where appropriate a portable first-aid kit will be carried.

Please see separate Health and Safety on Visits Policy for more information about the School's educational visit requirements.

Administration of medicine (and procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc) must be carefully checked and prepared for before the excursion takes place. The School will obtain parental consent before administering any medicines to pupils.

A central list of all pupils' medical conditions and any particular requirements are kept at the School Office. A further copy is held by each form teacher.

Parents of pupils required to carry or use an inhaler or epipen are required to notify the School of this.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar; also, information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

As a general rule, first-aiders must not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Where appropriate, individual pupils will be given responsibility for keeping equipment such as asthma inhalers and epipens.

The first-aiders will have access to, and administer where necessary, an inhaler or epipen for all pupils deemed not to be sufficiently competent to carry this themselves.

In other cases, such equipment and medicines will be securely kept, suitably labelled, in the First Aid Room.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.

Removal of splinters with tweezers can be undertaken by a first aider if the splinter is clear and easy to remove.

Short-term medication needs

Some pupils may need to take medication at school, for example antibiotics, creams, pain relief for migraines, etc. If this is necessary the school must have written consent from parents/ guardians/ doctors, and members of staff administering the medication should check:

- the child's date of birth
- written instructions provided by the parent/ doctor
- that the child has not already received medication
- the prescribed dose
- the expiry date
- how the medication should be administered

A record should be kept of what medication has been administered.

Bumped-head protocol

- All head injuries will be first seen and assessed by a qualified first-aider
- Pupils suffering from a head injury will not be left unattended until the first-aiders are confident that a serious injury has not been sustained
- The school will ensure that a pupil is taken to hospital either by ambulance or car, accompanied by a qualified first-aider in cases where there is an immediate doubt or concern about their condition

- The school should ensure that any pupil who has sustained a significant head injury is seen by professionals, either by sending/ taking them directly to hospital or by asking parents to collect their child to take them to hospital (non-critical injuries)
- Parents, the head teacher and teaching staff will be made aware of all significant head injuries sustained in school
- Where necessary the first-aider will seek information from pupils or supervising adults who witnessed the accident
- In the case of non-serious injuries not requiring external medical attention, parents will be informed of the accident and the circumstances via a phone call or bumped- head letter
- The first-aider in charge of treatment will keep a record of each pupil attended to, the nature of the injury and any treatment given. They will also record the time and location of the accident on an accident form to be filed in the head teacher's office.
- Parents will receive a bumped-head letter to ensure they are fully aware of the injury and the need to monitor their child's well-being for the next 24/48 hours. It is also advisable for a phone call home so that parents are aware.
- The first-aider will advise the class teacher of the incident as they return to class, students should not be relied on to inform teachers of their injury.
- A pupil remaining in school should be supervised to ensure no deterioration in his/her well-being.
- When a seemingly well pupil returns to class he/she should be advised to speak to their teacher in the event of beginning to feel unwell.

The following signs have been recognised as symptoms of a serious head injury and they should be recognised by all staff

- Worsening headache
- Nausea/ sickness
- Dizziness
- Sleepiness
- Failure to focus
- Confusion
- Memory Loss
- Dilated pupils
- Paleness (shock indicator)
- General distress / shakiness
- Unsteadiness when walking
- Any pupil displaying any of these symptoms, following a head injury should be assessed **immediately** by a first-aider

**Authorised by the Principal, Mr E J Matyjaszek
October 2017**

