

FIRST AID POLICY

1. Policy Statement

This policy outlines Prior's Field School's responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises, whilst on school visits

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School
- To provide relevant training and monitor training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid Arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The term First Aider refers to those members of the School community who are in possession of a valid First Aid at Work certificate or equivalent.

2. Procedure

Personnel

- **The Bursar and Head** are jointly responsible for the health and safety of employees and anyone else on the premises.
- They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are in place.
- They must ensure that the insurance provides full cover for claims arising from actions of staff acting within the scope of their employ.

- **The Head** is responsible for putting the policy into practice and developing detailed procedures
- **The Head** ensures that the policy and information on the School's arrangements for first aid are made available to parents on the school website. Hard copies are available upon request at the school office. .
- **Teachers** and other staff are expected to do all they can to secure the welfare of pupils.

The First Aider

The First Aider must have completed a training course approved by the HSE and hold a valid certificate. This must be updated every three years (See Appendix D for list of first aiders or contact front office). The First Aider will:

- Take charge when someone is injured or becomes ill
- Inform the School Nurse immediately or in her absence Front Office /Head /Bursar / Boarding staff, if emergency services are needed
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Ensure Injury Report Form is completed and the Health & Safety Officer (Bursar) is informed
- Look after the first aid equipment and ensure first aid kit is restocked
- Be able to leave normal duties to attend an emergency

Procedures

The Health and Safety committee review this policy annually and when circumstances alter. Recommendations on measures needed to prevent or control identified risks are forwarded to the Bursar and Head.

Re-assessment of first aid provision

As part of the School's annual monitoring and evaluation cycle:

- The Bursar and Head review the School's first aid needs following changes to staff, building/site, activities, off-site facilities
- Deputy Head Pastoral to monitor the number of first aiders, alert them to the need for a refresher course and organize training sessions
- The School Nurse to check and replenish First Aid Boxes across their designated sites at least once a term

Providing Information

The Head will ensure that staff are informed about School's first aid arrangements. The school nurse will:

- Provide information packs (Welfare Booklets) for new staff as part of their induction programme
- Maintain a notice board, in the staff room and in the medical centre, displaying information about first aid/allergies, asthma, diabetes, epilepsy and other relevant medical conditions
- At the start of each academic year, provide all teaching staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have other serious

medical conditions; and create a care plan for each child which is filed in the medical centre

- Give all staff information on the location of equipment, facilities and first aid personnel. Post First Aid advice notices at strategic points around the school.
- Give all staff a copy of the Welfare Handbook, which includes copies of all medical condition policies and details of at risk students.

Provision

The Head/Bursar will decide on the number of first aid personnel required. Schools are low risk environments but specific times, places and activities need to be considered, in particular:

- **Off-site PE.** Games staff are supplied with First Aid Bags. They are responsible for making sure they are restocked (supplies from School Nurse). A first aid trained member of the PE staff will be available at sports events.
- **School Trips.** Trip leaders will act as first point of contact and will have a good working knowledge of first aid and ensure that an adequate first aid box is taken (obtained from the School Nurse). They will carry a mobile phone, emergency contact details and have up to date medical information for pupils on the trip (available from the School Nurse). For adventurous activities, visits abroad or residential visits at least one of the group's teachers will have first aid knowledge and all staff will know how to contact the emergency services. All trips/activities will have the level of risk assessed and the appropriate first aid provision made. Activity Centres have approved First Aiders.
- **Adequate provision in case of absence.** When any of the School Nurses are absent, arrangements for cover will be made. A list of current first aiders is posted at strategic points around the School. (See Appendix D).
- **Out of hours provision.** Outside of normal hours, if a qualified first aider cannot be found on site, the emergency services should be called in the event of a serious injury. (Although note that a member of our maintenance team who is first aid trained is resident on site, as are the boarding staff. All can generally be reached at all times in the event of an emergency.)

Number of First Aiders

- **For employees.** The recommended number of first aiders in a low risk environment, such as a school, is one per fifty to one hundred employees. These first aiders must have completed a HSE approved "First Aid at Work" course and hold a valid certificate.
- **For Pupils.** There are no rules on exact numbers and provision will be based on the Head and Bursar's risk assessment of particular circumstances/situations. For pupils aged 8 years and over a one or two day first aid course delivered by an HSE approved organization is valid.

Qualifications and Training

- First aiders will hold a valid certificate of competence, issued by an organization approved by HSE
- First Aiders will undertake one to two day training and refresher courses

- School Nurses will undertake an HSE approved “First Aid at Work” training course and refresher courses. (From October 2009 this will be an initial 3-day course with a requirement for an annual refresher).

First Aid materials, equipment and facilities

- The Health and Safety committee reviews the provision and stocking of the first aid containers, by the school nurse on an annual basis, to ensure that they are available according to the risk assessment of the site.
- Each school minibus must carry a first aid kit
- PE staff must take first aid kits to off-site trips
- First aid kits, where practical, should be kept near hand washing facilities
- School Nurses are responsible for checking and restocking first aid containers at least once a term. Games staff with their own bags are responsible for bringing bags to be replenished to the medical centre.
- Anyone using items from first aid kits must advise the School Nurse when stock is low
- All first aid containers must be marked with a white cross on a green background and contain the following basic minimum contents (in accordance with HSE guidelines)
 - i) A leaflet giving general guidance on first aid and emergency contact numbers
 - ii) 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - iii) 4 individually wrapped triangular bandages (preferably sterile)
 - iv) 2 sterile eye pads
 - v) 6 safety pins
 - vi) 6 medium sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings
 - vii) 2 large (18cm x 18cm) sterile unmedicated wound dressings
 - viii) 1 pair of sterile gloves

NB. Some first aid kits will have extra items included depending on the specific needs of the area.

Accommodation

There is a designated surgery/sick bay in the Sixth Form House.

Hygiene/Infection Control

- Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil.
- Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids.
- Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by maintenance/cleaning/ or pastoral staff – depending on the time of day and circumstances, using designated cleaning equipment.
- Dressings or equipment must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin.

Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (see RIDDOR definitions of major injuries, dangerous occurrences and diseases). A record must

be kept of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. For procedures for dealing with accident/injury see Appendix A.

Reporting of Injuries to Pupils

- Injury report forms will be completed by the member of staff at point of contact.
- Injury report forms should be passed to the Bursar immediately or before the end of the school day.
- During the school day the School Nurse will inform the Head and Health & Safety Officer (Bursar) of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries). After school at weekends and off site the teacher in charge of the injured pupil takes on this responsibility.
- All injuries or sickness will be reported to parents by the medical team as soon as is practically possible (but certainly within an hour of the event). This contact will always be followed up by a phonecall from the relevant pastoral staff – either boarding staff or Head of Year or form tutor.

Reporting of Injuries to Employees and Visitors

- Injury Report form to be completed by person themselves or the first aider present. Forms kept with School Nurse and Bursar.
- Injury Report forms should be passed to Health & Safety Officer (Bursar) via School Office.
- Health & Safety Officer (Bursar)/Head/SLT should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence.
- Health & Safety Officer (Bursar) will arrange for a formal report to be made to RIDDOR without delay.
- The Line Manager of the injured employee should be informed of the person's absence from duty as soon as possible.

The Head is responsible for ensuring this happens but may delegate the duty to the Health & Safety Officer (HSO)(Bursar). The Head/HSO must notify the enforcing authority without delay and send the completed accident report form within ten days of the accident or occurrence.

Authors	Mrs Jane Lunnon, Deputy Head Pastoral Mrs Helen Whiffen, School Nurse
Date	
Review Date	
References	DfEE Guidance on First Aid in Schools (1998): Health & Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance: Health & Safety of Pupils on Educations Visits (DfES)
Governor Agreement	

APPENDIX A :

Procedure for dealing with an accident/injury



All staff with a valid first aid certificate (see First Aiders list), have a duty of care to provide first aid to any person who is injured on the campus.

All staff should be aware of the location of first aid boxes around school

Call an ambulance if:

- i) Casualty not breathing.
- ii) Casualty unconscious
- iii) Suspected spinal injury, concussion or if there has been a period of unconsciousness.

At the point of accident occurring and dealing with the casualty proceed as follows:

- a. Assess the surrounding area for any danger – do not put yourself at risk.
- b. If no response from casualty and not breathing commence CPR if competent to do so or send/call for immediate assistance from School Nurse/First Aider. (Medical centre number: 01483 813446 – staffed from 8.30 – 5.30 daily.)
- c. Call ambulance – send someone to front office
- d. If casualty breathing but unconscious, place in recovery position and call ambulance.
- e. If casualty able to mobilize, then escort to medical centre and pass over to School Nurse. Out of hours and weekends summon the First Aider.
- f. Ensure accident form is completed and filed with the Bursar.
- g. Inform parents/guardians as soon as possible; inform boarding housemistress, tutor, First Aider, School Nurse, Deputy Head Pastoral.
- h. Ensure all material is cleared away and hands are protected by wearing gloves, as in the attached policy, under “Hygiene/infection control”.
- i. If a child is sent to hospital by ambulance then either accompany in ambulance at request of paramedic or follow ambulance to act in loco parentis if relative or guardian cannot be contacted.

APPENDIX B to First Aid Policy

Location of First Aid Boxes

Location	Number of First Aid boxes	Expiry Date
Medical Centre	1 + bags for trips and supplies	
6 th Form Office	1 + 1 pouch	
6 th Form kitchens	2	
Junior Boarding	1 + 1 pouch	
Front Office	1	
Bursar	1	
Maintenance Office	1	
Food Technology Room	1	
Art Room	1	
Textiles Technology Room	1	
Photo Dark Room	1 + eye wash x 1	
Science Laboratory	3 + eye washes x 3	
Kitchen	1	
PE Office	1 + 2 bags	
PE Entrance	1	
PE Shed (tennis court)	1	
Swimming Pool	1	

APPENDIX C to First Aid Policy

Location of Epipens/Ventolin/Piriton

Location	Epipen	Expiry Date	Ventolin	Expiry Date	Piriton	Expiry Date
Medical Centre						
Front Office						
Junior Boarding						
Sixth Form Boarding						
Kitchen						
Sports Office						

APPENDIX D to First Aid Policy

Registered First Aiders

Mr Michael Cunningham

Mr Jeremy Hepworth

Mr Richard Hughes

Mrs Emma Picken

Miss Hester Pretorius

Mrs Helen Whiffen

Mrs Miin Worsdell

Miss Michelle Trudgeon

Miss Louise Gordon

Miss Alison Finch

Mrs Sarah Farnell