



FIRST AID POLICY

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MONITORING AND REVIEW

Person Responsible	Patricia Adams
Reviewed by	SLT and The School Nurse
Approved by	SLT and the Health and Safety Committee
Frequency of Review	Annually
Date of Last Review	March 2019
Date of Next Review	March 2020

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

AIMS

- To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid
- To ensure that the first aid arrangements are based on a risk assessment of the school

LEGAL REFERENCES

This policy operates within a national framework. It operates with due regard to:

- The Equality Act 2010
- First Aid In Schools Guidance 2014
- Department for Education – Guidance on First Aid for Schools

RELATED POLICY

This policy should be read in conjunction with

- Admissions Policy
- Health and Safety Policy
- Risk Assessment Policy
- Supporting Students With Medical Needs Policy
- Administration on Medicines
- <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/responding-to-emergencies-FAQ.aspx>

INTERNAL MANAGEMENT

The internal management responsibility for first aid is delegated to the Headmistress by the governors. The Headmistress must ensure that parents and staff are aware of the school Health & Safety and First Aid policies.

The School will appoint a 'School Nurse' to be in charge of first aid provision and a First Aid Officer to deputise, who will:

- Ensure that the first aid provision is adequate and appropriate
- Ensure that the number of first aiders/appointed persons meets the assessed need
- Ensure that the equipment and facilities are fit for purpose

INSURANCE

The school governors must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

EQUAL OPPORTUNITIES

The school will take particular care with the first aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of first aid (School Nurse), and suitable provision will be made in liaison with the Headmistress.

FIRST AIDERS

The school is identified as a 'low risk'. In this School, the ratio of first aider to pupil is approximately 1 to every 45 pupils. Five members of staff are First Aid at Work (FAW) qualified, four are trained in Paediatric First Aid and approximately 56 further members of staff are EFAW trained. Information about the First Aid policies will be distributed so that everyone is aware of personnel. Those are specially trained in First Aid can be quickly identified via their green lanyard.

School Nurse: **Melissa Tomblin**
First Aid Officer: **Sue Jenkins**

FAW Trained First Aiders:

Sue Jenkins – FAW
Caroline Wilkins - FAW
Emma Warburton – FAW
Vanya Leisos – FAW
Tanya Smith - Paediatric First Aid
Rebecca Rose – Paediatric First Aid
Karen Williams – Paediatric First Aid
Joanne Burton – Paediatric First Aid
Melissa Tomblin – School Nurse

Duties of a First Aider

They must:

- Complete an approved HSE (FAW/EFAW) training course
- Give immediate help to casualties
- Ensure that when necessary an ambulance or other professional medical help is called
- Take charge when someone is ill or injured
- Look after the First Aid equipment
- Ensure that medical help is called when necessary

First Aid at Work (FAW)

Course lasts 18 hours – staff that have successfully completed this course should be able to:

- Provide emergency First Aid at work
- Administer First Aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries
 - Chest injuries
 - Burns and scalds
 - Eye injuries
 - Sudden poisoning
 - Anaphylactic shock
- Recognise the presence of major illness and provide appropriate First Aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Paediatric First Aid

Course lasts 12 hours – staff who have successfully completed this course should be able to:

- Provide child and infant resuscitation
- Respond to a child/infant:

- Who has a foreign body airway obstruction
- With external bleeding
- With injuries to bones, joints and muscles
- Recognise the presence of major illnesses and provide appropriate First Aid (asthma, diabetes, allergic reactions, meningitis, febrile convulsions, sickle cell crisis).

Emergency First Aid at Work (EFAW)

Course should last 6 hours – staff that have successfully completed this course should be able to:

- Understand the role of the First aider including reference to:
 - The importance of preventing cross-infection
 - The need for recording incidents and actions
 - Use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

TRAINING

As of January 2019, 56 members of staff are EFAW trained and the certificates are valid for 3 years. Towards the end of the 3-year certification period, first aiders need to undertake an FAW requalification course or another EFAW course, as appropriate. As strongly recommended by HSE, this school ensures that all FAW trained first aiders undertake annual refresher training to maintain their skills.

- The school will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care
- The governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site
- The school holds an INSET day for staff, every three years, to gain an Emergency First Aid at Work certificate which is valid for three years

FIRST AID BOXES

The first aid boxes will be located as agreed by the Headmistress. All staff should know where the first aid boxes are kept. Information about the first aid policies will be distributed so that everyone is aware of location of equipment. The boxes must contain a 'sufficient quantity' of first aid material and nothing else. The first aid boxes will be checked during staff inset days.

The school requires the following items to be in the box as a minimum:

- Guidance card
- Individually wrapped 'assorted sizes' sterile adhesive dressings
- Sterile eye pad
- Triangular bandage

- Safety pins
- Medium size, sterile unmedicated dressings
- Large, sterile unmedicated dressings
- Disposable, surgical gloves – to be worn by any personnel administering first aid

The person in charge of first aid (School Nurse) will determine whether there should be more than the minimum items.

For trips organised by the school a first aid box will be prepared. Where no special risk has been identified, the first aid box will contain the same items as a minimum.

First aid boxes are situated in:

1	PREP - SCIENCE LAB. SMITH BUILDING	
2	PREP - 'BUSY BEES' after-school supervision	
3	PREP - OAKDENE HALL	
4	PREP- OAKDENE 1st FLOOR CLASSROOMS	
5	PREP - OAKDENE ICT SUITE	
7	PREP- RECEPTION LANDING	
8	S.H - HOME ECONOMICS (slip room)	
9	S.H - DRAMA	
10	S.H – PREP ART ROOM	
12	S.H - SCIENCE DEPARTMENT - BIOLOGY LAB.	
13	S.H - SCIENCE DEPT. - CHEMISTRY LAB.	
14	S.H - SIXTH FORM CENTRE – CEDAR HOUSE	
15	S.H - PE - SPORTS HALL - FIXTURES	
16	S.H - PE - MAIN HALL	
17	SH – SCIENCE DEPARTMENT – PHYSICS LAB.	
18	S.H – LIBRARY	
19	MINI BUS 1	
20	MINI BUS 2	
21	S.H – MUSIC ROOM	
23	SH – MAIN HALL	
27	PREP – 1 st Floor SMITH BUILDING	
29	SH – ICT CEDAR HOUSE	
30	SH – ground Floor CHERRY TREE	
31	SH – 2 nd Floor CHERRY TREE	
32	MINI BUS 3	
33	MINI BUS 4	
34	EYFS classroom	

One additional first aid box can be found in the kitchen, this box is maintained by the catering company Holroyd Howe.

AED (Automated External Defibrillator)

The school currently operates one AED. This is located at the front door of the Senior House by reception. Staff who have completed the EFAW training are aware on the basic operating procedure and further staff training on the specific model is given annually.

MEDICATION AND PRE-EXISTING CONDITIONS

A list of students suffering from asthma and other allergies is held centrally. A copy of all prescribed medication, including asthma inhalers and adrenaline auto injectors, are kept with the School Nurse. In the majority of cases, Senior House girls will carry their emergency medication with them (i.e. adrenaline auto injectors, inhalers, diabetic kit). In Prep Department, a bag is kept with classes which contains their emergency medication.

Medication is used in accordance with the individual healthcare plan of each girl and consent of each student. All medication provided and administered will be recorded. Please see the school policy on Supporting Students with Medical Conditions and Administration of Medicines Policy for further information.

PROCEDURE IN THE CASE OF ACCIDENT/INJURY/ILLNESS - AT SCHOOL

A Mobile Casualty

All mobile casualties should report to the main office and subsequently be referred to the school Nurse or a first aider; they should be accompanied by a member of staff or a fellow student. All students who are unwell or who have had an accident should be given privacy, this will normally be in the 'sick room' (the library can be used as an alternative).

In the event of accidents and/or injuries, the Bursar and the Headmistress should be informed. If the casualty recovers, send back to class.

If a girl has an accident or becomes unwell, in such a way as to need further monitoring (e.g. in the event of an asthma attack or head injury), follow up checks should take place at break time and at the beginning of lunch time (or the end if the event occurred close to the start of lunch) with instructions to the girl to return to the medical room or office if she needs to. These checks should be recorded with the School Nurse. If there is an incident in the afternoon, then parents should be advised that they need to keep an eye on their daughter in the evening.

In the event of an accident, injury or illness, whoever carries out treatment must update the school records in line with 'Recording Procedure'.

Immobile Casualty

Do not leave casualty, get someone else to get a first aider who will carry out the appropriate action as above.

Sending a Casualty Home

In the event of an accident or of a student reporting to the office or nurse as unwell (to the extent that we think she may possibly need to be sent home in the course of the day) the following people will be informed:

- The student's Form Tutor or Class Teacher
- Jo Kingston (Deputy Head)

- One of the following - Mairead Carney (Prep) / Jacqui Deadman (KS3) / Zoe Glenister (KS4) / Jenna Good (KS5)
- The Attendance Officer who will update Schoolbase

Sending a Casualty to Hospital

If the nature of the accident/injury/illness is such that the casualty requires to be sent to the hospital;

Student

- Parents should be contacted via phone immediately
- The Headmistress or a Deputy Head should be notified
- The student's Form Tutor or Class Teacher
- One of the following - Mairead Carney (Prep) / Jacqui Deadman (KS3) / Zoe Glenister (KS4) / Jenna Good (KS5)
- The Attendance Officer who will update Schoolbase
- Record details in Accident Book

Staff

- Inform Bursar, Headmistress or a Deputy Head
- Inform Jo Kingston, Senior Deputy Head, so that suitable cover can be arranged if required
- If the staff member is unable to drive, arrange transport, their emergency contact should be called by either the member of staff or the Office (telephone numbers in Office)
- Record details in Accident Book

When to Call an Ambulance

Always call 999 in a medical emergency that is if someone is seriously ill, injured and their life is at risk.

For example if someone has:

- Lost consciousness
- Fits that are not stopping and is in an acute confused state
- Persistent, severe chest pain
- Breathing difficulties
- Severe bleeding that can't be stopped
- Fear of overdose

PROCEDURE IN THE CASE OF ACCIDENT/INJURY/ ILLNESS - ON TRIPS ORGANISED BY SCHOOL

A record must be kept of the accident/injury/illness as set out above and any medication issued in the duration of the trip.

All trips should have a designated member of the Senior Leadership Team as an emergency contact. This should be contacted immediately.

Staff should follow the individualised risk assessment for the given trip.

INFECTIOUS ILLNESSES / DISEASES

Depending on the illness, remember that in cases of infectious illnesses/diseases the school and/or Environment Health Authority may have to be informed.

RECORDING

The school will keep a record of any first aid treatment given by first aiders and appointed persons. This will include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident.

The school acknowledges that the information in the record book can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first aid needs assessments
- Be helpful for insurance and investigative purposes

APPENDIX ONE – HANDLING BODY FLUIDS

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection, both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Staff Contact

Sites and Premises Manager to be contacted initially so that he can arrange for a member of their team to clean the area appropriately in line with the 'Initial Clean Up Procedure'.

Initial Clean Up Procedure

- Get some disposable gloves from the nearest first aid kit
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner)
- Put more absorbent towels over the affected area and then contact the Sites and Premise Manager for further help
- The bin liner that has had the soiled paper towels put in, then needs to be tied up and double bagged and put in an outside bin
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home
- The area then needs to be cordoned off until cleaned
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly

Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied
- When dealing with a spillage, absorbent paper hand towels need to be place on the affected area so absorbing the spill
- Contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in another bin liner and put in an outside bin
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area
- The area should then be ventilated well and left to dry
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions
- Wash hands
- All bags to be disposed of in outside bins

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin

- Exposure to broken skin e.g. abrasions and grazes
- Exposure of mucous membranes, including the eyes and mouth

Action to Take

- If broken skin encourage bleeding of the wound by applying pressure – do not suck
- Wash thoroughly under running water
- Dry and apply a waterproof dressing
- If blood and body fluids splash into your mouth – do not swallow
- Rinse out mouth several times
- Report the incident to the Nurse or First Aid Officer and Senior Leadership Team
- If necessary take further advice from NHS Direct
- An accident form will need to be completed and it may need to be reported to RIDDOR



FIRST AID

Your first aiders are

Tel.

Tel.

Miss Wilkins	Miss Warburton
Miss <u>Leisos</u>	Mrs Burton
Miss Rose	Mrs Smith
Mrs Tomblin	Mrs Williams

The nearest first aid box is



FIRST AID

St Mary's School
FOR FIRST AID ASSISTANCE IN:
PREP DEPT

RING EXTENSION
353/355/356

(ask for Mrs Williams/
Miss Burton/Miss Rose)

SENIOR HOUSE
RING EXTENSION

359/332

(ask for Mrs Tomblin/ Mrs Jenkins)

LOCATIONS AND TELEPHONE EXTENSIONS

FIRST AIDERS

ST MARY'S SCHOOL

NAME	EXT	LOCATION	QUALIFIED
Sue Jenkins	332	School Office/Senior House	First Aider
Caroline Wilkins	347	Sports Department	First Aider
Lynda Gibson	341	Prep Dept/Oakdene	Paediatric First Aid
Mary Keal	353/341/354	Prep Dept/Oakdene	Emergency First Aid
Kate Hemsworth	341/347	Prep Dept/Oakdene	Emergency First Aid
Emma Warburton	348	Science Department	First Aider
Rebecca Rose	341	Prep Department	Paediatric First Aid

