



## FIRST AID POLICY

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### MONITORING AND REVIEW

Person Responsible	Patricia Adams (Headmistress)
Reviewed by	SLT and The School Nurse
Approved by	SLT and the Health and Safety Committee
Frequency of Review	Annually
Date of Last Review	June 2020
Date of Next Review	June 2021

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

## WIDER REFERENCES

This policy operates within a wider 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
- <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/responding-to-emergencies-FAQ.aspx>

## RELATED INTERNAL 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 Policy
- Educational Trips and Visits Policy

## 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 student is approximately 1 to every 45 students. Four 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 Emergency First Aid at Work (EFAW) trained. Information about the First Aid policies will be distributed so that everyone is aware of personnel. Those who are specially trained in First Aid can be quickly identified via their green lanyard.

**School Nurse:**               **Melissa Tomblin**

### **Trained First Aiders:**

Harvi Chalal - FAW  
Emma Warburton – FAW  
Nicola Smith - 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/Paediatric First Aid) 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

January 2019, staff were EFAW trained and the certificates are valid for 3 years. At the time of this policy being published 53 current staff members have certificates in EFAW. 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:

<b>1</b>	PREP - <b>SCIENCE LAB.</b> SMITH BUILDING
<b>2</b>	PREP - 'BUSY BEES' after-school supervision
<b>3</b>	PREP - <b>OAKDENE HALL</b>
<b>4</b>	PREP- <b>OAKDENE 1<sup>st</sup> FLOOR CLASSROOMS</b>
<b>5</b>	PREP - <b>OAKDENE ICT SUITE</b>
<b>6</b>	<b>MEDICAL ROOM</b>
<b>7</b>	PREP- <b>RECEPTION LANDING</b>
<b>8</b>	S.H – <b>FOOD AND NUTRITION (slip room)</b>
<b>9</b>	S.H - <b>DRAMA</b>
<b>10</b>	S.H – <b>PREP ART ROOM</b>
<b>11</b>	<b>MINI BUS 5</b>
<b>12</b>	S.H - SCIENCE DEPARTMENT - <b>BIOLOGY LAB.</b>
<b>13</b>	S.H - SCIENCE DEPT. - <b>CHEMISTRY LAB.</b>
<b>14</b>	S.H - SIXTH FORM CENTRE – <b>CEDAR HOUSE</b>
<b>15</b>	S.H - PE - <b>SPORTS HALL - FIXTURES</b>
<b>16</b>	S.H - PE - <b>MAIN HALL</b>
<b>17</b>	SH – SCIENCE DEPARTMENT – <b>PHYSICS LAB.</b>
<b>18</b>	S.H – <b>LIBRARY</b>
<b>19</b>	<b>MINI BUS 1</b>
<b>20</b>	<b>MINI BUS 2</b>
<b>21</b>	S.H – <b>MUSIC ROOM</b>
<b>22</b>	<b>LITTLE ST MARY'S</b>
<b>23</b>	SH – <b>MAIN HALL</b>
<b>24</b>	PREP - Junior House PE – <b>Sports Office</b>
<b>27</b>	PREP – 1 <sup>st</sup> Floor <b>SMITH BUILDING</b>
<b>29</b>	SH – ICT <b>CEDAR HOUSE</b>
<b>30</b>	SH – ground Floor <b>CHERRY TREE</b>
<b>31</b>	SH – 2 <sup>nd</sup> Floor <b>CHERRY TREE</b>
<b>32</b>	<b>MINI BUS 3</b>
<b>33</b>	<b>MINI BUS 4</b>
<b>34</b>	<b>EYFS classroom</b>

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 students 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 student 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 either the main office or the School Nurse; 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 student 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 student 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 (Senior Deputy Head)

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

### **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.

During School hours any trips should contact the School Reception immediately in an emergency. All trips outside of School hours 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.

### Clean Up Procedure

- Sites and Premises Manager to be contacted
- Remove students from the area or position a member of staff on duty to guard the area
- Wash hands
  
- If a student or staff member has any body fluids on them they should be sent to the Nurse
- Any article of clothing that has got contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home
- Wash hands
  
- Sites and Premises Manager arrange for a member of their team to clean the area appropriately
- Get some disposable gloves from the nearest first aid kit. Gloves are to be worn at all times
- Place absorbent paper towels over the affected area and allow the spill to absorb
- Wipe up the spill using the absorbent paper towels and then place in a bin (which has a bin liner)
- Put more absorbent towels over the affected area
- 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
- The area then needs to be cordoned off until cleaned
- Wash hands
  
- 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
- 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 rubbish bags to be disposed of in outside bins
- Wash hands

### 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 School 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