

FIRST AID POLICY

Background

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981 and the amended regulations 2009), it is the responsibility of the governing body to ensure adequate and appropriate first aid provision is provided where there are people on the school premises and for the staff and children during off site visits and activities.

Consent to administer first aid and authorisation for the Headmaster to allow hospital treatment, for a sick or injured child is obtained from parents on admission to the school, and updated yearly.

Head Nurse: Mrs Fiona Lines, RGN

Nurse: Mrs Antonia Codrington, RGN

AIMS OF FIRST AID CARE

- Preserve life
- Alleviate suffering
- Prevent Condition from Worsening
- Promote Recovery
- To provide First Aid as necessary
- To promote health and safety awareness in children and adults.

FIRST AID PROVISION

- The Headmaster is responsible for ensuring that there is an adequate number of qualified first aiders including arrangements for the EYFS department, where at least one person with a paediatric first aid qualification must always be present, and at least one paediatric trained member of staff must accompany all outings.
- Portable first aid kits are taken on educational and sports visits, available from the medical centre.
- The nurses will ensure the maintenance of the first aid boxes and other supplies.
- Training coordinator will maintain a register of first aid training and associated refresher dates to ensure that qualifications are maintained.
- A list of first aiders is available from the training co-ordinator. First aiders are required to attend refresher training within 3 years of their qualified term.
- The first aid coordinator is responsible for coordinating the training for first aiders.

- The school has a medical centre that is staffed by two nurses. There is a school nurse on site each day from 07.45 – 18.00. At all other times there is qualified first aiders on site.
- During these hours the nurses take the lead in administering first aid. Most clubs and activities coincide with these timings.
- Nurses attend pitch side fixtures and sports days.
- All staff will be regularly trained on a yearly basis on basic aspects of First Aid. Training will be provided for staff for the administration of medicine (including administering inhalers for asthma and adrenaline auto injectors).
- Spillage kits for bodily fluids are located within the school.
- All staff will ensure that they have read the school's first aid policy and familiarise themselves on location of adrenaline auto injectors, emergency asthma kits, defibrillator and first aid boxes.

Nurses and matrons hold a current first aid certificate. In addition, the following employees also hold a valid certificate: **See Appendix 1 for Qualified First Aiders**

FIRST AID BOXES

First aid boxes are located in the following places in the school

(See Map for reference on School Web site)

- Sports pavilion top right cupboard
- Day room on top of the medicine cupboards
- Pre prep in the staff toilet lobby
- Cottage nursery Kitchen nursery - hanging on the wall by the fridge in the kitchen
- Middle school staff room - on the shelf above the sink
- Upper school Tom Young staff Room - on the shelves next to the kitchen
- General studies room
- Science In the prep room
- Sports Hall - on the corridor next to the entrance to the hall
- Design technology room - right hand side doorway to sewing machine room
- Estates office - on the table worktop
- School mini buses and people carrier- on the shelf above the front seats.

Pre prep and nursery have further miniature kits which are taken out at playtime.

- Pre-Prep In staff room: to be taken outside at playtimes
- Cottage Nursery - Hanging on wall by the children's sinks in main room
- Kitchen First Aid box (maintained by Catering Company)

- First Aid Boxes are checked twice termly. All checks recorded and dated
- First Aid bags are taken to away matches and any school trips. First Aid bags checked and restocked on return.

Adrenaline Auto Injectors

Upper/Middle School Pupils: Medical Centre (back room cupboard- 2nd Self)

Pre Prep: Staff Room

Contents of First Aid Box:

First aid boxes are green with a white cross.

First aid boxes should contain individually wrapped sterile hypoallergenic dressings (assorted sized plasters) 6 medium sized wound dressings. 2 Large sized wound dressings, micropore, and, wound dressing/bandage, disposable gloves, eye pads, triangular bandage. First aid Leaflet.

No medicine or tablets are to be kept in the first aid boxes.

Appendix 2 indicates where all the First Aid boxes are located

Defibrillator

Located outside Day Room on wall (will be relocated to wall outside medical centre)

Adrenaline auto injectors

Upper School Pupils: Medical centre

Middle School Pupils: Staff Room alongside first aid box

Duties of a First Aider

- Respond promptly to calls for assistance.
- Give immediate assistance to casualties with injuries and illness.
- Ensure that an ambulance or professional medical help is summoned as appropriate.
- Ensure ambulance is given correct full postal address of St Hugh's school.
- Ensure front desk is informed by first aider or allocated adult that ambulance has been summoned and direct them to exact location of casualty.
- All serious incidents should be reported to the Headmaster or deputy head and nurses informed.
- Headmaster or deputy head to immediately inform parents of child that ambulance has been summoned.
- Any significant injury should be assessed by the nurse in the medical centre.

Procedures

In School

- Accident or medical incidents should all be reported to the nurse on duty.
- In the event of a significant accident, a member of staff will accompany the child to hospital and parents will be asked to go to the hospital immediately.
- Parents should be contacted if there are any doubts over the health and welfare of a child.
- If staff are concerned about the welfare of a child – or identify injuries which may not be accidental they should follow the procedure set out in the schools safeguarding policy and procedures.

Calling an ambulance from the medical centre

In most circumstances an ambulance will be called by the nurse. There may be times e.g. anaphylactic shock, where an ambulance needs to be called immediately. If an ambulance is required dial 9 999 or 9 112, state you require the ambulance service, answer any questions concerning the incident as briefly as possible, the school address is:

St Hugh's School, Carswell Manor, Carswell, Faringdon SN7 8PT

- Tell the operator exactly where the incident has taken place.
- Ensure member of staff is asked to meet the ambulance at the main gate to direct them to the incident on the school premises.
- Having contacted the emergency services ensure that the Headmaster and medical centre are also informed immediately.

Out of School Excursions

- Educational visits: The Headmaster has responsibility for ensuring staff adhere to the educational visits policy when organising a visit.
- First aid should form part of the risk trip assessment, and one member of staff must be assigned as the person in charge of first aid arrangements.
- A risk assessment will need to be carried out as part of the preparation for an educational visits. The medical centre will require prior knowledge of trips, so the first aider can be informed of pupils with any medical conditions.
- A mobile telephone must be taken on visits and to offsite activities.
- A qualified paediatric first aider must be present at all times when children in EYFS are away from the school premises.
- First aid kits must be taken to all outside fixtures/trips.
- First aider will assess situation and once the extent of the injury has been identified, if necessary dial 999 or 112 for further medical assistance.
- All serious incidents should be reported to Headmaster or deputy head and nurses informed.
- Headmaster or deputy head to inform parents of child that ambulance has been summoned.

- The first aider must record accurate details of accident and treatment given to the child.
- There are small first aid bags that should be taken on residential and non-residential trips in the UK. Larger medical bags are provided for overseas trips.
- Larger medical bags should contain: first aid kit, antibacterial soap/wipes for handwashing, sick bags, medication for travel sickness, and other appropriate contents for specific trips. Spare Asthma inhalers, Auto injectors where appropriate.
- The Medical Centre should be informed for recording on the child's ISAM's record.
- On return from trip, accident Report to be filled in and ensure any First Aid supplies replaced in first aid box.

Accidents and Illness Procedure

All significant accidents to a child, member of staff, visitor or a contractor should be reported and assessed by the nurse on duty. The staff member who witnesses occurrence of accident must record the incident on a accident report form for the child. The nurse will then complete the accident form with treatment given and report as necessary to Health and Safety Committee.

RIDDOR

(RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which came into force on 1 April 1996)

These regulations require the reporting of work related accidents diseases and dangerous occurrences, should an employee have an accident at work which results in:

- over seven days absence from work because of sickness
- A major injury or condition
- A fatality, the Health and Safety Officer should be contacted immediately.

If a non-employee has an accident and requires hospital treatment, this too should be reported to the Health and Safety Officer.

Accident record sheet is available on line- Office 365-Share Point-Medical Administration-Documents-Accident Form.

All EYFS accidents/injuries and first aid treatment given should be reported to the parent on the same day. A treatment advice sheet must be completed and given to parents.

Designated Safeguarding lead (DSL) will be notified of any serious injuries of a child whilst in the care of the school.

Dealing with Accidents involving Bleeding, and Body Fluid Spillage

All blood and body fluid spillages should be regarded as potentially infectious and the same precautions applied to each incident.

All body fluid spillages should be cleaned up immediately.

Precautions:

- Before contact with blood or body fluids any skin lesions – disposable gloves must be worn
- Splashes of blood or body fluid onto the skin should be washed off immediately with soap and water.
- Ensure all contaminated items are disposed of in clinical waste bag provided by Attack Hygiene Company.

Cleaning Procedure

1. Wear disposable gloves and apron.
2. Never use mops to clear up body fluid or blood but absorb spillage with paper towels/absorbent powder.
3. Contact Estates Manager and refer to Infection Control Policy

Boarders becoming ill in the night-time

The following guidance refers to a pupil who becomes unwell from 18.00 to 07.45.

If unwell, boarders are instructed to use the intercom system to contact the resident Matron. Pupils will be assessed by the matron and further medical assistance given either by Emergency Services or Minor Injury Unit at Witney/Abingdon. Either of these services will be contacted and advice/action will be given. House parents and Headmaster will be contacted if appropriate and parents informed if required during the night.

In the case of an illness the following steps should be taken:

- If the illness will continue to hinder the sleep of others in the same dormitory, the resident house Tutor will remove the child from the dormitory and take them to the sick bay provisions.
- The matron will explain the intercom system so that the pupil can call for assistance, if he/she requires.
- The pupil will be given with food and drink when necessary.

Arrangements for pupils with medical conditions on site.

Every child with a diagnosed medical condition that potentially requires care within the school day has a care plan that is written in consultation with the parents of that child.

If access to medication is potentially required e.g. for asthma, the child will have their own kit and can use an emergency kit if needed. Prescription medications are kept separately in the medical centre and handed over to matron in charge of boarding when the medical centre is closed.

Recording of Incidents

All incidents where first aid has been administered should be recorded on ISAM's for each child.

The following incidents should be reported to parents to ensure that they are aware of an incident and any actions or follow up that are required. These may include:

- Head injuries – sport and non-sport
- Significant Bone, joint and muscle injuries
- Severe bleeds
- Vomiting and diarrhoea
- Asthma attack
- Anaphylactic shock
- Foreign object in eye, nose or ear
- Seizure

Administering Medicines

Any medicines brought into school by parents of a child, must be clearly labelled with the child's name on the original packaging. The expiry date will be checked. A consent for medication form must be signed and completed by parent/guardian for any medication not listed on original St Hugh's medical consent form.

The nurse on duty or trained Staff who have completed in house training on administering medicine can administer medicines within the school.

A record will be kept on Isams of any medicine administered. If a child is administered either Paracetamol or Ibuprofen a white wrist band will be applied to the child's wrist stating the date, time, name of medicine and amount given.

All Medication will be stored in an appropriate locked medicine cupboard or in a drug fridge.

If asthma inhalers are brought into the school, it is the parent's responsibility to ensure that they inform the medical centre.

EYFS

- A Member of staff qualified in paediatric first aid is present at all times when the children are present in school or on an outing.
- All accidents or injuries and the first aid applied will be reported to parents the same day or as soon as is reasonably practical.

- All administration of medicines will be reported to parent the same day or as soon as is reasonably practicable.
- Parents should not bring children to school ill and should inform the school of any significant infection (see Policy on Returning to School who have been unwell).

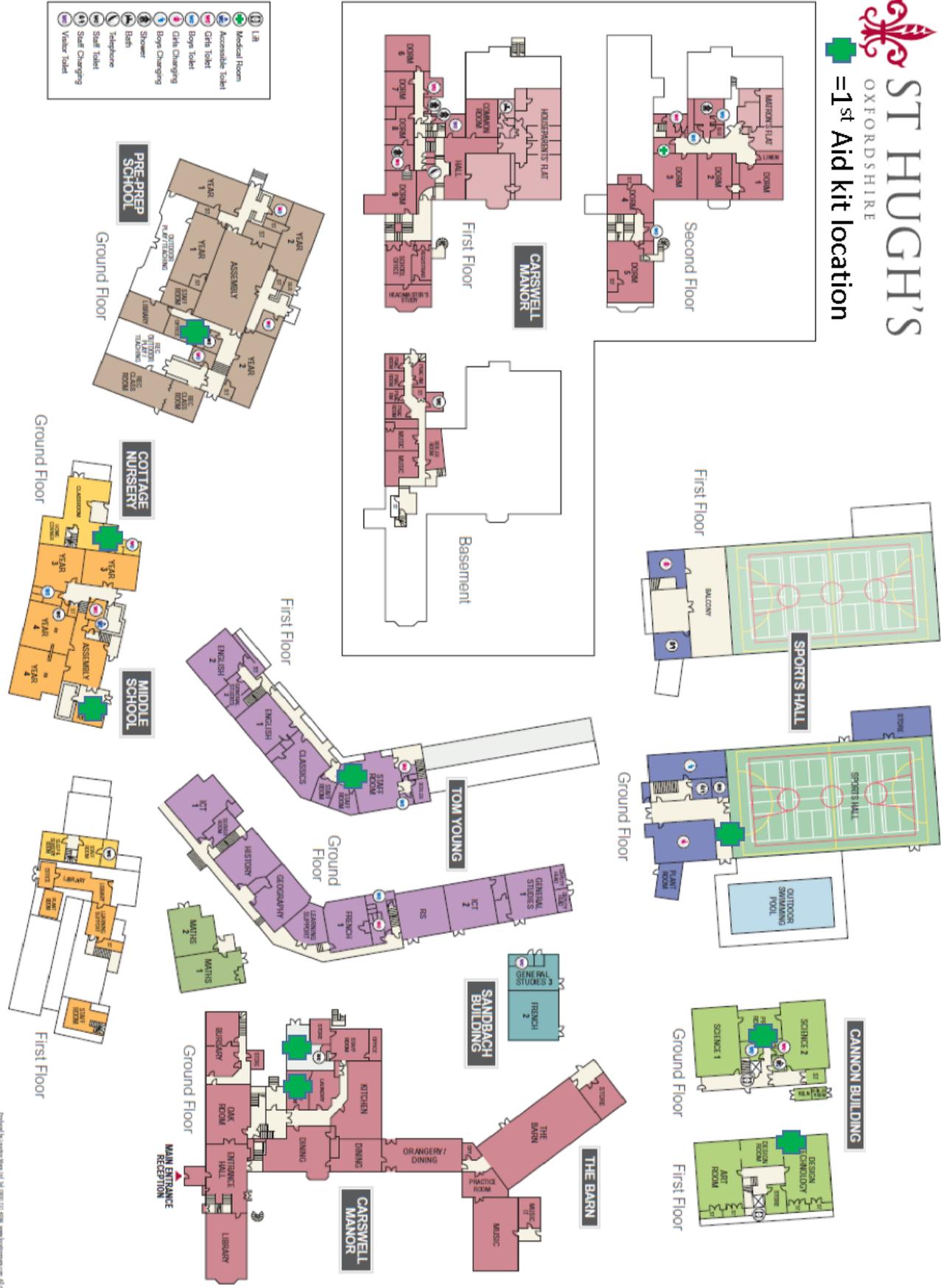
Written by: Mrs F Lines & Mrs A Codrington

Reviewed: 01.08.18

Review Date: 01.08.19

Appendix 1: List of Qualified First Aiders

Surname	Forename	First aid at work 3 days	Paediatric First aid	Emergency Paediatric first aid 3 days	Emergency first aid at work 1 day
Avery	Jack	15.3.21			
Avery	Jessica		11.5.20		
Blanchard	Giles	15.3.21			
Bradfield	Phillipa				23.3.19
Blythe	Jessica		14.1.20		
Boswell	Catherine	9.3.20			
Clarke	Katie				7.1.21
Coles	Sarah		15.2.21		
Codrington	Antonia	17.4.21	11.5.20		
Dale	Susan				7.1.21
Du Plessis	Gill		25.3.21		
Esplin	James				7.1.21
Ewins	Sally	9.3.20			
Eykyn	Anna		18.6.21		
Farrow	Robert	15.3.21			
Farrow	Gill		25.3.21		
Flower	Harriet		25.3.21		7.1.21
Godfrey	Katie		24.5.19		
Halliday	Sue				18.4.19
Horton	Anna				07.1.21
Hiscock	Anna		20.10.19		
Lines	Fiona	18.4.21	11.5.20		
Lings	Netty		18.6.21		
Pargeter	Denise	15.3.21			
Pearson	Adam	19.5.19			
Pearson	Triona				18.4.19
Rundle	Elizabeth	9.3.20			
Russell	Jane				18.4.19
Russell	Sally				18.4.19
Smith	Eleanor	11.10.20			
Steenart	Kayleigh		25.3.21		
Swan	Hilary				
Walsham	Rachel		25.3.21		
Wilsdon	Claire		2.3.19		



- 1st Aid Kit
- Medical Room
- Accessible toilet
- Girls Toilet
- Boys Toilet
- Girls Changing
- Boys Changing
- Shower
- Bath
- Telephone
- Staff Toilet
- Staff Changing
- Visitor Toilet