

# FIRST AID POLICY

*Reference should also be made to the Administration of Medicine Policy*



BirchfieldSchool

- 1.1 The School will provide adequate First Aid provision for its employees, pupils **(including those in the Early Years Foundation Stage)** and visitors in accordance with this Policy. The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to staff, and to comply with all relevant legislation. This policy has been drawn up using the guidance on the DfE publication: Guidance on First Aid. It is the responsibility of the School to ensure that first aid arrangements are provided in a timely and competent manner relative to the risk of injury or ill health.
- 1.2 The safety of pupils, staff and visitors at School and during 'away trips' is paramount. The School recognises however that accidents may occur, even if risks are minimised and all staff need to be aware of what to do in such circumstances.
- 1.3 The School Matron will carry out a First Aid Risk Assessment which will be reviewed annually and include safe storage of medicines.
- 1.4 By employing a School Matron who is visibly recognisable by her uniform and who is present throughout the school day until 5:30pm, the School believes that it is providing a first-class service to all pupils in all health and medical needs.
- 1.5 The school will provide appropriate training for all first aiders and ensure that any incidents are logged and investigated, as appropriate. All teaching staff undergo regular training in CPR, Medical Emergencies and Use of a Defibrillator with a practical Heartstart session every two years, alternating with Educare Online training modules as a refresher course in between. Most recently, practical training was provided on 4<sup>th</sup> September 2017 by Heartstart and is to be repeated on 3<sup>rd</sup> September 2019. Qualified Paediatric First Aiders are available within the School and in accordance with the Early Years Foundation Stage : details are at Annex B. At least one of these staff members will be on site during school hours and, in the case of the school matron, until 4:30pm. The School will ensure that staff receive updated training on Epilepsy, Diabetes, Asthma and Allergies in line with recommended guidance from the Local Authority as and when a child enrolls at the school with a condition or is diagnosed as having a medical condition which will require support. In such circumstances, a risk assessment will be drawn up by the School Matron and staff made aware.

New members of staff will meet with the School Matron to become familiar with the school's first aid provision and receive suitable induction. The School Matron also provides staff inset training, as required, including assemblies for pupils on keeping safe in the sun and effective hand-washing.

- I.6 The School will provide First Aid kits equipped to HSE recommended standards at locations throughout the School. They are located adjacent to hand-washing facilities. The full list of locations of First Aid kits is posted in the staff room, school office and Medical Room. A travelling First Aid kit will be provided in all School transport leaving the school premises. First Aid kits are kept in the changing rooms to accompany sports teams on away matches.
- I.7 The School will provide Body Fluid Disposal Kits in yellow boxes containing clean-up disposal packs with protective clothing and equipment, absorbent powder, virucidal disinfectant and yellow disposable bags.

All staff will follow basic hygiene procedures when dealing with any form of injury, particularly when bodily fluids are involved. Single use, disposable gloves must be worn when dealing with any first aid situation where contamination is likely from bodily fluids and hand-washing facilities must be available. A separate bin for the safe disposal of medical waste is provided in the Medical Room and yellow disposable bags are also available.

- I.8 In the event of an accident, injury or illness on the school premises the patient should be sent accompanied to the Medical Room or, if unable to walk, the School Matron will go to the patient. In the case of a possible head injury to a pupil or any other more serious injury or illness, duty staff will make contact with the School Matron via walkie talkie and she will attend the site urgently. If treatment is successful, then the patient can return to class. If a child is unfit to continue with lessons, then the parents will be contacted to collect and take the child home. Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children. In general, the consequences of taking no actions are likely to be more serious than those of trying to assist in an emergency. Staff who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified. Should it be apparent that the injury or illness is beyond the scope of the School to cope with, an ambulance should be called without delay. A member of staff stays with the casualty and delegates another member of staff to summon help.

The Medical Room is situated on the first floor of the main house and facilities exist to treat pupils on the ground floor in the Boarders' Sitting Room, as and if required. The Medical Room includes a bed, hand basin with toilet facilities next door.

- I.9 All medical accidents are to be recorded in the Accident Book. Where a medical incident occurs that is not appropriate for the Accident Book it is, nevertheless, to be recorded on the pupil's medical record card. All records are to be kept for ten years. In all cases, an 'Administration of First Aid' form is to be completed by the School Matron. If appropriate, the School Matron will also notify parents or guardians by telephone of any pupil receiving First Aid treatment.

The School Office staff will establish from parents of children who are absent the nature of any illness and, if necessary, the School Matron will later make

contact and advise on when it would be appropriate for the pupil to return to school. As an example, children who have suffered from vomiting or diarrhoea should not return until 2 days following the cessation of symptoms.

- 1.10 **Accident reporting.** Where required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), accidents, instances of ill-health and dangerous occurrences will be reported either via the HSE website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or by telephoning the HSE directly. Contact numbers are found in the Medical Room.
- 1.11 Special consideration will be given to staff or pupils who have special health needs or disabilities. Children who have documented conditions such as asthma, epilepsy or diabetes will have a personal care plan to ensure that any prescribed course of treatment is adhered to. Personal inhalers for asthma sufferers are preferably kept by individual pupils with their own back up inhaler held in the Medical Room. Pre-Prep pupils will have their inhalers kept in their classrooms. The School now has 4 spare Reliver inhalers for emergency use only for anybody who has already been diagnosed with asthma who may have forgotten or lost theirs. They will be kept in a clear container by the Defibrillator, in the School Office, in Pre-Prep and the Medical Room. Named Adrenaline auto-injectors for children with severe allergies are kept in their classrooms, easily visible but out of reach of children. Information on what to do in the event of an asthma attack or anaphylaxis is displayed in the staff room, main office and in classrooms. An Automatic External Defibrillator (AED) is located on the wall outside The Hall going towards Pre-Prep. The list of staff trained is posted by the unit, Staff Room, Deputy Head's Office and in the Medical Room and instructions are clearly set out on the machine how to use it. It is recommended not to open it unless required as it could drain the battery.

**All staff are to ensure they are familiar with the contents of this Policy.**

## **Annex A**

### **FIRST AID PACKS**

First Aid packs equipped to HSE standards are located at the following points in the School. These will be checked on a half termly basis. If they are used, it is the responsibility of the relevant member of staff to inform the School Matron so that the pack can be restocked appropriately.

- Main Office
- On top of the bookcase opposite the internal door to PrepCare near the Staff Cloakrooms
- Staff Room
- Reception Classroom
- Year 1 Classroom
- Year 2 Classroom
- Art Classroom
- Food Technology Classroom
- Main Kitchen
- Maintenance Department
- Medical Room
- Science Laboratory
- Forest School
- Changing Rooms for Games (three in the boys and two in the girls)
- School Car and both buses

## Annex B

### LIST OF STAFF WITH PAEDIATRIC FIRST AID TRAINING

Name	Qualification	Date	Remarks	Course Provider
Mrs Louise Bolton	Paediatric First Aid Level 3	13.6.18	Year 1 Classroom Assistant	St John Ambulance
Mrs E Grant-King	Paediatric First Aid	15.05.18	Reception Class Teacher	St John Ambulance
Miss V Hammond	Paediatric First Aid	10.05.18	Pre-Prep Classroom Assistant	St John Ambulance
Mrs J Cleary	Forest Schools First Aid Paediatric First Aid Level 3 Emergency First Aid at Work Level 3	25.04.18 25.04.18 24.04.18	Year 2 Classroom Assistant and Forest School Leader Level 3	A2E First Aid Training (Ofqual Regulated – 12 hours)
Mrs S Adderley	Adult & Paediatric Basic Life Support  Registered Children's Nurse with NMC Pin	04.2019  March 2014	School Matron  (Awaiting St John Ambulance training)	Shrewsbury & Telford NHS Trust  Staffordshire University