

FIRST AID POLICY

Reference should also be made to the Administration of Medicine Policy

PLEASE REFER TO ANNEX B IN RESPECT OF SPECIFIC MEASURES TO DEAL WITH A PANDEMIC OUTBREAK



BirchfieldSchool

Named First Aider: Mrs Louise Bolton

- 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 Named First Aider will carry out a First Aid Risk Assessment which will be reviewed annually and include safe storage of medicines.
- 1.4 The school has appointed a suitably trained Named First Aider to oversee matters relating to first aid e.g. ensuring First Aid kits are up to date, records are maintained.
- 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 practical training in CPR and Medical Emergencies through an external provider and Use of a Defibrillator training has also been provided in recent years. Educare Online training modules serve as a refresher course for staff in between. Staff have carried out updates to First Aid knowledge on Educare. Qualified Paediatric First Aiders are present during the course of the school day and for off-site trips and Early Years' staff are also Paediatric First Aid trained with St John's Ambulance; details are at Annex B. At least one of these staff members will be on site during term time and, in the case of the Named First Aider, until after the end of the of the school day for Reception children. Members of the Senior Management Team have also taken an online course in Psychological First Aid. The Named First Aider is qualified in Mental Health First Aid and also acts as an ELSA assistant to support pupils in school, as needed.

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, parents are invited to bring in a Care Plan from their child's doctor and a risk assessment will be drawn up by the Named First Aider and relevant staff made aware.

New members of staff will become familiar with the school's first aid provision as part of their induction programme and will receive suitable training. The Named First Aider will lead assemblies for pupils as needed, for example, on keeping safe in the sun and effective handwashing. Regular handwashing measures have now been built into daily practice further to the pandemic along with daily temperature checks for pupils and staff.

- 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 Female Staff Toilets. 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 examined and treated by the teacher or member of duty staff. If unable to walk, the Named First Aider or other Paediatric First Aider 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 Named First Aider 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 currently situated on the first floor of the Beamish House and facilities exist to treat pupils on the ground floor in the Sitting Room also, as and if required. The Medical Room includes a bed, hand basin with toilet and shower facilities en suite. Other emergency treatment areas are available in the equipment shed on the field. An accessible toilet is available for pupils, as required, next to the Year 7 classroom.

- 1.9 Regular first aid accidents are to be recorded in the Accident Book with the top copy being sent to the parents at the end of the day. Where a medical incident occurs that is not appropriate for the Accident Book it is, nevertheless, to be recorded on the pupil's medical records. All records are to be kept for ten years. In all cases, an 'Administration of First Aid' form is to be completed by the member of staff administering the treatment. This is then forwarded to the Named First Aider and signed off by the Head of Prep or Head of Senior School on a daily basis. If appropriate, the staff member administering the treatment, class teacher or Named First Aider will also notify parents or guardians by telephone of any pupil receiving First Aid treatment. Where a head injury occurs, parents are always contacted.

The School Office staff will establish from parents of children who are absent the nature of any illness and, if necessary, the Head of Prep or Head of Senior School will later make contact if further information is required. Children who have suffered from vomiting or diarrhoea should not return until 2 days following the cessation of symptoms in line with general medical guidance.

- 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 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 be asked to provide a care plan from the child's doctor and the Named First Aider will ensure that the plan is adhered to by informing key staff. A meeting will take place between the parents and the class teacher to ensure that all information is up to date and the condition fully catered for.

Personal inhalers for asthma sufferers are preferably kept by individual pupils with their own back up inhaler held in the Form Room. Pre-Prep pupils will have their inhalers kept in their classrooms. The School now has 3 spare Reliever 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 and in Pre-Prep.

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, Head of Prep'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 Named First Aider so that the pack can be restocked appropriately.

- School Office
- Staff Room
- Reception Classroom
- Year 1 Classroom
- Year 2 Classroom
- Year 7 Classroom
- Year 8 Classroom
- Art Classroom (outside of room)
- Food Technology Classroom (burns gel available)
- Main Kitchen (larger dressings available)
- Maintenance Department
- Medical Room
- Science Laboratory
- Forest School (The Dell) Learning Pavilion
- Star Programme Teaching Room (Beamish House)
- Changing Rooms for Games (three in the boys and two in the girls)
- School Minibuses
- Outside Head of Prep's Office (Window sill)

Annex B

SPECIFIC MEASURES DURING AN EMERGENCY

The school takes particular care in adhering to Government guidance, as appropriate, in the event of an emergency. The procedure for an emergency would be dealt with as below.

The Medical Room is allocated as an area for isolation for a child or member of staff found to be positive or suspected of being positive. A second isolation area is the Sitting Room. Both rooms will be cleaned on a regular basis and immediately after use.

The Year 8 classroom can also be used for a separate isolation space if needed and will be cleaned regularly with Team Leaders following hygiene procedures and social distancing measures in line with the risk assessment.

PPE is to hand for all staff who need it, if supervising an isolated child, if providing Intimate Care or dealing with a child with symptoms which provide emergency handling.

LIST OF STAFF WITH PAEDIATRIC OR OTHER FIRST AID TRAINING

This list will be displayed by the First Aid Boxes around school



BirchfieldSchool

Name	Qualification	Date	Remarks	Course Provider
Mrs Annette Ackerley, Head of Geography	Paediatric First Aid	23.1.23	Teacher (Prep) Educational Visits Coordinator	St John Ambulance
Mrs Louise Bolton, <u>Named First Aider</u>	Basic First Aid Paediatric First Aid First Aid at Work	3.9.19 9.6.21 13.1.23	Year 1 Classroom Assistant	St John Ambulance St John Ambulance
Mrs J Cleary, Year 2 Teaching Assistant	Level 3 Award in Outdoor First Aid Paediatric First Aid Level 3 Emergency First Aid at Work Level 3	23-24.3.21 24.3.21 23.3.21	Forest School Leader Level 3	A2E First Aid Training (Ofqual Regulated – 12 hours)
Mr Matt Denver, Head of Sport	Paediatric First Aid	24.09.21	Head of Sport	St John Ambulance
Mrs Deborah Kane Year 1 Teacher	Basic First Aid	18.6.23	Teacher (Pre-Prep)	
Mrs Rebecca Petty, Reception Teacher (returns Summer 24)	Paediatric First Aid	21.10.20	Teacher (Pre-Prep)	
Mrs Grant-King, Reception Teacher	Paediatric First Aid	26.5.23	Teacher (Pre-Prep)	
Mrs Zoe Smith Head of Pre-Prep and Year 2 Teacher	Basic First Aid	10.9.23	Teacher (Pre-Prep)	
Mrs Mary Steventon,	Paediatric First Aid	10.5.23	Learning Mentor (Pre-Prep)	St John Ambulance
Mrs Rachel Vazquez, Reception Teacher/Teaching Assistant	Paediatric First Aid	17.11.20	Teacher/Teaching Assistant (Pre-Prep)	St John Ambulance