

First Aid Policy

(This policy covers all children including those in EYFS)

1. Policy Statement

The policy outlines the School's responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims:

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits

Objectives:

- To appoint the appropriate number of First Aiders to meet the needs of the School
- To provide relevant training and monitor training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid Arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2. Responsibilities:

The Schools Governors have overall responsibility for the health and safety of pupils, employees and anyone else on the premises. They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are in place. They must ensure that the insurance provides full cover for claims arising from actions of staff acting within the scope of their employment.

The Headmaster has responsibility for putting the policy into practice and ensuring that the policy and information on the Schools arrangements for first aid are made available to parents.

The Facilities Bursar and Matron have responsibility for the implementation of first aid arrangements

3. First Aid qualification outline:

The First Aid at Work qualification aims to create a level of competence in first aid skills for the workplace and is valid for three years (24 Hours training).

The Emergency First Aid at Work qualification aims to enable candidates to act as a first aider and take charge of the first aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. The qualification is valid for three years (6 hours training).

The Paediatric first aid training course (formerly First aid for child carers) is designed for people caring for children in any setting. The paediatric first aid training course is recognised by Ofsted and includes

the requirements of the appointed person in the workplace. In-line with the statutory framework for the Early Years Foundation Stage, it can be used as evidence for an NVQ in childcare and education. The qualification is valid for three years (two days training).

The Appointed persons are not first aiders and should not give first aid treatment for which they haven't been trained.

An appointed person's duties are to:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Automated Defibrillator User is trained in the use of an automated external defibrillator (AED) machine and have a current first aid certificate.

4. Ratios of First Aid trained staff:

- **For employees** – The recommended number of first aiders in a low risk environment, such as a school, is one per fifty employees. These first aiders must have completed a HSE approved 'First Aid at Work or Emergency First Aid at Work' course and hold a valid certificate.
- **For Prep and Pre Prep pupils** – There are no rules on exact numbers and the ratios is based on the Facilities Bursar's risk assessment. This is no less than one first aider per fifty children for both onsite and offsite activities. These first aiders must have completed a HSE approved 'First Aid at Work or Emergency First Aid at Work' course and hold a valid certificate
- **EYFS (Nursery and Reception)** – At least one person per fifty EYFS children onsite must hold a recognised and in date paediatric first aid qualification. At least one person per fifty EYFS children offsite must hold a recognised and in date paediatric first aid qualification.

5. School set ratios for first aid trained staff

- All nursery and Prep Prep staff trained to paediatric first aid
- All PE Staff trained to FAAW
- All boarding staff trained FAAW
- All Estates staff trained to EFAW
- All drivers to EFAW
- All the above to complete AED training

Note: By training staff in the risk areas we will easily exceed HSE recommendations

6. Role of the First Aider:

First aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital. The role of a first aider is to give someone this help, while making sure that they and anyone else involved are safe and that they don't make the situation worse.

If you think someone needs your help, these are the seven things you need to do as a first aider:

Assess the situation quickly and calmly:

Safety: Are you or they in any danger? Is it safe for you to go up to them?

Scene: What caused the accident or situation? How many casualties are there?

Situation: What's happened? How many people are involved and how old are they? What do you think the main injuries could be?

Protect yourself and them from any danger:

Always protect yourself first - never put yourself at risk

Only move them to safety if leaving them would cause them more harm

If you can't make an area safe, call 999/112 for emergency help

Prevent infection between you and them:

Wash your hands or use alcohol gel

Wear disposable gloves

Don't touch an open wound without gloves on

Don't breathe, cough or sneeze over a wound or a casualty

Comfort and reassure:

Stay calm and take charge of the situation

Introduce yourself to them to help gain their trust

Explain what's happening and why

Say what you're going to do before you do it

Assess the casualty:

If there's more than one casualty, help those with life-threatening conditions first

Start with the Primary Survey and deal with any life-threatening conditions

Then, if you've dealt with these successfully, move on to the Secondary Survey

6. Give first aid treatment:

Prioritise the most life-threatening conditions

Then move on to less serious ones

Get help from others if possible

Arrange for the right kind of help:

Call 999/112 for an ambulance if you think it's serious

Take or send them to hospital if it's a serious condition but is unlikely to get worse

For a less serious condition call 111 for medical advice (in England)

Suggest they see their doctor if they're concerned about a less serious condition

Advise them to go home to rest, but to seek help if they feel worse

Stay with them until you can leave them in the right care.

Arrangements for medical support:

	First Line Medical Care	Second Line Medical Care	Third Line Medical care
Levels of support	<p>Medical Centre – School Nurse</p> <p>Trained First Aider from the School staff</p>	<p>Registered Doctors Practice</p> <p>111</p>	<p>999 – Eastbourne District General Hospital/Conquest Hospital</p>
Purpose	<p>To Provide initial emergency treatment to an injured or sick person before professional medical care is available if needed.</p>	<p>Follow up with medical practitioner for attention that is non-urgent and is not a life threatening situation</p> <p>You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.</p>	<p>A 999 call should only be made in a genuine emergency.</p>
Availability - Response	<p>There is a qualified nurse located in the medical centre on call and on duty in term time between 0800 and 1730 Mon, Tue, Thu, Fri and 0830-1600 on a Wed. Sat 0830 – 1230</p> <p>During Sat afternoon home matches a qualified nurse located in the medical Centre to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching and support staff are trained in First Aid and a list of these is held with the Medical Centre and Front Office</p>	<p>Medical practices have varying opening times and generally operate between 0830hrs and 1800hrs Mon – Fri and some have Sat morning opening.</p> <p>By calling NHS 111, you will reach a team of fully trained advisers, and experienced nurses and doctors who will assess your condition and direct you to the local service that can help you best, when you need it.</p>	<p>An emergency response will reach 75% of these calls within eight minutes.</p>

7. Assets to support First Aid:

- Medical centre with dedicated nurse
- Two private sick bays
- First aid kits – Locations published on health and safety noticeboard
- Eye wash stations – Locations published on health and safety noticeboard
- Defibrillator – Located in reception
- Trained first aiders and defibrillator user – Full details on health and safety noticeboard

8. Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE (see RIDDOR definitions of major injuries, dangerous occurrences and diseases). A record must be kept of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

9. Reporting of Injuries to Pupils

An accident report form must be completed by the School Nurse/boarding staff. A record of the accident must be kept on file.

During the School day the School Nurse will inform the Headmaster and the Facilities Bursar of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries). After school, at weekends and off-site the teacher/boarding staff in charge of the injured pupil takes on this responsibility in the form of Appointed Person.

In the case of EYFS, Ofsted and Local Children's Protection Agencies must also be notified of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given. An early years provider who, without any reasonable excuse, fails to comply with this requirement, commits an offence.

If you should be in the unfortunate position of having to inform Ofsted about a serious accident to a child whilst in your care you will be asked, to provide Ofsted with the following information:-

- Date and time of the accident
- Location and full description of the place the accident happened
- Details of child/children involved
- A full summary giving a picture leading up to the accident, what your / others actions were during the accident and what your / others actions were following the accident, details surrounding before, during and after the accident
- What / if any first aid was administered
- How long after the accident happened were parents informed?
- Did parent complete and sign the accident form?
- Was the child given any treatment in hospital or by a doctor? If so, what form did this treatment take? Has the child required any further treatment relating to the accident?

- Have you updated your risk assessment since the accident
- Have you noted any changes you have / plan to make to prevent re-occurrence?

10. Reporting of Injuries to Employees and Visitors

- Injury Report form to be completed by person themselves or the first aider present. Forms are kept with the Facilities Bursar and with the Nurse in the Medical Centre
- Injury Report forms should be passed to the Facilities Bursar
- The Headmaster/Facilities Bursar should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence
- The Facilities Bursar /School Nurse will arrange for a formal report to be made to RIDDOR without delay
- The Line Manager of the injured employee should be informed of the person's absence from duty as soon as possible

The Headmaster is responsible for ensuring this happens but may delegate the duty to the Facilities Bursar. The School Nurse/Facilities Bursar must notify the enforcing authority without delay and send the completed accident report form within 10 days of the accident or occurrence.

11. Training and Equipment:

The school nurse manages:

- Procurement, servicing and training in the use of all first aid equipment
- Delivery of first aid training, whether outsourced or in house to ensure the school can provide adequate first aid provision
- Maintains the First Aid section of the Central Training Register

12. Monitoring:

The Facilities Bursar monitors the school First Aid Provision to ensure that it remains compliant with current legislation and is reflective of the hazards both on the school site and during offsite activities. The policy is reviewed by the school governors annually.

See Appendix A

Procedures that must be followed by staff for the Recording and Reporting of Accidents/Illness and the administration of Medication

Author / reviewed by:	Stephen Henderson-Reid/Jane Stroud
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Review Date:	June 2018
Signatories:	Governor: Nicky Eckert 

Appendix A

Procedures that must be followed by staff for the Recording and Reporting of Accidents/Illness and the administration of Medication

Each child who goes to the Medical Centre with an accident/illness will be assessed by the School Nurse, or, if the Nurse is not available, by a member of staff who holds a First Aid at Work Certificate. The following procedures must be followed:

1. If there is any doubt about the severity of an illness or injury keep the child in the Medical Centre for observation. If further medical opinion is needed please do not hesitate to contact Grove Road Surgery (numbers listed overleaf,) or, send the child to hospital. Parents/guardians must be contacted.
2. Any suspected fracture must be sent to hospital.
2. Children from the Pre-prep must be escorted to and from the Medical centre either by a Teacher, Gap student, Nurse, other member of staff or a responsible child depending upon the severity of the injury. Children from the Nursery must always be escorted by a member of staff.
3. If a child returns to the Medical Centre and is still in pain or still feels unwell a period of observation should be allowed before the child returns to his or her class. You should enquire as to what the present or next lesson is to decide whether it is appropriate to return to ie Games/swimming etc.
4. If a child is retained in the Medical Centre/sickbay please inform the parents and the school office.
5. If a boarder is to remain in the boarding house sickbay overnight the Housemaster must be informed.

6. If a child has sustained a more serious injury, the school office should be given full details of the incident in the event that the parents should phone the school.

Hospitalisation

If you have decided to send a child to hospital you should:

1. Contact the parent to arrange collection of the child if a day child. If the parent is unavailable, a member of staff should take the child to hospital, whilst, the office continue to contact the parent. The Headmaster/Deputy Head/Form tutor should be informed. If the child is a boarder and lives locally then do as above but, also inform the Housemaster. If the child is a boarder and their parents are unavailable or live abroad do as above and inform the House parents.
2. Inform the School office.
3. Record all information in the "PASS" system with details of treatment and reason, date, time and your initials. Record all accidents in the Accident Book located in the Medical Centre (during the school holidays when the Nursery is still open the Accident Book is located in the Nursery).
4. Complete an accident form (Form B1510 kept on top of the filing cabinet in surgery). If the accident is reportable under RIDDOR Regulations then the Health and Safety Executive must be informed on 0845 300 9923.
5. If the accident is considered to be a Health and Safety issue then please complete a St Andrew's accident form (kept in the same place) which then needs to be sent to the Facilities Bursar for review.

Head Injuries

It is vital that parents are informed of a head injury that may result in the symptoms listed below or if the child has sustained a significant swelling. The following routine should be followed:

1. If there is any doubt about the seriousness of the injury, the child should be taken to hospital. Parents must be informed, the School office also needs to be informed and if the child is a boarder then the House parents must be told.
2. Any child with a Head injury should be observed for the following:
 - a. Drowsiness
 - b. Behavioural changes
 - c. Sickness
 - d. Severe headaches.

You should check for these signs/ symptoms every hour for the first 4 hours and contact parents (in the case of a boarder observe over the following 20 hours and if you are at all concerned contact Grove Road Surgery or phone the A& E Dept at the EDGH on (417400).

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3. Any child who has sustained an injury will be given the top copy of "Accident/Incident/Illness report slip" to take home. In the case of a boarder sustaining a head injury the House parent will be informed. Parents of a child who has sustained a head injury will be telephoned by the school nurse.
4. If the arrangements for traveling home for a child need to be changed please inform the school office.

Medication

At registration stage we ask parents to inform us of any information regarding any medical conditions, allergies, disabilities and special educational needs. Parents fill in a form which is kept by the Senior Matron and stored in the Medical Centre. We ask parents to keep us updated of any changes to medical requirements and we work closely with parents of children with specific needs.

No child should be given medicine without his/her parents consent. If there is any doubt then parents must be contacted. Children with long term medical needs are often very good at taking their own medication and this is to be encouraged.

If a day child is prescribed any medication then the Parent/guardian **must** fill in a MAR (Medicines Administration Record) sheet (kept on the desk in the Medical centre) this gives details of storage/dosage/time/collection procedures and a signature of consent that any of the staff named below are able to administer that medicine. We are unable to administer the prescribed medication without this information.

The School maintains records when medicines are given to children and these records are held until the pupil is 23years old. These records offer protection to staff and proof that agreed procedures have been followed therefore staff must ensure that if any medications are administered they must be recorded on the "PASS" system. Note that within EYFS settings this is a regulatory requirement.

We have a legal obligation when accepting the responsibility of dispensing medicines to ensure that the correct dosages are given at the correct times. ONLY staff that have undergone training are able to give medication, the following staff are able to administer medications ONLY if parents have signed a consent form giving permission for their children to have "over the counter" medication in school (Care and Control of Medicines Policy).

Holiday Clubs/Nursery (during school holidays) only

If a child fails to turn up at the required time then it is our responsibility to find the child and administer the medicine and record it on the PASS system and record the dispensing of medicines in the Drug Audit book (kept on desk in Medical Centre).

If a child is given any medication during school hours this must be recorded on the Accident/Incident/Illness report slip and the top copy must be given to the child to take home.

Contact details:

- Grove Road Surgery 01323 720606
- Jane Stroud: Mob 07545 556313