

# RAMILLIES HALL SCHOOL AND NURSERY

## FIRST AID POLICY

### INTRODUCTION

Ramillies Hall School is mindful of the need to safeguard the well-being of all pupils staff and visitors to the School and will ensure, as far is reasonably practicable, compliance with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.

January 2016 - the First Aid Team with the Estate Manager are reviewing the First Aid Risk Assessment.

### Policy Definitions

For the purposes of the policy the following definitions will apply:

**First Aid:** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines.

**Designated First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work and Paediatric First Aid Training.

**First Aid Guidance:** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).

**Staff:** means any person employed by the School, volunteers at the School and self-employed people working on the premises.

### Aims of this policy

To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should ensure that the emergency services are contacted in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

### Who is responsible?

The School as employer has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Joint Head Teachers delegate to the First Aid Team the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Health and Safety Manager in conjunction with the First Aid Team will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Joint Head Teachers are responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.

The Joint Head Teachers delegates to the First Aid Team responsibility for collating medical forms and Individual Health Care Plans with important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

The Assistant Bursar is responsible for ensuring that staff have the appropriate and necessary First Aid training as required.

**First Aiders:** The Bursar is responsible for ensuring that the School has sufficient numbers of trained First Aid personnel. There will be at least one First Aider on the school site when children are present. In the Early Years Foundation Stage (**EYFS**) setting at least one person who has a current paediatric First Aid certificate must be on the premises at all times when children are present. On outings including children from the EYFS there must be at least one person who has a current paediatric First Aid certificate.

There are eleven trained Designated First Aiders on site:

- In Nursery - Clare Thomas, Cherise Emsen, Samantha Nolan, Dawn Lear, Maria Royal and Rachel Pope.
- In School – Neil Mather, Debbie Hall, Debbie Jeacott, John Hutton and Felipe Morais.

There are also 23 Paediatric First Aiders on site:

- In the Nursery - Clare Thomas, Rita Meskell, Alison Pope, Sandra Clark, Paula Lavelle, Maria Royal, Rachel Pope, Samantha Nolan, Rachel Blood, Sally Green, Cherise Emsen, Dawn Lear, Alex Goodwin, Lily Berrisford, Laura Dawson, Paula Silcock, Amanda Denison and Sarah Gibson
- In the School - Debbie Hall, Debbie Jeacott, John Hutton and Felipe Morais.

Senior school has a rota drawn up so that staff can contact the first aider, this timetable list alternatives in case a first aider is out of school with illness, trips etc. This rota is on the first aid cupboard door and has been issued to senior staff and teaching assistants.

Arrangements are in place so that any First Aider who is called to an emergency can leave their normal duties immediately:

For Nursery staff, the Nursery Manager or Supervisor will rearrange staffing and breaks if necessary, to maintain appropriate staff ratios

For School staff, if the only First Aider available is in charge of a group of pupils, their supervision will be taken over by another member of the teaching staff or a teaching assistant.

### **Emergency First Aid at Work training**

Most members of staff, who are not First Aiders, have received a half day's Emergency First Aid at Work training.

## **Duties of the First Aiders:**

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Bursar.

The First Aiders will undergo update training at least every three years.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

**Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## **FIRST AID CONTAINERS**

The content of the First Aid boxes will be determined by the School's First Aid needs assessment and stocked in accordance with Workplace first aid kits. Specification for the contents of workplace first aid kits, BS 8599-1:2011, June 2011].

**First Aid Containers** are kept in the following locations:

First Aid Room; Main Kitchen; Teaching Kitchen (Room 4); Design Technology (Room 1); Science Laboratory; Art Room (Room 5); Junior School; Early Years (Kitchen); Pre-School (Nappy room); Baby Nursery (Kitchen), Nursery Staff room.

In addition, there is a full stock of First Aid items in the locked cupboard in the central staff cloak area for use in replenishing stocks in the other containers.

**Portable First Aid Kits** - In addition to the above, there is a portable First Aid kit kept in the First Aid room cupboard for use on School outings. A small kit is kept in the School Office, to be taken to the playing field or the playground.

A Senior First Aider is responsible for checking the contents of all first aid containers every half-term and after any major incident, and for ordering additional supplies as necessary, in consultation with the Bursar.

## **INFORMATION ON PUPILS**

A Medical Form is completed by all parents when a new pupil starts at the school. We ask for information about medical conditions. Parents are responsible for filling this in accurately and completely, and for informing the School promptly if a child's medical needs change.

For pupils with more complex medical needs an Individual Health Plan is completed by parents with a member of the First Aid Team.

If any medication is required for emergency use, eg asthma inhalers, parents must provide a spare to be kept in School, so that it is available at all times.

If a pupil has a medical condition which requires special First Aid treatment, all staff will be informed by a written notice in the First Aid Room Cupboard, and a note in the Staff Room file. Special instructions must be complied with in the event of an incident involving that child.

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from

giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

The First Aid Team will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the SMT, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

### **Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc**

Use of Emergency rescue medication such as asthma inhalers and Emergency Adrenalin injectors. The First Aid Team will hold a record of pupils who need to have access to emergency rescue medication and this information should be circulated to teachers and First Aiders. Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, replacement medication/equipment will be kept, suitably labelled, and located in the First Aid cupboards. As of October 2014 the Medicines Act now permits the use of emergency Salbutamol Inhalers to be used by those pupils diagnosed with asthma who are prescribed a reliever inhaler device to manage their asthma. ([www.gov.uk/dh](http://www.gov.uk/dh))

'The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication'

### **Procedure in the event of an accident or injury**

If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, a First Aider should be called as soon as is possible. However minor the injury, a First Aider should always be informed, even if not called.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.

**Ambulances:** If an ambulance is called then a First Aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address should be provided and arrangements should be made for the ambulance to be met.

Staff should always call an ambulance when there is a medical emergency and / or serious injury.

Examples of medical emergencies include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and / or chest pains
- a severe allergic reaction

- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture.

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

If a spillage of blood or other bodily fluids occurs, a member of the Estates Team must be informed. The Head of Estates will then arrange for the proper containment, clear up and cleansing of the spillage site.

### **Procedure in the event of contact with blood or other bodily fluids**

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to a First Aider and take medical advice if appropriate

### **First Aid in the PE department**

**Location of first aid equipment:** The department is responsible for providing First Aid boxes and bags for the relevant sporting areas within the School.

**Away fixtures:** A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid staff. If necessary, the pupil should be taken to nearest hospital casualty department by a member of staff. Treatment and after-care should then be followed up by a First Aider. Any incident of treatment must be reported to the First Aid Team on return to School.

## Reporting

All injuries, accidents and illnesses, must be reported to a First Aider who is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.

The School will inform parents of any accident during the school day that has required medical attention from a First Aider. In School, this will be in the form of a written note, telephone message or conversation with a parent, whichever is appropriate.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

**School Treatment book in the First Aid Room:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of a First Aider) must be recorded. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 25 or eight years after death, whichever is sooner.

**Accident report form:** A First Aider, in conjunction with any staff involved, will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School's activities and will keep a record of any accident or injury sustained and details of any First Aid treatment given to a pupil on or off the School site. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21. All health records should be stored until the age of 25 or 8 years after death, whichever is sooner, in whatever data format the records are held (DoH NHS England)

**Reporting to Parents:** In the event of serious accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head Teacher if necessary. The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.

**Reporting to HSE:** Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE:

### Accidents involving Staff

- work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

## Accidents involving pupils or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises.

More information on how and what to report to the HSE, can be found in Incident reporting in schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.

It is also possible to report online via the following link:  
<http://www.hse.gov.uk/riddor/index.htm>.

## Monitoring

The Head Teacher will organise a regular review of the School Accident and Illness book in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Headmaster will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

## OFF-SITE ACTIVITIES AND TRIPS

Before any off-site activity is undertaken, a Risk Assessment will be undertaken by the member of staff in charge. If a written Risk Assessment is required, it will be completed at least one week before the visit and handed to the Principal. The original will be returned to the member of staff and taken on the trip, together with the list of contact numbers, and a copy of the Risk Assessment will be kept in the School Office.

As part of the trip risk assessment pupils with any potential first aid requirement (asthma, allergy etc) will be identified.

Before the school party leaves the premises a check will be undertaken by staff to ensure that children who carry their own medication have it with them. Children may be prevented from going on the trip if medication is not available. Where appropriate, medication for a pupil may be carried by a member of staff; for epi-pens spares will be carried by a member of staff who will be **staying** with the pupil requiring the epi-pen.

For pupils undertaking instruction from an outside agency off site, the outside agency's risk assessment will have been read, it will be determined who is responsible for first aid. It must be determined who is responsible for first aid.

Portable first aid kits are to be taken on all trips / visits in an appropriate ratio to the number of children and how they may be split into groups.

## EVENTS ON SCHOOL PREMISES, BUT OUTSIDE SCHOOL HOURS

A risk assessment will have been undertaken, from this the appropriate first aid cover will be put in place with the organiser notifying first aiders of their duties.

All staff will have an annual briefing to discuss first aid procedure. A flow chart outlining the procedure will be issued along with a first aider availability time table. Location of first aid kits will also be highlighted.

## **MEDICATION**

First aiders will dispense medication. Before accepting medication from a parent/guardian it must be in its original packaging and checked for expiry dates. The expiry date should be added to the first aid calendar so that a reminder is set for renewal.

Before dispensing medication the first aider will check that the medication has NOT already been dispensed. On dispensing medication it should be recorded in the medication log.

## **RECORD KEEPING**

A written record must be made of any first aid or medication given to a child. In most cases, this will involve making an entry in the Treatment Book, which is kept in the First Aid cupboard, next to the staff room. It must always be initialled by the member of staff giving treatment.

In the case of a more serious incident or accidents, and in every case where a child is sent to hospital, the Accident Book must be completed by the member of staff present at the time of the incident. This will be signed by the Principal and retained in the School Office. If it is a 'Reportable Accident' under Health and Safety Executive requirements, the accident will be reported to RIDDOR.

Any fatal or major accident must be reported immediately to RIDDOR by telephone. This will be the responsibility of the Principals.

Accident records will be reviewed termly by the Principal and Estate Manager, and if it becomes apparent that any activity or part of the premises is an area of risk, a risk assessment will be put in place and where necessary steps will be taken to reduce risks.

## **INFORMING STAFF AND PARENTS ABOUT THIS POLICY**

Staff will be informed about this policy on the staff intranet. It will form part of the induction procedure for new staff. In addition, notices will be posted around the School showing the identity of First Aiders and the location of First Aid containers.

Parents can obtain that a copy of the Policy on request.

## **REVIEW OF THIS POLICY**

This Policy will be reviewed annually. Training needs will be kept under review, depending on staff turnover as well as expiry of First Aiders' qualifications.

Any reference to RIDDOR relates to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as part of the Health and Safety Executive.

Written By	Denise Anthony and Diana Patterson
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