

H3. First Aid Policy

1 Authority and circulation

This policy has been authorised by Eaton Square School. It is available to parents and pupils and to all members of School Staff.

- 1.1 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and First Aid boxes and the contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the Schools in regards to all Staff, pupils and visitors.
- 1.2 This policy is drafted in accordance 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*.
- 1.3 This policy can be made available in large print or other accessible format if required.

2 Definitions

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, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

First Aiders: are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in Paediatric First Aid at Work (PFAW) or Emergency First Aid at Work (EFAW).

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

Appointed Persons: are members of staff who are not qualified First Aiders who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer First Aid.

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

3 Aims of this policy

- 3.1 To ensure that the Schools have 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, no matter how major or minor.
- 3.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.3 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 dial 999 for the

emergency services 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.

4 Who is responsible?

- 4.1 The Company as the employer has overall responsibility for ensuring that the School has adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 4.2 The Deputy Head Pastoral delegates to the SLT and Office Staff 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 SLT will regularly carry out a First Aid risk assessment and review the Schools' First Aid needs to ensure that the Schools' First Aid provision is adequate.
- 4.3 The Deputy Head Pastoral is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4.4 The Deputy Head Pastoral delegates to the SLT and Office Staff responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 4.5 The Deputy Head Pastoral is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 4.6 **First Aiders:** The Deputy Head Pastoral is responsible for ensuring that the School has the minimum number of First Aid personnel with reference to the advice given in Appendix 3 of the First Aid Guidance.
- 4.7 In the Early Years Foundation Stage (EYFS) settings 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.

For more information please see <http://www.hse.gov.uk/firstaid/index.htm>.

Please see H3b of the Staff Handbook for the list of staff who have completed a HSE approved First Aid course and hold a valid certificate of competence in Paediatric First Aid at Work (PFAW) or Emergency First Aid at Work (EFAW).

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 HR Manager.

The First Aiders will undergo update training at least every three years. First Aid training in the EYFS setting must be approved.

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.

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

5 **First Aid boxes/bags**

5.1 First Aid boxes/bags are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the Schools' 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.

5.2 First Aid boxes/bags are located in the main office, in a clearly marked cupboard, as well as other key rooms in the school, such as the Hall and the Art room. The EYFS classrooms have their own first aid bags in their rooms.

All requirements for the First Aid kits are supplied by the Office Staff and are regularly stocked at request of individual departments.

5.3 **School buses (run by Naughtons):** The School's buses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 4.

5.4 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Room or Office.

6 **Information on pupils**

6.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the Schools. 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.

6.2 The Office staff 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 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.

7 **Procedure in the event of illness**

7.1 If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The First Aider will decide on the next course of action and provide First Aid as required. The pupil may then, if necessary, be taken to the Office and from there they may be taken to the Medical Room if necessary while they wait to be collected. There is a foldable bed which may be used for children who are feeling unwell.

7.2 On admission, the School will give details to parents of the procedure for children who may become ill or infectious. Details of the School's procedure can be found in Appendix H3.

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

8.1 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 member of the SLT should be called as soon as is possible. Appointed Persons or First Aiders can also be called if necessary and should be called if the SLT is

not available immediately. However minor the injury, the SLT should always be informed, even if not called.

8.2 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.

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

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

8.5 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.

8.6 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.

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

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

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

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

9.2 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:

- 9.2.1 wash splashes off skin with soap and running water;
- 9.2.2 wash splashes out of eyes with tap water or an eye wash bottle;
- 9.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- 9.2.4 record details of the contamination;
- 9.2.5 report the incident to the SLT and take medical advice if appropriate.

10 Reporting

- 10.1 The First Aider should complete a record of First Aid provision in CPOMS.
- 10.2 All injuries, accidents and illnesses, however minor, must be reported and information passed on to the Class Teacher or SLT. The First aider is responsible for ensuring that the CPOMS is filled in correctly and that parents and HSE are kept informed as necessary.
- 10.3 The School must inform parents of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable.
- 10.4 Registered providers must notify Ofsted/ ISI of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.
- 10.5 **CPOMS: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in CPOMS.** 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.
- 10.6 If a child is involved in an incident, but is not injured and first aid is not required, an accident form will not be necessary. The staff member may make a note of this in CPOMS.
- 10.7 In the event of an investigation the accident form should be used and followed up. Members of the Senior Leadership Team should be kept informed throughout the process.
- 10.8 **Accident report form:** The First Aider will fill in CPOMS for every significant accident that occurs on or off the School site if in connection with the School's activities. The school will keep records of any accidents or injuries sustained and details of any First Aid treatment given to a pupil on or off the School site. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 10.9 **Reporting to Parents:** In the event of 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 if necessary.
- 10.10 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.
- 10.11 At Eaton Square School, if a pupil has an accident or first aid given, when the parent or legal guardian comes to collect, he or she will be asked to read the Accident report.

10.12 **Reporting to HSE:** The Company is 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

- (a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported
- (b) immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- (c) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- (d) 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
- (e) 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

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

10.13 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>.

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

10.15 Fatal and specified injuries involving employees can also be reported 0845 300 99 23.

11 Monitoring

11.1 The SLT will organise a regular review of CPOMS 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 Deputy Head Pastoral and Bursar 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.

The Heads of Section will oversee the daily Health and Safety of the School, with the overall responsibility lying with the Headmistress and the School's Directors.

- 11.1 The First Aid Kits are to be used only by senior staff and qualified First Aiders. If an item of the kit is used, it must be replaced at once so that the kit conforms with regulations. Staff must ensure their portable First Aid kits are kept replenished at all times. It is the responsibility of the Deputy Head Pastoral to ensure that the School based boxes are correctly equipped and checked each half term.

12 Medicines

- 12.1 Only **prescribed medicines** are allowed in school, and parents must complete the Medicine Consent Form. Prescribed medicines are to be administered by a senior member of staff or by a member of the School Office. Medicines must not be kept in any classroom – all prescribed medicines must be kept in the school office or fridge if necessary.

- 12.2 All other medicines, including throat lozenges, must be kept at home. In no cases are teachers allowed to administer any medication, except in a life-threatening situation. i.e.

- An inhaler for asthmatic children, where the teacher has been trained by a parent to use it. All inhalers must be kept by the class teacher or in the School Office. When off site at Park, Sport or on trips inhalers must be taken for those children who have them.
- Epi-pen for a severe allergic reaction. (Children with a Health Care Plan –Any Nursery School with an epi-pen should allow the Nursery Head to store the pen in the Nursery School in a designated place. The pen should be taken on all trips out of the building, must carry their epi-pen on their person in a bumbag. A spare epi-pen should be stored safely in the School Office.)

Only staff trained in this procedure are to administer this medication.

- 12.3 All staff are briefed on recognising the signs of someone going into anaphylactic shock during their First Aid training. The following link is sent out to all staff each September <https://www.epipen.co.uk/en-gb/patients/your-epipen/how-to-use-your-epipen> and all staff must watch the video.

- 12.4 Any staff administering medicine must check:

- pupil's name
- written instructions and dose
- expiry date

- 12.5 A regularly updated list of children with allergies and special diets is circulated to all staff throughout the year. This is drawn up and updated by the Head of EYFS, and Deputy Head Pastoral.

13 MEDICAL EMERGENCIES

13.1 Asthma

If a pupil is having an asthma attack the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down.

Assist with prompt administration of medication -

- Give 4 puffs of blue reliever.
- If no improvement after 4 minutes give another 4 puffs
- If still not improvement or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then an ambulance must be called. Dial 999.

13.2 Diabetes

Signs and symptoms:

High blood sugar (normally slow onset of symptoms)

- Excessive thirst
- Frequent need to urinate
- Acetone smell on breath
- Drowsiness
- Hot dry skin

Low blood sugar (normally quick onset of symptoms)

- Feel dizzy, weak and hungry
- Profuse sweating
- Pale and have rapid pulse
- Numb around lips and fingers
- Aggressive behaviour

Action

For person with Low blood sugar give sugar, glucose or a sweet drink e.g. coke, squash.

For person with High blood sugar allow casualty to self administer insulin. Do NOT give it yourself but help if necessary.

If unsure if person is suffering high or low blood sugar, give them sugar. If they have high blood sugar it will not harm them further, but if they have low blood sugar it will be vital.

13.3 Epileptic Seizures

Epileptic seizures are caused by a disturbance of the brain. Seizures can last from 1 to 3 minutes.

Signs and symptoms

- A 'cry' as air is forced through the vocal chords
- Casualty falls to ground and lies rigid for some seconds

- Congested, blue face and neck
- Jerking, spasmodic muscle movement
- Froth from mouth
- Possible loss of bladder and bowel movement

Action:

During seizure

- Do NOT try to restrain the person
- Do NOT push anything in the mouth
- Protect person from obvious injury
- Place something under head and shoulders

After seizure

- Place in recovery position
- Manage all injuries
- DO NOT disturb if casualty falls asleep but continue to check airway, **breathing and circulation.**

Phone an ambulance if seizure continues for more than 5 minutes.

13.4 Anaphylaxis

Staff should acquaint themselves with the School's Anaphylaxis Policy

Our Catering company, Holroyd Howe, are a corporate member of the Anaphylaxis Campaign who have a range of resources available to guide staff about Anaphylaxis.

Anaphylaxis resources are available at: <https://www.anaphylaxis.org.uk/schools/schools-help/> and <https://www.anaphylaxis.org.uk/?s=schools>

The schools can contact the campaign on Tel: +44 (0)1252 546100 Email: admin@anaphylaxis.org.uk for further information.

14 **GUIDANCE ON CALLING AN AMBULANCE**

When managing a casualty, you may need to call for an ambulance. Follow the steps below:

To call an ambulance dial 999 or 112.

They will ask you what service you require. Say ambulance.

They will ask where you are located. Be precise as possible.

They will ask you how many casualties. If one, say one.

They will ask what is wrong with casualty. Tell them what you are sure of (to avoid giving misinformation).

They will ask if other services required.

After you hang up you must wait with the casualty until the ambulance arrives.

Authorised by	Trish Watt – Head <i>T.Watt</i>
Date	September 2022

Effective date of the policy	September 2022
Next Review	September 2023
Circulation	[Governors / all staff / volunteers automatically via ESS Handbook] [Parents on request] Website
Status	<p>Mandatory</p> <p>Complies with:</p> <p><i>Blood-borne viruses in the workplace: guidance for employers and employees</i> (Health and Safety Executive, 2001)</p> <p>Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)</p> <p>Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)</p> <p><i>First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance</i> (Health and Safety Executive, 3rd edition, 2013)</p> <p>Health and Safety at Work etc Act 1974</p> <p>Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)</p> <p><i>Statutory Framework for the Early Years Foundation Stage</i> (Department for Education, March 2012)</p> <p>Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)</p> <p>Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)</p> <p><i>First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance</i> (Health and Safety Executive, 3rd edition, 2013)</p> <p>Health and Safety at Work etc Act 1974</p> <p>Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)</p> <p><i>Statutory Framework for the Early Years Foundation Stage</i> (Department for Education, March 2012)</p>