



POLICY FOR FIRST AID

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Ratification date:	October 2020
Review Frequency:	Yearly
Review Date:	1 st September 2024
Signatories:	Headmaster:  Governor: 

First Aid Policy

(This policy covers all children including those in EYFS)

I. 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 always available 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 Health and Safety Officer and Nursing Staff 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 Users are 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 an 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 Health and Safety Officer'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 ratios for first aid trained staff – staff will be trained as required by the first aid trainer based at Eastbourne College.

- Staff will attend the most appropriate first aid course for their department, to ensure all first aid needs are met.
- The decision as to which will be the most appropriate course for staff to attend, will be decided between the Senior Sister/Health and Safety Officer and the first aid trainer.
- Staff trained will include those from the following departments:
 - Nursery and Pre-Prep
 - Teaching/academic staff

- PE staff
- Estates team
- Minibus drivers
- Catering staff
- Nurses
- Admin/office/support staff
- Courses will include:
 - First Aid at work
 - Emergency First Aid
 - Paediatric first aid
 - Basic Life Support and AED use
 - National Rescue Award for swimming coaches and teachers – to ensure there is lifeguard cover on poolside (this will be run by external trainers)

An up to date spreadsheet will be kept by the Medical Centre and will include:

- o Name of staff member
- o Course they have attended
- o Date of course
- o Expiry date of certificate

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:

1) 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?

2) 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

3) 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

4) 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

5) 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

7) 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.

7. 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	To Provide initial emergency treatment to an injured or sick person before professional medical care is available if needed.	Follow up with medical practitioner for attention that is non-urgent and is not a life threatening situation You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.	A 999 call should only be made in a genuine emergency.
Availability - Response	There is a qualified nurse located in the medical centre on call and on duty in term time between 08:00 and 18:00 Mon, Tue, Wed, Thu, Fri and 08:30 – 12:30 on a Saturday. A large number of members of the teaching and support staff are trained in First Aid and a list of these is on the home page of Sharepoint and the lead nurse keeps this updated. The list is also displayed in the Medical Centre.	Medical practices have varying opening times and generally operate between 0830hrs and 1800hrs Mon – Fri and some have Sat morning opening. 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.	An emergency response will reach 75% of these calls within eight minutes.

8. Assets to support First Aid:

- Fully equipped Medical Centre with dedicated nurse
- Oxygen and airway bag kept in the Medical Centre
- Two private sick bays within the Medical Centre
- First aid kits located all over the St Andrew's site – Locations published on health and safety noticeboard and on site maps which are on display in all areas of the school.
- Eye wash stations – Locations published on health and safety noticeboard and on site maps which are on display in all areas of the school.

- Defibrillator x 2 – Located in Main Reception and up in the Sports Hall
- Records kept of termly checks on all first aid kits on site. Defibrillators checked weekly by duty nurse and serviced annually by BOC.
- Trained first aiders and defibrillator user – Full details on health and safety noticeboard and list of all qualified first aiders circulated to all staff.

9. 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.

10. Reporting of Injuries involving Pupils

- Injury report forms will be completed by the School Nurse/boarding staff
- During the School day the School Nurse will inform the Headmaster and the Health and Safety Officer 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.

11. Reporting of Injuries involving Employees and Visitors

- Injury Report form to be completed by person themselves or the first aider present. Forms are kept with the Health and Safety Officer and with the Nurse in the Medical Centre.
- Injury Report forms should be passed to the Health and Safety Officer.
- The Headmaster/Health and Safety Officer should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence
- The Health and Safety Officer /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 Health and Safety Officer. The School Nurse/Health and Safety Officer must notify the enforcing authority without delay and send the completed accident report form within 10 days of the accident or occurrence.

12. Training and Equipment:

The school nurse manages:

- Procurement, servicing and training in the use of all first aid equipment and ensures relevant equipment is serviced and calibrated annually.
- Delivery of first aid training, whether outsourced or in house to ensure the school can provide adequate first aid provision. The School Nurse keeps details of all staff who have a first aid qualification and what type of course they have attended. Dates of when qualifications will need to be renewed are recorded and shared with the Health and Safety Officer.
- Maintains the First Aid section of the Central Training Register

13. Monitoring:

The School Nurse 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.

Appendix A

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

Procedures for any child that attends the Medical Centre.

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 qualification. 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 a day pupil, the parents/guardians must be contacted and be advised to seek further medical advice and either contact 111 or their own GP. If it involves a boarder the duty nurse will contact Grove Road surgery for further advice and arrange for the child to be seen if required.
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. It should be established as to what the current or following lesson is, to decide whether it is appropriate to return to academic lessons or sport.

4. If a child remains in the Medical Centre please inform the parents and the school office.
(See Policy for care of a sick day child)
5. If a boarder is to remain in the boarding house sickbay overnight the Housemaster must be informed.
(See Policy for care of the sick boarder)
6. If a child has sustained a more serious injury and parents/ambulance have been called the school office/Headmaster should be given full details of the incident in the event that the parents should phone the school.

Children in the Nursery

Any Nursery children who are unwell or who require basic first aid, will be cared for by Nursery staff who are first aid trained. Many of the Nursery staff are now paediatric first aid trained and able to manage minor childhood injuries and illnesses, such as bumps, bruises, raised temperatures and vomiting. This ensures the child is kept in familiar surroundings and cared for by people they know and trust, which will reduce any distress. The staff will call the duty nurse if they are at all concerned about a child and then if required the duty nurse can assess them.

All details of any illness/injuries, treatment given and by who are recorded by the nursery staff on the school electronic medical system. An accident/incident form is completed, detailing all information relating to the illness/injury and any treatment given and by who. This is then signed by the attending member of staff, the Nursery Manager and parents. The nursery then keeps this document on file.

If a child requires medication brought in by the parents, parents are asked to complete a MAR form which is then filed with the child's file.

Sending children to Hospital.

If it is decided to send a child to hospital, it is important to follow the appropriate procedure below:

- I. Day Children - Contact the parent to arrange collection of the child, advising them the child needs an assessment at the hospital. If the parent is unavailable, a member of staff should take the child to hospital. Ensure the office, Headmaster/Deputy Head/Form tutor are informed. The duty Nurse should continue to try and contact the parent/emergency contact.
Boarder - If the child is a boarder and lives locally then follow the same procedure as for a day child, also ensuring the Housemaster is informed. Ensure the office, Headmaster/Deputy Head/Form tutor are informed. If the child is a boarder and their parents are unavailable/overseas, it is the responsibility of a member of staff to escort the child to hospital and who this will be, will be at the discretion of the duty nurse and Housemaster.

2. Record all information on the school electronic medical record system with details of the injury/illness, treatment given, date, time and any communication to others.
3. Complete an accident form if appropriate (kept in the bottom tray on the desk in the medical Centre office). If the accident is reportable under RIDDOR Regulations, then the Health and Safety Executive must be informed on 0845 300 9923. All accident forms need to be sent direct to the Health and Safety Officer at Eastbourne College for review.

Head Injuries - (See full Head injury policy)

All children who have suffered a head injury must be assessed by the duty nurse in the medical Centre. It is essential that parents are informed of a head injury that may result in the symptoms listed below or if the child has developed a significant swelling. The following protocol must be followed:

1. An emergency ambulance must be called for any child that is knocked out/loses consciousness, due to possible complications of the injury in the immediate time after, so they will need to be assessed in hospital. Parents, the school office and other relevant staff must be informed.
2. If a child has sustained a head injury and there is a concern about their condition, they must be taken to hospital for assessment. Parents, the school office and other relevant staff must be informed.
3. If a child has sustained a minor head injury, but the duty nurse is not concerned, but feels they should be collected by a parent/guardian and go home, the duty nurse must ensure the person who will be responsible for the child is fully aware of signs and symptoms to look out for that could be a cause for concern and therefore require an assessment by a Doctor. They must ensure the person who collects the child is given a Head injury advice sheet to refer to and advised of any analgesia given.
4. If it is a boarder who has sustained a head injury they should be checked for these signs/symptoms every hour for the first 4 hours and then observed over the following 20 hours and if there is any cause for concern, Grove Road Surgery or I I I should be contacted for further advice. Parents, Housemaster and other relevant staff must be informed.
5. Any child with a Head injury should be observed for the following:
 - a. Drowsiness
 - b. Behavioural changes
 - c. Sickness
 - d. Severe headaches.

All parents of any child who has sustained a head injury will be informed by the duty nurse by telephone or if it is very minor, by e mail.

Medication

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, such as Asthma, are often very good at taking their own medication and this is to be encouraged provided they are considered Gillick competent. Only staff that have undergone the Educare "Administration of Medication in schools" training are able to give medication and this includes for those children whose 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).

If a day child brings in any medication to take during the school day, 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 the medication, dosage, time required, collection arrangements for the end of the day and a signature of consent. We are unable to administer the medication without this information. All medication must be in date and clearly named.

All prescription medication must be brought in, in its original packaging with the pharmacy label clearly visible with the child's name on the front, clear directions of dose and time the medication is to be given.

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 schools electronic medical record system. Note that within EYFS settings this is a regulatory requirement.

If a child fails to turn up at the required time then it is the duty nurse's responsibility to find the child and administer the medicine and record it on the school electronic medical records system.

Pre-Prep/Nursery

The Pre-Prep and Nursery are stocked with first aid kits and supplies of eye wash. The kits are logged on the main first aid kit location list held in the Medical Centre and are checked regularly and replenished as required. A record of the expiry date of all the eye wash bottles is recorded and these are replaced once used or if they expire. There are accident books kept by the first aid kits in the Pre-Prep for recording of any significant accidents, as per the accident reporting protocol, but all entries are entered on to ISAMS on the child's record.

Any accidents occurring in the EYFS are also recorded on the EYFS recording sheet and this is signed by parents (see attachment). Any medication given by trained staff is recorded on a MAR sheet (Medicine Administration Record (see attachment)), which is also signed by parents. Any medication brought into EYFS by parents is recorded on a sheet and when/if the medication is returned to parents, it is signed off on the sheet (see attachment).

In the Nursery, an accident form will be completed for any child that is treated in Nursery, whether it be for an illness/injury and a MAR (Medicine Administration Record) will be completed when medication is administered. The staff member attending to the child, will complete the forms, which are signed by the attending member of staff followed by the Nursery Manager. When

parents arrive to collect children they are shown the form and any details of events discussed. The parent is then asked to sign the form which is then retained by the Nursery for records.

Contact details for St Andrew's medical team:

- Vicks Campion (Senior Sister)
- Jacky Williams (part time nurse)
- Sue Allan (part time nurse)
- Duty Nurse's mobile: 07949 234146